

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



Circular No.28-Staff Wing/2016
No.42-Staff(Entt-II)/19-2016

OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE

1 AUG 2016

To

1. All the Heads of the Department in IA&AD
(As per Mailing list except overseas offices)
2. Pr. Director (Headquarters)-Local

Subject: Sanction of Permanent Advance/Imprest

Sir/Madam,

As per Rule 291 of General Financial Rules, 2005 the Permanent Advance or Imprest for meeting day to day contingent and emergent expenditure may be granted to a Government Servant by the Head of the Department in consultation with Internal Finance Wing, keeping the amount of advance to the minimum required for smooth functioning.

2. Headquarters is in receipt of proposals for enhancement in the amount of Permanent Advance/Imprest. Keeping in view the provisions contained in Sl. No. 19 under Section "A" of CAG's Manual of Standing Orders (Admn) Vol.II, it is reiterated that the Heads of the Department may decide the amount of Advance to be sanctioned to their subordinate officers. However, the proposals for initial sanction of Permanent Advance/ Imprest may be sent to Headquarters.
3. Further as per provisions contained in Para 10.12.4 of Civil Accounts Manual acknowledgements may be obtained from the Officers holding Permanent Advance as on 31st March in the month of April and forwarded to Headquarters.
4. Receipt of this circular may please be acknowledged.
5. Hindi version will follow.

Yours faithfully,

[Signature]
01/8/16

(RANJIT SINGH)

Asstt. Comptroller & Auditor General(N)