

**CIRCULAR**

Sub : **Permanent / Temporary Imprest.**

Detailed instructions and guidelines as regards IMPREST (Permanent and Temporary Imprest) are laid down in Section-II of MSEB Accounts Code Volume-IV i.e. Cash Accounting Procedure. It should be noted that Permanent Imprest is to be given for day-to-day sundry expenses & temporary petty payments only. And Temporary Imprest is to be given for the purposes mentioned in Section-II of MSEB Accounts Code Volume-IV.

Therefore, items of expenditure other than those specified as above are not to be paid from such imprests. Further, Imprest Account is to be closed by the Imprest Holder within 3 days after the purpose for which it is granted is achieved.

In Sr.No.1 (A) and (B) of Section-III of G.O.2 gives the designation of the employees to whom imprest is to be sanctioned alongwith the maximum limit of imprest amount. It is explicitly stated that ;

- a. **The competent authority before granting the advance shall satisfy himself that it is necessary to grant him the same in the interest of work.**
- b. **Not more than two consecutive advances should be allowed to remain outstanding against any person i.e. the 3<sup>rd</sup> advance should not be paid unless the account of the earlier two advances has been submitted by the Imprest Holder.**
- c. **The account of temporary advance should be submitted to the sanctioning authority within 3 days after the amount is spent.**
- d. **If the submission of account of the advances is overdue beyond seven days, written explanation of the holder of advance should be obtained.**

However, inspite of clear-cut instructions and procedure laid down in Accounts Code Volume and G.O.2, it is observed that the same is not scrupulously followed by the Imprest Holder, Sanctioning Authorities & Officer in-charge responsible for maintenance of Imprest Account. This has resulted in unnecessary blockage of MSEDCL's money and chances of money being defalcated.

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Some of the procedural defects observed are ;

1. The Officers / Employees, who are not entitled to imprest advance, are granted Temporary Imprest Advance.
2. More than two advances are granted even though the earlier advance is not settled/recoup and remained outstanding.
3. The advances are outstanding for unduly long period after the purposes for which these are granted is over.
4. Unspent balances of temporary imprest advance are not being remitted to the Divisional Office, Circle Office immediately.
5. Though there is a provision of Permanent Imprest for meeting day-to-day expenses / sundry purchases, temporary imprest advances are taken for the same.

This is highly objectionable and amounts to unauthorise use of MSEDCL's money. In order to avoid above procedural defects, it is necessary to have strict control over granting and recouping Temporary / Permanent Imprest Account. A periodical review by the Supervising Cadre is must and wherever any irregularities are observed, the same should be brought to the notice of Higher Authorities so as to take an immediate suitable and corrective action in this regard.

It is reiterated that the procedure laid down in Accounts Code Volume IV and G.O.2 shall be strictly adhered and followed scrupulously so as to maintain a proper discipline and control over imprest account.

All concerned are hereby directed to take immediate necessary steps to scrupulously follow the instructions. Any failure by the concerned officer in this regard, will be viewed seriously and shall be held personally responsible for the deviations.

The Supervisory Officials shall ensure proper implementation of this with immediate effect.

This circular is made available on Company's Website [www.mahadiscom.in](http://www.mahadiscom.in).

*S. J. Shirorkar*  
18/04/2013  
Chief General Manager (CF)

To

**As per Mailing List.**