

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF CHIEF ACCOUNTS OFFICER  
B-BLOCK, 2<sup>ND</sup> FLOOR, VIKAS SADAN  
INA, NEW DELHI-110023

No. FE.5 (1)/ 2017/DDA/ 73 F&E Circular No-23/2019 Dated: - 20.09.2019

Sub: - Recoupment of Imprest to Resident Engineers posted at DDA Sports Complexes/Golf Courses- regarding.

It has been brought to the notice that recoupment of Imprest, issued to the Resident Engineers and ADs/SOs (Hort.), posted in the Sports Complexes for carrying out the day to day maintenance of Sports Complexes/Golf, Courses have been restricted up to two only per month by the CAU (Sports), as against the earlier practice of issuance of four to five imprests in a month, resulting in adversely affecting the smooth functioning of DDA's Sports Complexes.

The case has been examined in finance and it has been decided with the approval of Finance Member/DDA that: -

1. The restriction on recoupment of Permanent Imprest up to 2 times in a month may continue to apply in line with instructions dated 03.03.2015 issued by Director (Works) with the approval of EM, DDA. However, in case, the recoupment for more than 2 times is considered absolutely necessary in case of any individual, the special approval may be taken from Director (Sports)/Commissioner (Sports) explaining the justification/special circumstances for it and the amount beyond two imprests may be counted in the Annual ceiling of the Supply Orders/Work Orders.
2. The routine items generally required in Sports Complexes may be procured through Supply Orders for keeping in stock after completing codal formalities. Commonly used items may be procured centrally on competitive rates, if possible.
3. Similarly, petty works/jobs of repetitive nature and routinely required must be awarded on work order/ Tender basis after completing all codal formalities.

It is, therefore, enjoined upon all concerned to adhere to the above instructions *vis a vis* Departmental Instructions issued from time to time strictly.

(MAHABIR PRASAD)  
CHIEF ACCOUNTS OFFICER

To

1. Commissioner (Sports) with a request to direct the concerned staff/officers to adhere to the instructions.

Copy to: - Dy. CAO (Sports) for information and necessary action.

8/10/2019  
Dy. CAO (F&E)