

**F.40/20/2020/Fin/PD/CD No. 012796748/1373-1472**  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE DEPARTMENT (POLICY DIVISION)**  
**4<sup>TH</sup> LEVEL, A-WING, DELHI SECRETARIAT,**  
**I.P. ESTATE, NEW DELHI**

Dated :- 10/07/2025

**ORDER**

**Sub : Revision of Permanent Advance or imprest of Departments under GNCT of Delhi.**

Attention is invited to Rule 322 of the General Financial Rules 2017 which provides that Permanent Advance or Imprest is granted by Head of the Department to a government servant in consultation with the Internal Finance Wing for meeting day-to-day contingent and emergent expenditure. Procedures for maintenance of permanent advance or imprest are stipulated in Para 10.12 of the Civil Accounts Manual.

2. It has been observed that Finance Department, Govt. of NCT of Delhi has received a considerable number of requests from the departments of Govt. of NCT of Delhi for grant/enhancement of permanent advance or imprest citing various reasons in the recent past.

3. Considering the requests made by several Departments of Govt. of NCT of Delhi, approval of the Competent Authority is hereby conveyed to all the departments of Govt. of NCT of Delhi to maintain a permanent advance or imprest upto Rs.1,00,000/- (Rupees One Lakh only). Accordingly, the departments may enhance their permanent advance or imprest to the extent of Rupees One Lakh. Further, the departments/offices which have already been granted approval for maintaining the permanent advance or imprest above Rupees One lakh shall continue to remain in force.

4. All the Head of Departments of Govt. of NCT of Delhi shall ensure that the procedures for maintenance of permanent advance or imprest stipulated in Para 10.12 of the Civil Accounts Manual are followed scrupulously.

5. This issues with the prior approval of Addl. Chief Secretary (Finance).

  
(S.S. Parihar)

10/07/25  
**Special Secretary (Finance)**

**To**

**All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/  
Head of Departments of Govt. of NCT of Delhi.**

**Copy to :-**

1. System Analyst, Finance Department, GNCT of Delhi for uploading the above order on the website of the Finance Department.