GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. F(X)II-2009/Misc/7/Imprest  New Delhi, dated 23/12/2009.

The General Managers, All Indian Railways,
Including CLW, DLW, ICF, RCF, Rail Wheel Factory and
Metro Railway, Kolkata.

The General Manager (Const.), N.F. Railway, Guwahati.

CAOs (Constn), All Indian Railways (except NF Railway).

The Director General and Ex-Officio General Manager, RDSO, Lucknow.

The General Manager, CORE, Allahabad.

CAO, MTP/Mumbai, DLMW, Patiala and COFMOW, New Delhi.

Sub: Instructions to avoid misuse of imprest.

In the course of a Vigilance Investigation, it has been noticed that amounts
against imprest have been recouped on certain occasions based on vouchers which
do not bear any name/address of shop and the estimate/approval is written in
hand on top of the vouchers. Central Vigilance Commission has taken a serious
view in this regard.

Railways are advised to take necessary action so as to avoid recurrence of
such instances. All vouchers for purchases made from imprest should be printed
indicating name and address of the shop, serial number of the voucher etc. and
the same should be duly signed by the shopkeeper. Besides, the instructions given
in para 1050-1055 of the Indian Railway Finance Code Volume I should be followed
scrupulously to avoid any misuse of imprest.

Compliance Report be sent to Board early.

[Signature]

(Anuj Ranjan)
Director Finance(Exp.),
Railway Board.

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Copy to: Dy. Comptroller & Auditor General of India (Railways), Room no. 274, Rail
Bhawan, New Delhi with 45 spare.

FA & CAOs, All Indian Railways including Production units.
FA & CAO(C)s, All Indian Railways.

[Signature]

(Anuj Ranjan)
Director Finance(Exp.),
Railway Board.