

**File No. X-17011/169/2023**  
**OFFICE OF DIRECTOR (EDUCATION)**  
**NDMC : PALIKA KENDRA : NEW DELHI**

No. 148/Dir(Edn)/2023

Dated:- 10/10/2023

**OFFICE ORDER**

With the approval of Competent Authority, NDMC, the following financial powers to Heads of Schools of Atal Adarsh Vidyalayas working in 6<sup>th</sup> CPC GP of (i)Rs.6600/- & above and, (ii) Rs.5400/- in terms of Finance Department, NDMC's Delegation of Financial Power order No.57/PS/FA/2022 dt. 04.10.2022 are communicated:-

S.No.	Grade Pay in which HoS working	Financial Powers
1.	For Grade Pay Rs.6600/- and above of substantive post	Rs.20,000/- in each case subject to Total Annual ceiling Rs.1.60 lakh for recurring as well as non-recurring expenditure
2.	For Grade Pay Rs.5400/- and above of substantive post	Rs.10,000/- in each case subject to Total Annual ceiling Rs.1.00 lakh for recurring as well as non-recurring expenditure

2. All HoSs/HMs have already been sanctioned an amount of Rs.10,000/- on account of Imprest Advance. The Imprest amount remains the same. However, in view of the Subsidiary Instructions of Central Government Account (Receipt & Payment Rules, 2022), one time monetary limit for expending from imprest amount is enhanced from Rs.2000/- to Rs.5000/- as per the current requirement,

3. HoSs may exercise the delegated financial power as in para 1 above at their own level without requirement of approval from higher authorities. However, expenses should be incurred after following due procedure and provisions of GFR and other relevant instructions issued from time to time.

4. As communicated earlier vide No.D-Dir.(Edn)/378/2008 dt.15.05.2008, the following items are allowed to be procured against Imprest Advance by the School Heads :-

- a) Hardware such as locks, Key, Nails, Screws framing of pictures and charts, notice boards for displaying, arrow marks (indicator) showing names of various places in the school etc.
- b) Tube lights/chokes/starters/Electricity Bells etc. (in case of extreme emergency) when these items are not available in the Electricity store.
- c) Expenditure on repair of musical instruments & furniture.
- d) Recanning of chairs.
- e) Expenditure relating to First aid box, Home Nursing, Hygiene and sanitation.

- f) Cost of rule books, magazines, periodicals and daily papers.
  - g) Conveyance to Heads of Schools for attending meetings as per GOI yardsticks.
  - h) Maintenance & repair of small civil, Electrical and Mechanical works in case these works are not being undertaken by Civil/ Electricity Department.
  - i) Exp. On organization or participation in Audio visual programmes, Dramas, Poetic, conferences and debates.
  - j) Purchase of teaching aids.
5. On 4(h) above, it is informed that minor work of most urgent and unavoidable-delay nature can be attended by the School immediately from Imprest Advance and report on the same be sent to JE/AE (Civil/Elect.) concerned.
6. All HoSs to maintain proper record of the expenses made in view of the prescribed ceiling.
7. Finance Deptt., NDMC is being requested to organize Financial management training for all HoSs/HMs.

  
(R.P. Sati)

Director (Education)

To:-

1. All HoSs, AAVs, NDMC
2. All DEOs., Education Deptt.
3. A.O.(Education)

Copy for information to:-

1. PA to Chairman, NDMC.
2. PA to Secretary, NDMC
3. PA to Financial Advisor, NDMC.