

**ICAR-CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN – 304 501**

F.No. 6(3)/G/86/Adm/I/ 4946

Dated: 23.07.2018

OFFICE ORDER

In supersession of all previous orders regarding grant of Cash Imprest to various Divisions/Sections/PIs of the externally funded projects to this institute and its sub stations. The Director is pleased to approve the following allocation of Cash Imprest with immediate effect:

S.No	Name of Divisions/Sections	Existing	Imprest Approved	Ceiling Limit per year
1.	SRRRC, Mannavanur	7500/-	15000/-	1.50 Lakh
2.	NTRS, Garsa	15000/-	20000/-	2.00 Lakh
3.	ARC, Bikaner	32000/-	32000/-	3.00 Lakh
4.	All, Head of Divisions	-	15000/- each.	1.50 Lakh
5.	Head of Office	-	30000/-	3.00 Lakh
6.	I/c, TMTC, TOT & SS, I/c Head Animal health	-	10000/- each.	1.00 Lakh
7.	External Funded Project PI's	-	5000/- each.	50000/-
8.	Farm Section	-	7500/-	75000/-
9.	Estate Section	-	10000/-	1.00 Lakh
	Grant Total	-	1,44,500/-	

The Head of Division/Section In charges will maintain proper record/register for the permanent Imprest Sanctioned to them.

The Limit /ceiling of Cash Imprest as per GFR has to be adhered strictly.

The Imprest may be used only for emergent needs. Not to make it a regular practice.

This issues with the concurrence of FAO and approval of the Director.

Neeraj
23/07/18
(Neeraj Tanwar)
Administrative Officer

Distribution:-

1. DDO, CSWRI, Avikanagar/ ARC, Bikaner/NTRS, Garsa/ SRRRC, Mannavanur for necessary action please.
2. FAO, CSWRI, Avikanagar for necessary action please.
3. All Division/Sections/ Sub Stations
4. Guard File.
5. P.S. to Director
6. Vigilance Officer
7. Incharge AKMU for uploading on website.