



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
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No.F.2-15/2015-Estt./197

July 10, 2017

OFFICE ORDER

The undersigned is directed to convey that the Competent Authority has been pleased to introduce use of **Smart Prepaid Cards** by all the Heads, Section In-charges to meet the day to day expenses of imprest fund as a part of the policy of cashless transaction of Govt. of India. The modus operandi of transactions through such cards will be as follows:

1. All concerned will be given a Smart Prepaid Card by ICICI Bank preloaded with the allotted imprest amount of Rs.2000/- to Rs.5000/- for their petty expenses at School/ Centre/ Section level. Such multi-purpose cards shall be issued by the Bank to the Heads with a four digit secret pin.
2. Owners of the cards need to get it reloaded through Finance & Accounts of the Institute by forwarding the certified bills/ documents having sufficient balance in the card through a cyclic process. Users can get the balance statement and SMS alert in their mobile phones after getting it codified.
3. The current imprest advance amount given to the concerned Heads/ Officials may be settled in full before activation of the new Imprest Cards.
4. The cards can be transferred to the next incumbent on change of office by the holders smoothly.

This comes into force with immediate effect.


Registrar

Copy to:

1. All Deans/ Heads
2. Joint Registrar / Assistant Registrars
3. Superintending Engineer (Civil)
4. All Sections/ Centers
5. Secretary to Director and Registrar
6. Office Order File