



KERALA STATE ELECTRICITY BOARD Ltd

(Incorporated under the Indian Companies Act, 1956)

Vydyuthi Bhavanam, Pattom

Thiruvananthapuram – 695 004

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CIN: U40100KL2011SGC027424

ABSTRACT

Roll-out of Permanent Imprest Module in SARAS to all offices in KSEBL – reg – Sanctioned - Orders issued.

CORPORATE OFFICE (IT)

BO(FTD)No.313/2019 (No.IT/CU/SARAS/Imprest/2018-2019),Thiruvananthapuram. Dated 08.04.2019

Read: 1.Note No.IT/CU/SARAS/Imprest/2018-19/793 dtd 22.03.2019. of Chief Engineer (IT, CR & CAPs)(AgendaNo:82/3/19)

ORDER

The Chief Engineer (IT, CR & CAPs) vide note read above has reported that a work flow based system for managing permanent and temporary Imprest is developed as a module in SARAS. This module has the provision for new imprest requisition, uploading of signed vouchers/bills of petty purchases for recouping or settling imprest amount, monitoring and processing of imprest requests, approval and reconciliation of imprest expenditure at each level as per delegation before submitting to accounts wing for final reconciliation and intimating the imprest holder through SMS on various stages of imprest processing. It is also reported that, the above module simplifies the current tedious and time consuming manual procedures which are affecting the day to day activities of field offices. Electronic transfer of imprest sheets and connected documents also eliminates the cost and manpower incurred for manual transfer of document and reduces the turnaround time in processing imprest request and helps in real time accounting ,auditing and reporting.

Major features of the proposed Imprest module are.

1. Original bills/vouchers can be signed, scanned and uploaded to the imprest module instead of manual submission of certified vouchers/bills. Electronic certification instead of writing certificate on the bills /vouchers.
2. The originals of the signed bills/vouchers submitted/uploaded to the ARU will be retained in the office of the imprest holder for audit purpose.
3. All request/approval, ratifications pertaining to any purchase or payments from imprest account can be done through the imprest module.
4. System based imprest sanctioning and disbursement of imprest amount to concerned officer's bank account instead of cheque issue.

Having considered the matter in detail, the Full Time Directors in its meeting held on 28.03.2019, resolved to accord sanction for the following.

1. To roll out Imprest Management Module developed in SARAS to all offices of KSEBL.
2. To retain the originals of the signed bills/vouchers submitted/uploaded to the ARU in the office of the imprest holder for audit purpose.
3. To direct the Chief Engineer(HRM) to provide necessary training to the employees of KSEBL.

Orders are issued accordingly.

By Order of the Full Time Directors

**Sd/-
LEKHA . G
Company Secretary(i/c)**

To

The Chief Engineer (IT,CR &CAPs)

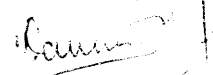
Copy to: 1.The FA/CIA, K S E Board Ltd

2.The Company Secretary

3.The TA to CMD/ Director (D&IT)/(T&SO)/ (G-C&HRM)/(CP, SCM,G-E&S)

4.The PA to Director (Finance)

Forwarded / By Order


Assistant Engineer