To

The Officer In-charge,
All Sub Offices,
Under PCDA (WC) Chandigarh.

Subject:— Permanent Imprest Account.


In this context please refer to this office circular No. AN/XI/1545/Imprest dated 11.12.2018 under which Imprest was sanctioned by the competent authority against your office (Annexure enclosed).

As such, it is advised that a certificate on the following format may be submitted to this office latest by 15.04.2019 as per para 10.12 of the Civil Accounts Manual Vol I, Rule 322 of GFR 2017 and Rule 290 to 292 of GFR 2005.

"The amount of advance outstanding as on 31st of March 2019 has been entered in the money cash column of cash book as on 01.04.2019 and adjustment bill for the expenditure made (yet to be passed) have been submitted to PCDA (WC) Chandigarh vide this office letter bearing No._________________________ dated ________.”

Distribution:

1. Officer In-Charge Cashier
   M.O. Chandigarh. For intimation & necessary action please.

2. Officer In-charge
   IT & S (Local) For uploading on PCDA website.

Sr. Accounts Officer (AN)