To

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

Subject :- Permanent Imprest Account.

Reference :- This office Circular No. AN/XI/1545/Imprest dated 09.01.2020.

In this context please refer to this office circular No. AN/XI/1545/Imprest dated 11.12.2018 & 09.01.2020 under which increased Imprest was sanctioned by the competent authority against your office (copy enclosed).

As such, it is advised that a certificate on the following format may be submitted by all imprest holders to this office latest by 30.04.2020 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.

It is certified that “The amount of advance outstanding as on 31st of March 2020 has been entered in the money cash column of cash book as on 01.04.2020 and adjustement bill for the expenditure made (yet to be passed ) have been submitted to PCDA (WC) Chandigarh vide this office letter bearing No._________________________ dated ______ for Rs.__________.”

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)