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 & 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 30.04.2021 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 2021 has been entered in the money cash column of cash book as on 01.04.2021 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.

DCDA (AN)

Sr. Accounts Officer (AN)
MOST IMPORTANT CIRCULAR

To

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

Subject: - Increase in the Financial Limit of Imprest.


The Competent Authority has accorded sanction for increase in the financial limit of the Permanent Imprest Advance of the office expenditure like Telephone Bill, Internet charges, Stationery, repairs etc. The increased financial limit of Imprest accounts of offices are as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Office</th>
<th>Present Imprest limit</th>
<th>Increased Imprest Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main Office Chandigarh</td>
<td>10000/-</td>
<td>25000/-</td>
</tr>
<tr>
<td>2</td>
<td>AAO (P) WC Delhi Cantt, Jalandhar &amp; Pathankot</td>
<td>5000/-</td>
<td>10000/-</td>
</tr>
<tr>
<td>3</td>
<td>PAO (ORs) RRRC D/Cantt. &amp; 14 GTC Subathu.</td>
<td>5000/-</td>
<td>10000/-</td>
</tr>
<tr>
<td>4</td>
<td>All LAO’s (under WC)</td>
<td>4000/-</td>
<td>5000/-</td>
</tr>
<tr>
<td>5</td>
<td>All ALAO’s (under WC)</td>
<td>1500/-</td>
<td>1500/- (No Change)</td>
</tr>
<tr>
<td>6</td>
<td>AO GE’s (including AAO BSO under administrative charge of AO GE’s)</td>
<td>2000/-</td>
<td>2000/- (No Change)</td>
</tr>
</tbody>
</table>

All Sub Offices are requested to provide contingent bill in duplicate for increased amount of Imprest to this office for necessary action.

Further, it is observed that the Sub-Offices as per Annexure were authorized Imprest Account vide this office even letter No. dated 11.12.2018 & 13.08.19 with directions to open an Imprest Accounts and provide bank details alongwith cancelled cheque. However, the same has not yet been received. The reasons for the same may be intimated for perusal of Competent Authority by 20.01.2020.

GO (AN) has seen.