MOST IMPORTANT CIRCULAR

Sub: Increase in the financial limit of Imprest.

Reference is invited towards this office Most Important Circular No. even dated 11.12.2018, (Copy enclose) wherein the sanction of competent authority was conveyed for enhancement of Financial limit of permanent Imprest held by various sub-offices.

2. Sanction was also accorded to all ALAOs/AOGEs of PCDA WC to open new Imprest A/c as per the limit specified therein, as these offices were not maintaining the Imprest account earlier.

3. The idea behind enhancement of financial limit of permanent advance/sanction for new Imprest A/c was to ease the sub-offices to incur inescapable expenditures like Telephone bill, internet charges & expenditure on stationery & repairs etc. besides other day to day urgent expenses.

4. It is however observed that many offices have still not taken any action to forward the contingent bill of enhanced limit i.e. the contingent bill for difference of old and New Imprest A/c Financial limit has not yet been submitted by the sub offices.

It is therefore enjoined upon all concerned to do the needful. Further those offices where new A/c has to be opened may take necessary action and provide bank detailsalongwith cancelled cheque & mandate form.

Further Imprest A/c cash book be maintained as required under rules & confirmation be sent in this regard.


GO (AN) has seen.

Accounts Officer (AN)

No. AN/XI/1545/Circular
O/o the PCDA (WC) Chandigarh
Dated: - /08/2019

Distribution:-
1. All Sub offices
2. EDP Cell (Local) For uploading this circular on PCDA(WC) Website.

Accounts Officer (AN)
Subject: Increase in the financial limit of Imprest.

Reference: This office Circular No. even dated 15.6.2018.

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>Rs. 10,000/-</td>
<td>Rs. 15,000/-</td>
</tr>
<tr>
<td>2</td>
<td>AAO (P) WC Delhi Cantt., Jalandhar and Pathankot</td>
<td>Rs. 5,000/-</td>
<td>Rs. 5,000/-</td>
</tr>
<tr>
<td>3</td>
<td>PAO (ORs) RRRC Delhi Cantt.</td>
<td>Rs. 1,500/-</td>
<td>Rs. 5,000/-</td>
</tr>
<tr>
<td>4</td>
<td>PAO (ORs) 14 GTC Subathu.</td>
<td>Rs. 3,000/-</td>
<td>Rs. 5,000/-</td>
</tr>
<tr>
<td>5</td>
<td>DCDA COD Delhi Cantt.</td>
<td>Rs. 3,000/-</td>
<td>Rs. 3,000/-</td>
</tr>
<tr>
<td>6</td>
<td>All LAO's (Under WC)</td>
<td>Rs. 3,000/-</td>
<td>Rs. 4,000/-</td>
</tr>
<tr>
<td>7</td>
<td>All ALAO's (Under WC)</td>
<td>Nil</td>
<td>Rs. 1,500/-</td>
</tr>
<tr>
<td>8</td>
<td>AO GEs (including AAO BSO under administrative charge of AO GEs)</td>
<td>Nil</td>
<td>Rs. 2,000/-</td>
</tr>
</tbody>
</table>

2. The Officer Incharge, Offices at Sr. No. 6 to 8 are requested to open an Imprest account and maintained Cash book regularly and intimate to this office accordingly.

3. All Sub Offices are requested to provide bank detail alongwith cancelled cheque and mandate form signed by Bank.

Sr. Accounts Officer (AN- MAP)