

No. AN/II/62/Misc. Corrs
Office of the PCDA(BR)
Seema Sadak Bhawan ,
Ring Road, Naraina
Delhi Cantt.
Dated 16 Jan 2014

To

1. The CDA(BR) Guwahati
2. The JCDA(BR) Chandigarh
3. The PAO(GREF) Pune
4. All AOs Project/Task Force

Subject: Enhancement of monetary limit of permanent imprest and delegation of financial powers.

It has been observed that permanent imprest authorised to all AOs Project/Task Force with monetary limit of Rs. 4000/- vide this office letter of even No. dated 19.7.2010 is not being operated by the AOs. Further the competent authority has felt that the existing financial powers are too meagre to meet the requirement. It has now been decided by the competent authority to revise the same and enhance monetary limit of permanent imprest with immediate effect subject to observation of ceiling of allotment of funds under various heads during the financial year. Revised powers are as under-

	Recurring Expdr	Non Recurring Expdr	Monetary limit of Pt. Imprest
GO (AN) M.O.	2000/-	7500/-	15000/-
Officer in charge JCDA(BR) Chandigarh headed by Addl./Jt CDA	2500/-	8000/-	17000/-
Officer in charge CDA(BR) Guwahati headed by DCDA/ACDA	1000/-	5000/-	10000/-
Officer in charge PAO (GREF) Pune, headed by DCDA/ACDA	1000/-	5000/-	10000/-
AO(P)/Task Force	1000/-	2000/-	5000/-


The competent authority has insisted upon operation of imprest invariably.

Modus operandi to operate the imprest will be as under:-

Officer in charge operating imprest for the first time can draw cash upto their full limit of imprest through contingent bill by debiting suspense code head 00/020/98 in P.M. and expenditure on account of petty purchases out of contingent allotment for the financial year can be met therefrom. Cash thus drawn will be held in the personal custody of the officer in charge of the office. The recouplement can be done whenever expenditure has been incurred by 50% or more by debiting code head 55/066/30.

A cash book namely Permanent Imprest will be maintained by each Imprest Holder and will be up-dated on each drawl. Unspent amount of allotment will lapse on closure of the financial year and there is no need to deposit the same through MRO.

A monthly report of the statement of accounts will be rendered by each sub office to the zonal office. Zonal office will render such monthly report concerning their own office to the main office.


(Neelu)
GO(AN)