

Important Circular

Office of the Principal Controller of Defence Accounts
No.107, Lower Agram Road, Bangalore – 560007
Phone No.080-25545101 Fax : 080-25543810

No.S//Gen Corr

Dated :23/07/2015

To

01	The Officer Commanding, Supply Depot, Bangalore-01	02	The Officer Commanding, Supply Depot, Belgaum-09
03	The Officer Commanding, Supply Depot, Marga-403601	04	The Officer Commanding, AF Station, Jalahally East, Blr-560014
05	The Officer Commanding, AF Stn Yelahanka, Blr-63	06	The Officer Commanding, HQTC, JC Nagar (PO), Hebbal, Blr-06
07	The Officer Commanding, AFSB, Mysore	08	The Officer Commanding, Air Force Station, Bidar-585401
09	The Officer Commanding, ARO, Kulur (PO), Mangalore-13	10	The Officer Commanding, AFS Chimney Hills, B'lore-90

Subject : Delay in submission of paid bills from S&S Imprest for booking of expenditure

It has been observed that Cash Requisitions (CR) are being released to all the S&S Imprest Account Holders as per their sanctioned CML and it is the responsibility of the Imprest account holders concerned to submit the paid bills for having spent the money out of S&S Imprest account before placing the next Cash Requisition. In other words, when a CR is pending to be forwarded to this office duly completed in all respects.

In this regard, it is further stated with reference to the recent verification of the status of CR released and expenditure booked that some of the S&S Imprest account holders have submitted paid bills only for 11% and in general, the percentage of submission of paid bills was between 10% to 75% only while the overall percentage was below 50% of the total CR released which has been adversely commented upon by the higher authorities.

It is also pertinent to mention here that submission of monthly accounts without sending the paid bills and supporting documents is in violation of the provision at para-7 of Appendix-28 of FR Part-II Volume-I.

In view of the above, all the paid bills prior to the recently issued CR may please be sent to this office immediately for effective audit, accounting and reconciliation. The Cash Requisition(CR), received before the receipt of paid bills of the previous CR, will not be entertained in future.

Please acknowledge receipt.

PCDA has seen.

Sd/-
A.C.D.A. (Stores)

Copy to : The OIC, EDP Centre (Local) : With a request to upload in our official website i.e. www.pcdabl.gov.in

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