

CIRCULAR

Office of the Principal Controller of Defence Accounts
No. 107, Lower Agram Road, Agram Post, Bangalore - 560 007

फोन सं./Phone No. - 080 -29710474, 29710475

FAX No. - 080 - 25543810

No. S/S&S Imprest/Corr

Dated : 15/02/2021

To

All S & S Imprest Holders

Sub: Timely submission of paid bills in r/o S & S Imprest Account for booking of expenditure

To ensure timely booking of S&S Imprest paid bills and audit and payment of 5 % bills by this office against Cash Requisitions released during the Financial Year, it has been decided by the Competent Authority that cut-off date for issuing of Cash Requisitions for the current Financial Year 2020-2021 is 15.03.2021. Further S&S Imprest paid bills pertaining to last Cash Requisitions required to be submitted to this office by 12/04/2021 for booking of expenditure for the Financial Year 2020-21.

All paid vouchers in respect of Cash Requisitions released till 15.03.2021 have to be adjusted within this Financial Year i.e. by 31.03.2021. Hence all paid vouchers of S&S Imprest paid bills should be submitted to this office on or before 22.03.2021 so as to book the same in this Financial Year. It may also be ensured that unspent amount is remitted through e-MRO in favour of PCDA, Bangalore and not to be carried forward for the next financial year.

Therefore, it is requested that the above time schedule for submission of CRs and paid vouchers may please be strictly adhered to.

The receipt of this letter may please be acknowledged.

Senior Accounts Officer (Stores)

N.O.O. Copy to :

OA Cell, Local

- For Uploading.

Senior Accounts Officer (Stores)