

## Speed Post

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

No.S/I/Gen Corr

Date: 08 / 02 / 2018

To

01	The Officer Commanding Supply Depot ASC (56 Coy) Bangalore.	02	The Commandant, Supply Depot,Belgaum-09
03	The Officer Commanding Supply Depot, Margoa -09	04	The Officer Commanding, AF Station, Jalahally East,Blr-560014
05	The Officer Commanding AF Stn Yelhanka,Blr-63	06	The Officer Commanding, HQTC,JC Nagar(PO), Hebbal Bangalore-06
07	The Officer Commanding, AFSB ,Mysore	08	The Officer Commanding Air Force Station, Bidar
09	The Officer Commanding, AF Station ,Chimney Hills ,Blr-90		

Sub: Timely submission of paid bills from S & S Imprest for booking of expenditure

Ref: This Office letter No.S/I/Gen Corr dated 26.09.2016

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Your attention is invited to this Office letter referred above wherein certain guide lines and instructions were issued with regard to submission of Cash Requisitions for payment from S&S Imprest account and submission of paid vouchers on this account so as reduce the differences in actual and booked expenditure.

With this object in view and to ensure timely booking of S&S Imprest paid bills and audit and payment of 5% by this Office against Cash requisitions released during the Financial Year, it has been decided by the Competent Authority that request for **Cash requisitions for FY 2017-18 will be received and passed in this Office till 15.03.2018 only.**

Further it may also be ensured that all paid vouchers for the CRs released till 15.03.2018 has to be invariably be adjusted within this FY that is by 31.03.2018. Hence all paid vouchers **should be submitted to this Office on or before 26.03.2018** so as to book the same in this FY.

Hence the above said time schedule for submission of CRs and paid vouchers may please be strictly adhered to.

The receipt of this letter may please be acknowledged.

  
Sr. Accounts Officer(S)