

**V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT
MATERIALS SECTION**

File No-A-1/2/2018-Mat/D.

Dated: 05.04.2018

CIRCULAR NO: 001/2018-19

Sub: Verification of Special/Temporary Imprest - Observations of
Vigilance Department - reg.

Vigilance Dept, in their letter. No.VIG-23/4/2017/D. 205 Dated 02.03.2018 addressed to FA&CAO, made certain observations after Scrutiny of Special/Temporary Imprest Accounts held by Imprest holders of all Departments for the period from April,2016 to January, 2017.

On review of the remarks/observations pointed out by Vigilance Department, it is to state that the Imprest holders, while forwarding the Imprest account to Finance Dept, for recoupment/ closing, have not complied with the procedure of submitting the Imprest account with vouchers. The following are to be ensured while submitting vouchers.

1. All the Vouchers of Imprest Account to be signed.
2. Imprest Account is to be submitted in the prescribed format.
3. Certificate to that effect the goods are received in good condition and utilized for the purpose are to be furnished in the bill.
4. Vouchers are to be serially numbered and thermo print bills are to be Xeroxed & enclosed.
5. In respect of misc purchase made and labour charges paid, acknowledgment for payment made are to be obtained.
6. In respect of T&P items, a certificate to that effect the materials purchased are taken into account has to be furnished.

In this regard, all the HODs are hereby requested to issue suitable instruction to Imprest holders of their respective Departments, to comply with all the above observations pointed out by Vigilance Department, before forwarding Imprest Account to Finance Dept for recoupment or closure of Imprest Accounts. Imprest Account received without compliance to the above points will be returned by Finance Dept, and recoupment shall not be considered and account will not be closed unless complied into.


**FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER**

To

All Head of Departments
Copy to Sr.DCAO I and II, DCAO
All Sr.Aos, AOs of Finance Dept