



PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTSS (WC)

SECTOR-9, CHANDIGARH-160009

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सत्यमेव जयते



No. AN/XI/1545/Imprest

Dated: 15.05.2018

To,

The Officers In Charge

1. All Sub Offices under PCDA(WC) excluding AOGE/AAO BSO Offices.
2. All IFAs under payment jurisdiction of this office.

Sub: Public Fund Account and Imprest Account.

It is seen that some of the Sub Offices / IFAs does not have their Public Fund Account and Imprest Account and their payment are forwarded in other offices bank account which leads to delay and other accounting problems.

2 In case your office is not having PF A/c and Imp A/c then, it is requested to open Public Fund Account and Imprest Bank Account so that hardship in reconciliation and withdrawal of money may be avoided. It is pertinent to mention that each Sub Office has been authorized a certain amount of Imprest to meet out their urgent requirement which may be utilized and Imprest Account be recouped periodically.

3 Two cash books be maintained separately for each of the account i.e. PF A/c and Imprest A/c. It may please be accorded top priority and requisite information as per under mentioned format may please be forwarded to this office latest by 31/05/2018 for updating the bank details in 'Tulip'-

S.N.	Name of Office- Name of Officer In Charge-	
a)	Name of Account Holder (As printed on cheque for PF A/c)	
b)	Public Fund Account No.	
c)	Name and address of Bank	
d)	IFSC Code	
a)	Name of Account Holder (As printed on cheque for Imprest A/c)	
b)	Public Fund Account No.	
c)	Name and address of Bank	
d)	IFSC Code	

4 Due to implementation of Project Tulip and to add the details of Imprest Account and Public Fund Account on Tulip, original cancelled Cheque and NEFT Mandate form may also please be forwarded.

PCDA(WC) has seen.

Copy to:-

Sr. Accounts Officer (AN)

The Office Incharge  
IT&S,  
Local

For uploading on PCDA website.