As per the guidelines issued by CGDA office and the discussion on the subject, it is decided that the payments regarding the condiment expenditure will be released to units in **advance on half yearly basis** (subject to the availability of allotment/funds) based on the strength of the units in the previous month.

2. For this purpose units will submit a **Contingent Bill** mentioning the posted strength/ feeding strength along with the budget allotment letter from the competent authority and the cash in hand, if any **(in following format)**. While forwarding contingent bill for advance payment, cash in hand/ bank, if any would be set off against total requirement projected. Annexure in the following format be enclosed.

<table>
<thead>
<tr>
<th>Authorized/Projected Feeding Strength</th>
<th>Rate</th>
<th>Amount authorized (1x2)</th>
<th>Cash in Hand/ Balance (Pl. Specify)</th>
<th>Total Requirement Projected (3-4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

P.T.O.
3. The amount for the condiment expenditure will be credited in the Public Fund Account of the unit. Units not having the Public Fund Account will open the same for the purpose and all transactions from this advance should be recorded in the Public Fund Cash Book. After disbursement of the amount claimed, a copy of cheque slip will be sent to the concerned units through NIC mail ID. Payments for the subsequent claims will be released subject to the availability of fund.

4. Units will have to render the statement of expenditure on Quarterly Basis along with Nominal Rolls and CFA Sanction, opening balance showing amount of advance drawn, expenditure incurred & closing balance (in following format).

<table>
<thead>
<tr>
<th>Opening Balance</th>
<th>Amount of Advance drawn</th>
<th>Expenditure incurred</th>
<th>Closing Balance</th>
</tr>
</thead>
</table>

5. Closing balance at the end of each quarter will be carried forward to the next quarter. However balances at the end of the financial year will lapse and will be deposited through MRO. On receipt of MRO along with the quarterly statement of the last quarter, the amount will be adjusted.

6. In this regard, please issue direction to all unit/ formations.

This issues with approval of PCDA (WC).

(ABHINEET DHILLON)
Group Officer(S/C)

Copy to:-

1. The Officer In charge, IT&S Section : For uploading on website.

(ABHINEET DHILLON)
Group Officer(S/C)