No.HRD/22/2019/303

Date:-19.12.2019

19 DEC 2019

To,

All ACC (HQ) / ACC (Zones)
All Regional PF Commissioners,
In-charge of the Regions
In-charge of the District Office

Sub: Grant of ‘Permanent Advance’ / ‘Imprest’ to District Offices for their smooth functioning- reg.

Sir/Madam,

This is with reference to Circular No.HRM-I/D-1(1)2017/CR/29016 dated 09.01.2018, wherein detailed instructions, inter-alia, were issued regarding the amount of ‘Imprest’ to District Offices (Para 2(v)) of the circular, ibid, refers.

2. It was given to understand by Zonal ACCs that the existing ‘Imprest’ of Rs.15,000/- to District Offices was not adequate, in view of increase in the levels of functionalisation of District Offices.

3. Accordingly, the limit of Rs.15,000/- as ‘Imprest’ to District Offices has been revisited. It has, therefore, been decided to enhance the ‘Imprest’ from Rs.15,000/- to Rs.50,000/- w.e.f. 1st January, 2020. Officers manning the District Offices stand empowered to utilize the ‘Imprest’ within the meaning and subject to the stipulations / limitations as laid down in GFR 322 and other related governing conditions.

[This issues with the approval of Central PF Commissioner]

Yours faithfully,

(Sarojani Rane)
Addl. Central P.F. Commissioner (HRD)

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1. PPS to CPFC
2. All EC/CBT Members
3. PPS to FA & CAO
4. PPS to CVO
5. PS/PA to ACC (HQ) (HR)
6. All DD (Vigilance)/ZAPs
7. All ZTIs/Sub-ZTIs
8. RPFC, NDC for web circulation
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10. Guard File

(Naveen Jeneja)
Regional PF Commissioner (HRD)