



No. CWC CO-FS0PAY/41/2023-FINANCE

22nd November, 2023

Payment Section Circular # 7

Sub: Allowing Receipts/certificates for amount spent for certain activities against Imprest/Temporary Advance

Ref: No. CWC CO-FD0CASH/8/2022-FINANCE dated 19th July, 2022

Based on representations received from Regional Offices, approval of competent authority is conveyed for acceptance of Receipt in lieu of invoice submitted through imprest/Temporary Advances for following expenses:

S no	Nature of Expenses	Maximum limit (Per transaction)
1	Purchase of plants , sapling plant, garland, Bouquet, pots etc	Rs. 500/-
2	Freight & Cartage Charges	Rs. 2500/-
3	Other Miscellaneous Work of petty nature for day to day use	Rs. 500/-

Same is subject to following condition:

- Receipt must have name and contact number of the person who have provided the services.
- Genuineness of the claim and reasonability of price of the services shall lies with the official who is submitting and availing the claim.
- Any mis-declaration/ false claims shall attract disciplinary action as per CWC Staff and Regulation Act.

This issues with the approval of Competent Authority.

(Amit Puri)
General Manager (F&A)

Distribution to:

1. All Regional Managers/ Accounts-in-charges of Regional Offices, CWC
2. All DGMs/AGMs/Managers/AMs in Finance, Accounts & Internal Audit Cadre at CWC, CO
3. All HoDs, CWC, C.O., New Delhi
4. Manager (Rajbhasha), CWC, CO, New Delhi, with a request to arrange Hindi version of this circular.
5. Supdt. (MIS), for placing the circular on CWC's website.

Copy for information to:

1. PPS to Dir.(Pers.), CWC, CO, New Delhi.
2. PA to Dir.(Fin.), CWC, CO, New Delhi
3. PS to MD, CWC, CO, New Delhi.

General Manager (F&A)