



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A Govt. of India Undertaking)
जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-FSOPAY/40/2023-FINANCE

13th September, 2023

Payment Section Circular # 4

Sub: PCS Policy on Imprest/Temporary Advance – reg.

Ref: Letter No. CWC/PCS/2022-23 dated 24.02.2023 issued by HOD (PCS & Technical) to all Regional Managers on above subject.

Based on representations received from Regional Offices, maximum limit for acceptance of Receipt in lieu of invoice related to PCS Expenses shall be as under:

S no.	Nature of PCS Activities	Maximum limit (Per transaction)excluding taxes
1	Handling & Transportation of men, material and chemical	Rs. 2500/-
2	Purchase of bait and other nontoxic items	Rs. 1000 /-
3	Misc. Ancillary work	Rs. 500/-

Above is subject to following conditions:

- Receipt must be signed and authenticated by the PCS Incharge and the concerned Warehouse Manager. It must contain vehicle number, name and contact number of the person who have provided the transportation 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:

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

Copy for kind information to:

- Dir.(Pers.), CWC, CO, New Delhi.
- Dir.(Fin.), CWC, CO, New Delhi
- MD, CWC, CO, New Delhi.

निगमितकार्यालय : 4/1, सीरीइंस्टीट्यूशनलएरिया, अगस्तक्रांतिमार्ग, हौज़खास, नईदिल्ली-110016.
CO: 4/1, Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi-110016.
टेलिफोन/Landline:011-40810544, ई-मेल/Email: puri.amit@cewacor.nic.in