

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED
ACCOUNTS BRANCH

144. Anna salai,
Chennai – 600 002.

Circular Memo No.CFC/GL/FC/P/DFC/W/AO/W/D.27/PR.No.108/22 dated 27.07.2022

Sub: TANGEDCO - Imprest and Temporary Advance - Certain instructions-
Issued - Reg.

Ref: 1. Note approved by Director/Finance/TANGEDCO(27.07.2022)

2. U.O. No. CE/IT/SE/IT2/EE/ERP/F.ERP/D.664/2022 dated 4.7.2022

Chief Engineer/IT & RAPDRP vide U.O. dated 04.07.2022 have requested to issue certain instructions to field for simplifying the Imprest & Temporary Advance while processing it through ERP duly.

Accordingly, the issues prevailing at field are ascertained and following are furnished to optimize the use of ERP and to avoid delay in processing imprest and Temporary Advance

1. The entries in PCB in regard to the expenditure charged in Imprest are not required while processing the expenditure in imprest through ERP as it captures the data such as value of expenditure, details of bills/invoice etc.

2. All the bills/invoices must be clearly scanned and attached in ERP portal before forwarding and in such case, pass order at the back of bills/invoices is not required.

3. The entries in regard to GST paid on the bills/invoices have to be duly entered with details of vendor Name, GSTIN, Bill No and date.

4. The original bills/invoices against which expenditure is charged in the imprest shall be directly handed over by the passing officer to the Central Office for recoupment, clearly stating the ERP document Number to which the bills/invoices relate.

At the Central Office, the hard copies received are to be verified with the documents attached in ERP before recoupment so as to avoid repetition in charging the same expenditure at later date.

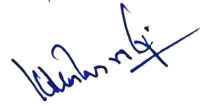
5. The recoupment of Imprest can be made once 50% or more amount is spent.

6. At most care is to be taken to charge only the duly eligible expenditure in imprest amount.

7. At the end of the financial year, the imprest need not be closed and re-applied since the detailed report of the balance unspent amount in imprest could be ascertained in ERP.

8. The temporary advance need not be closed at the financial year end if the purpose for which it is opened is not completed. However, in other cases, the temporary advance has to be closed within 15 days after completion of the purpose for which it is opened.

(By order of Director/Finance/TANGEDCO)



Chief Financial Controller/General

To

All Chief Engineers

All Superintending Engineers

Copy to Executive Assistant to Director /Distribution.

Copy to Executive Assistant to Director /Generation.

Copy to Executive Assistant to Director /Finance

Copy to Executive Assistant to Director Project.

Copy to the Executive Engineer/Chairman cum Managing Director's Office.

The Secretary/TANGEDCO/Chennai -2.

The Director General of Police/Vigilance/TANGEDCO/ Chennai-2.

All Director / Computer/TANGEDCO/Chennai – 2.

All Financial Controllers.

The Chief Internal Audit Officer / BOAB/TANEDCO/Chennai-2