

Sub:- APIIC-IALA-Spending of IALA amount for meeting the entertainment expenses-certain clarifications-Reg.

Ref:- Circular. No.APIIC/LAC/HO/Guidelines/2013-200,dt.10.10.2013 of VC&MD, APIIC Limtied, Hyderabad.

Regarding the revised guidelines on the functions of IALAs and Service Societies, instructions were issued, vide circular cited, to all the Zonal Managers/Commissioners/Eos. Regarding the Administrative Expenses, instructions were also issued in the guidelines that, the Administrative Expenses should not exceed 20% of the total revenue generated i.e. on share of IALA or Rs.20.00 Lakhs, whichever is less.

As regards to the Administrative Expenditure Account, some of the Commissioners/EOs have sought for clarification whether the charges for refreshments like Tea/Coffee etc., to the visitors of the Managing Committee's members/ Chairman/ Commissioner/EO etc., under the Entertainment charges, as the same are not indicated in any Circular of IALA and requested to make a provision for this purpose.

In this connection, permission is hereby accorded to all the Commissioners/EOs to meet the following expenditure from the Imprest Account. The details on drawl of imprest are given below after the imprest amount exhausts, amount to be drawn afresh towards imprest, duly submitting necessary bills/vouchers towards the expenditure incurred from the imprest amount.

1. Repairs & Maintenance charges to Computers
2. Xerox charges
3. Conveyance charges
4. Refreshment charges for Management Committee meeting
5. Expenses for Celebration of Republic/Independence Day
6. Purchase of Stationery
7. Postal Charges etc.,

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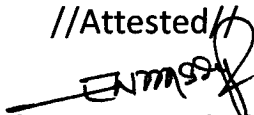
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S.No.	Grade of IALA	Imprest amount permitted
1.	Grade -I IALAs	Rs.10,000-00 (Rupees Ten thousand only)
2.	Grade-II IALAs	Rs.8,000-00(Rupees Eight thousand only)
3.	Grade-III IALAs	Rs.5,000-00(Rupees Five thousand only)

The ZMs/Commissioners/EOs are further advised to place the issue along with the record in the next meeting of the Service Society for information.

Sd/-
VICE CHAIRMAN &
MANAGING DIRECTOR

To
All the Zonal Managers/Commissioners/EOs

//Attested//

EXECUTIVE DIRECTOR (N)