

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

From
Er.Sathya Narayanan B.E.,
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To
All Superintending Engineers
TANGEDCO and
TANTRANSCO
(by email)

Lr.No:CE/IT/SE/IT-2/EE/ERP/AEE/ERP/F.ERP/D.622/2023 dt. 12.09.2023

Sir/Madam,

Sub: TANGEDCO – IT Wing – Enhancement of Imprest amount – Processing in the ERP system – Regarding.

Ref: (Per)FB TANGEDCO Proceedings No.24 dated 23rd August 2023.

Imprest amount has been enhanced for Executive Engineers, Assistant Executive Engineers and Assistant Engineers /Junior Engineers as per the ref cited above. In this connection, the procedure for processing of enhancement of Imprest amount in ERP is as follows:

Step1: Final close the Existing Imprest in ZFIIMTAR by Imprest holders.

Step2: Accounts wing has to close the same and clear the two documents (i.e)
a) Original Imprest opening document b) Final closed document by the Imprest holder in the F-44 T-code.

Step3: Newly open the Enhanced Imprest amount in ZFIIMTA by Imprest holders.

Step4: Recoupment of Imprest will proceed as before in the ERP.

Hence it is requested to follow the above procedure for the enhancement of Imprest amount processing in the ERP system.

Sd 12.09.2023

Chief Engineer/IT&RAPDRP

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