

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF AUDIT
4TH LEVEL, 'C' WING, DELHI SACHIVALAYA,
NEW DELHI

No.F.8(5)/DOA/Estt./2014.Pt.File

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CIRCULAR

Instances have come to the notice of Finance Department, Govt. of NCT of Delhi that departments are not adhering to the instructions contained in the Civil Accounts Manual & Receipts and Payments Rules regarding adjustment of abstract contingent bills resulting in huge accretion of advances.

The attention of all the Administrative Secretaries/HODs is, therefore, invited to the provisions of Rule 118 of Receipts & Payments Rules, 1983 which inter alia stipulate that "a certificate shall be attached to every abstract contingent bill to the effect that the detailed contingent bills have been submitted to the Controlling Officer in respect of abstract contingent bills drawn during the month previous to that in which the bill in question is presented for payment. On no account may an abstract contingent bill be encashed without this certificate". Further, as per para 4.19 of Civil Accounts Manual, both A.C. Bill & detailed bill require scrutiny in Pay & Accounts Office.

All the Principal Secretaries/Secretaries and HODs of the Departments are requested to ensure compliance of the above instructions and also prescribe a money limit for the amount which can be drawn on abstract bills by each officer with due regard to the circumstances of each case.


(S.N. SAHAI)

Pr. SECRETARY (FINANCE)

To

1. All Pr. Secretaries/Secretaries/HODs with the request to ensure that these instructions are strictly followed by all the departments/institutions functioning under their control.
2. Head of all Autonomous Bodies/Grantee Institutions of Govt. of NCT of Delhi.
3. Controller of Accounts, Directorate of Audit, Delhi Secretariat, New Delhi.
4. Dy. Controller of Accounts (Admn.), Principal Accounts Office, Vikas Bhawan, New Delhi shall ensure compliance & submit a quarterly report.
5. All Dy. Secretaries of Finance Department, Govt. of NCT of Delhi.
6. All PAOs for strict compliance.
7. Website of Audit Department.


2/2/15

(D.S. BHAKUNI)

CONTROLLER OF ACCOUNTS (AUDIT)