

PARKASH CHAND  
DEPUTY CONTROLLER OF ACCOUNTS



आर्य समाज, दिल्ली  
मुख्य कार्यालय, दिल्ली  
अ-ब्लॉक, जवाहर नगर, एच. ब्लॉक,  
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Date: 19/03/2015

Respected Sir,

As you are well aware that during the month of March, a large number of bills are presented by the Departments of PAOs on daily basis. This creates a lot of work pressure on the staff, as the bills are required to be cleared before the closing of the financial year. It is, therefore, advised to take appropriate action to streamline your working to deal with the temporary increase in volume of work and also to extend full cooperation to the Drawing and Disbursing Officers for accepting their bill on daily basis.

I would also like to mention that like previous years no specific time schedule for submission of bills during the month of March has been prescribed. However, the Dy. Secretary (Finance) has apprised all the HODs vide D.O. dated 05/3/2015 to advise the ITR to them before 16<sup>th</sup> March and other bills are presented in the PAOs on daily basis. Further, the HODs have been advised to avoid accumulation of sanctions to present bills on last days of the financial year. In spite of all this, last minutes rush is not altogether ruled out.

To streamline the rush of work in March, 2015, it has been decided that besides deploying staff as per requirement beyond office hours to complete the bills on day to day basis, all PAOs will remain open on all Saturday's and Sunday's w.e.f. 16/03/2015 except on 28<sup>th</sup> March 2015 being Gazetted Holiday on account of Ram Navami to clear the rush of work. The bills for this financial year would be accepted only upto 6.00 p.m. on March 31, 2015.

I would also like you to keep close watch over the receipt and clearance of bills every day in general and during the last week in particular. It must be ensured that the bills received are cleared on the same day or by noon of next day so as to avoid accumulation of large number of bills. You may, therefore, deploy your staff on "as required basis, beyond office hours and also on Saturday and Sunday. Finally, you are most welcome to contact me for guidance or clarification, if needed.

Yours sincerely,

(PARKASH CHAND)

To

Sh D.S. Bhakuni  
Controller of Accounts  
Directorate of Audit, 4<sup>th</sup> Level  
Delhi Sectt.