

**FINANCE DEPARTMENT
GOVERNMENT OF NCT OF DELHI
DELHI SECRETARIAT, IP ESTATE, NEW DELHI-110002**

No. F.68(01)/2013/T-I/Pr.A.O.1/06-2/15

Dated: 29 .01.2016.

CIRCULAR

Attention is invited towards O.M. of even number dated 6:5.2015 in which it was advised to arrange payments to vendors/suppliers above Rs.10,000/- through electronic mode to improve transparency, reduce office work, increase speed of payments and minimize delays in payment.

In order to implement the system of payments through electronic mode, Head of Offices/DDOs under the control of departments would require to obtain details of bank accounts of the vendors/suppliers in the prescribed mandate form at the time of awarding the job/work order to them and further to send the said details to the Pay & Accounts Offices concerned along with bills of payment. Also, there is a need to develop an internal mechanism in the departments to monitor the disposal of bills of vendors/suppliers to ensure clearance of bills at their level in a time bound manner.

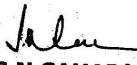
It is therefore advised that administrative department shall issue instructions to their subordinate offices to obtain the details of bank accounts of the vendor/suppliers in the prescribed form while awarding job/work order to them and further to send the said details to the Pay & Accounts Offices concerned along with the bills of payment.

It is also advised that the Administrative Department shall develop an internal mechanism to monitor disposal of bills of vendors/suppliers at the level and their submission to Pay & Accounts Offices within a period of 6 weeks. In cases, where delayed had happened, a certificate containing therein reasons of delay beyond 6 weeks would be submitted along with payment bills to PAO concerned.

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It is also informed that the departments shall strictly adhere to the time frame of 6 weeks fixed for clearance of bills of vendors/suppliers and shall also regularly monitor the implementation of the time schedule on monthly basis. Delay beyond the specified period without convincing and justifiable reasons will not be accepted in any circumstances.

The Principal Accounts Office will obtain monthly reports on delayed cases from Pay & Accounts Offices and submit the said report along with reasons of delay as submitted by the departments along with payment bills to the Finance Department. In the Finance Department, the facts and circumstances of delays would be considered taking into account the gravity of the misconduct in individual cases and appropriate action would be recommended against the officials/officer responsible for non-clearance of bills in a prescribed time period of 6 weeks.


(S.N.SAHAI)
Pr. Secretary (Finance)

To

All Pr. Secretaries, Secretaries/HODs
Govt. of NCT of Delhi,
Delhi/New Delhi

No. F. 68(01)/2013/T-I/Pr.A.O./

Dated:

Copy to: All PAOs., Govt. of NCT of Delhi, Delhi/New Delhi with the advise to send monthly reports to the Headquarter in the proforma already circulated in respect of those cases where payments, bills have not been finalized at the level of Administrative Department within a period of six weeks.

(PARKASH CHAND)
DCA (Admn./Tech.)