

PRINCIPAL ACCOUNTS OFFICE
GOVT. OF NCT OF DELHI
A-BLOCK VIKAS BHAWAN, NEW DELHI.

F.No.19(Misc.)/Circular/T-1/Pr.AO/2008-09/III/691

Dated: 29/02/2016

CIRCULAR

Sub:- Time limit for clearance of Bills/Claims

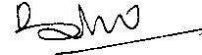
Sir,

The existing time schedule of clearance of bills/claims to be followed in Pay & Accounts Offices and GP Fund Cell as circulated vide circular dated 19.08.2009 and further modified vide letter dated 24.03.2014 has been reviewed in consultation with the Finance Department, Govt. of NCT of Delhi and a revised time schedule has been finalized.

PAOs may also refer to the standard check list issued by this office for taking up all types of bills/claims in PAOs and GP Fund Cell. This check list have been implemented to ensure the maintenance of uniformity at all levels and also to avoid incomplete submission of bills/claims by DDOs.

DCA(Funds) and PAOs are advised to strictly adhere to the enclosed time schedule for passing the bills/claims received in their office from various DDOs. PAOs in consultation with DDOs would also ensure the complete submission of bills/claims so that payment to employees/beneficiaries/vendors/suppliers etc. are arranged timely.

This issues with the approval of Controller of Accounts.



(K.V.BABU)
Dy. Controller of Accounts
(Tech.)

For Approval.

To

1. The DCA(Funds), GPF Fund Cell, Vikas Bhawan, Metcalf House, Delhi.
2. All Pay & Accounts Officers, Pay & Accounts Office, GNCT of Delhi, New Delhi/Delhi.

Time Schedule for clearance of bills in Pay & Accounts Offices

Existing Time Schedule was fixed taking into account the manpower deployed in PAOs as per sanctioned strength. The PAOs for the last 1-2 years are working with acute shortage of staff and hence the under mentioned Time Schedule has been suggested by the team of the officers taking into account the manpower deployed in PAO at the GPF Cell -

• Details of Time Schedule is given below :-

Sl. No.	Category of Claim	Maximum period during which the claim should be processed	Time limit for disposal of bills at all levels in PAOs		
			Dealing Asstt.	PAOs AAOs	PAOs
a	Salary Bills	9 working days	4	3	2
b	Arrear Bills such as arising due to retrospective pay fixation on promotion, non drawl of increment	10 working days	5	3	2
c	Payment of DA/OTA/Bonus/Honorarium Bills	8 working days	4	2	2
d	TA claims on Tour/Transfer, LTC Claims, Medical reimbursement/Scholarship/Stipend Claims	8 working days	4	2	2
e	Advance claims such as TA advance, LTC advance, Medical Advance, House Building Advance, final withdrawl, Motor conveyance advance, bicycle advance etc.	8 working days	4	2	2
f (i)	Contingent claims	9 working days	4	3	2
(ii)	Urgent Contingent claims on account of electricity, water, telephone etc.	4 working days	2	1	1
g	Refund of Revenue	11 working days	6	3	2
h	Payment of Deposit	11 working days	6	3	2
i	Grant in aid/loan cases	7 working days	3	2	2
J (i)	Processing of pension cases including provisional pension for authorization of DCRG, commutation and issue of PPO	25 working days	15	5	5

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