

OFFICE OF THE SPECIAL SECRETARY (FINANCE)
GOVERNMENT OF NCT OF DELHI
ROOM NO.A-404, DELHI SECRETARIAT : NEW DELHI-110002.

No.F.68(02)/2016/T-1/Pr.A.O./555-664

Dated : 29.02.2016.

To

All Pr. Secretaries / Secretaries / HODs of GNCTD
Delhi / New Delhi.

Sir / Madam,


During the closing month of Financial Year, generally a large number of bills are presented by the departments in PAOs on daily basis. This creates a lot of work pressure on the staff. The bills presented in PAOs are required to be cleared before the closing of financial year i.e. 31st March. Although the Pay & Accounts Officers have been instructed to take appropriate action to streamline their working to deal with the temporary increase in volume of work and extend full cooperation to the Drawing and Disbursing Officers for accepting bills on daily basis, but it is also desirable that Drawing and Disbursing Officers maintain an even flow of bills to avoid unnecessary accumulation of bills during the last days of March.

The bills will be received in PAOs from 16th to 31st March on all days including Saturdays and Sundays except on 24th & 25th March 2016 being Gazetted Holiday on account of Holi and Good Friday. In view of increase in volume of bills in comparison of other months, May I request you to direct all the DDOs under your administrative control to ensure that the salary bills for the month of March 2016 are presented by them to their respective PAOs before 16th March so that the salary of staff is credited into the accounts of the Government Servants on due date.

May I, therefore, request you to issue suitable instructions to all the DDOs working under your administrative control to ensure the regular flow of bills to the PAOs, by submitting bills on day-to-day basis as per expenditure sanctioned and also to avoid accumulation of sanctions and bills at the end of the financial year.

Bills will be accepted in PAOs only upto 6.00 p.m. on March 31st, 2016.

Yours faithfully,


(S.P. Singh)
Special Secretary (Finance)
011-23392132