

**PRINCIPAL ACCOUNTS OFFICE**  
**GOVT. OF NCT OF DELHI**  
**A-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI**

No. F.68(03)/2016/T-1/Pr. AO/155-254

Date : 02/02/2018

To

All the Pr. Secretaries/Secretaries/  
Heads of the Departments,  
Govt. of NCT of Delhi,  
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 present in PAOs are required to be cleared before the closing of financial year i.e. 31<sup>st</sup> 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.


In view of increase in volume of bills in comparison of the other month, all the DDOs under your administrative control may ensure that the salary bills for the month of March 2018 are presented by them to their respective PAOs before 20<sup>th</sup> March so that the salary of staff is credited into the accounts of the Government Servants on due date.

Suitable instructions may be issued to the DDOs working under your administrative control to ensure the regular flow of bills to the PAOs by submitting bill 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 in the month of March, 2018 will be accepted in PAOs as per the time schedule given below :-

- |   |   |   |
|---|---|---|
| 1. Salary Bills   | : | up to 20 <sup>th</sup> March, 2018  |
| 2. Bills other than salary bills<br>(Except Contingent Bills) | : | up to 23 <sup>rd</sup> March, 2018  |
| 3. Contingent Grant-in-Aids Loan Bills                        | : | up to 30 <sup>th</sup> March, 2018<br>(Except 29 <sup>th</sup> March, 2018) |

Yours faithfully,

  
(U.K. Tyagi)  
Special Secretary (Finance)  
Ph. No. 011-23392220