

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

No. 5(02)/2016/T-I/Pr. AO/PF/

Date :

To

The Deputy Controller of Accounts,
Department of Social Welfare,
Govt. of NCT of Delhi,
GLNS Complex, Delhi Gate,
New Delhi

Sub : Information regarding Payment due summary for transaction on GeM.

Sir,

With reference to your letter No. F.7(2)/DCA/2018-19/15596 dated 30-07-2018 on the subject noted above I am directed to inform you that as per the existing orders bills other than the salary bills are to be received in PAOs up to 23rd and not up to 20th of the month and therefore the bills in respect of contingent expenditure may be submitted to PAO till 20th of the month.

The suggestions of your department regarding to accept the bills pertaining to procurement through GeM on all working days would be considered in consultation with PAOs in the monthly meeting of this month expected to be scheduled in 3rd week of August, 2018 and appropriate view point would be taken and instructions be sent to all concerned.

Yours faithfully,

/

(K.V. Babu)

Dy. Controller of Accounts (Tech.)

No. 5(02)/2016/T-I/Pr. AO/PF/ 1693

Date : 08/08/2018

Copy to All Pay & Accounts Officer, Govt. of NCT of Delhi, Delhi/New Delhi.


Dy. Controller of Accounts (Tech.)

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GOVERNMENT OF NCT OF DELHI
PRICIPAL ACCOUNTS OFFICE : VIKAS BHAWAN 'A' BLOCK
I.P. ESTATE , NEW DELHI-110013


F.NO1(16)/Vig./strengthening/Pr.AO/Admn-I/2014/ 3641-3681

Dated 26-9-14

CIRCULAR

To streamline and improve the existing system as well as to strengthen the procedures/techniques followed in Pay and Accounts Offices of GNCT of Delhi in Co-ordination with all the departments of GNCT of Delhi the following amendments/restructuring be implemented with immediate effect.

- Instructions already issued vide circular dated 14.09.2006 of the Finance Department of GNCT of Delhi to accept the bills on all working days have been reviewed in the light of the instructions contained in Civil Accounts Manual Chapter-2 of Civil Account Manual and the enclosed time schedule may be followed by the DDOs and PAOs for submission and acceptance of all kinds of bills.
- The procedure of reconciliation of monthly expenditure as prescribed under Rule 52(5) of the General Financial Rules shall be followed by the PAOs and DDOs. Besides the Principal Accounts Office shall also monitor the regular reconciliation of expenditure by the PAOs with the DDOs.
- The Principal Accounts Office Shall provide the monthly details of expenditure of all the departments as per the requirement of Rule 52(5) of the GFR. The departments shall also furnish a quarterly certificate to the Principal Accounts Office certifying the correctness of the figures for the quarter by the 15th of the second following month after the end of the quarters, April-June, July-September, October- December and January-March.
- Only representatives of the departments duly authorized in writing by the DDOs be entertained by the PAOs for the purpose of ascertaining the status of Bills, claims etc..


16/09/14
(PARKASH CHAND)
DY. CONTROLLER OF ACCOUNTS (ADMN)
PH. NO. 23370766

- To
1. All Heads of Department, GNCT of Delhi
 2. All Pay and Accounts Offices (1-25) GNCT of Delhi

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**PRINCIPAL ACCOUNTS OFFICE
GOVT. OF NCT OF DELHI
'A' BLOCK:VIKAS BHAWAN:NEW DELHI**

**TIME SCHEDULE FOR RECEIVING VARIOUS TYPES OF
BILLS IN PAY & ACCOUNTS OFFICES**

1. Salary Bills : Up to 20th of the month.
2. Bills other than the Salary Bills : Up-to 23rd of the month.
3. Unavoidable & Urgent Bills : Up-to last working day of the month.