

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

No. 19(Misc.)/Circular/Pr. AO/T-I/2008-09/III/ 1834-1933 Date : 12/09/2018

To,

✓ All the Pr. Secretaries/Secretaries,  
Heads of the Department,  
Govt. of NCT of Delhi, Delhi/New Delhi.

**Sub : Time limit for submission of various types of bills in Pay & Accounts Offices.**

Please refer to this office Circular dated 26-09-2014 vide which time schedule to be followed by DDOs and PAOs for submission and acceptance of all kinds of bills was circulated for maintaining the uniformity at all levels.

As per the said time schedule Contingent Expenditure Bills were to be accepted up to 23<sup>rd</sup> of the month. The procurement of Goods and Services by all the departments through GeM have been made mandatory where payments to the vendors/suppliers are to be released in 10 working days. Accordingly, it has been decided in consultation with the Finance Department, Govt. of NCT of Delhi to revise the time limit for receiving the Contingent Expenditure Bills in PAOs from 23<sup>rd</sup> to 27<sup>th</sup> of the month.

The revised time schedule for receiving the various types of bills in PAOs is sent herewith with the request to issue necessary instructions to the Heads of Offices under your control to follow the said time schedule for submission of various types of bills to PAOs with immediate effect.

Yours faithfully,

*(Signature)*  
11.09.2018  
(Parkash Chand)

Controller of Accounts  
Tel. No. 011-23370762

No. 19(Misc.)/Circular/Pr. AO/T-I/2008-09/III/

Date :

Copy to :

1. PS to the Principal Secretary, Finance Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
2. The Special Secretary, Finance Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
3. All Pay & Accounts Officers, Pay & Accounts Offices, Govt. of NCT of Delhi, Delhi/New Delhi.

Controller of Accounts

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

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

1. Salary Bills : Up to 20<sup>th</sup> of the month
2. Bills other than Salary Bills and Contingent : Up to 23<sup>rd</sup> of the month  
Expenditure Bills
3. Contingent Expenditure Bills : Up to 27<sup>th</sup> of the month
4. Unavoidable & Urgent Bills : Up to last working day of  
the month