

No. F.68 (01)/2019/T-1/Pr.AO/ 322

Dated: 25/2/2019

To, ✓

All Pay & Accounts Offices,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

As you are well aware that during the month of March, a large number of bills are presented by the Departments of PAOs on daily basis. This creates a lot of work pressure on the staff, as the bills are required to be cleared before the closing of the financial year. It is, therefore, advised to take appropriate action to streamline your working to deal with the temporary increase in volume of work and also to extend full cooperation to the Drawing and Disbursing Officers for accepting their bill on daily basis.

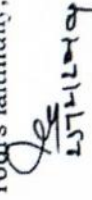
I would also like to mention that Spl. Secretary (Finance) has apprised all the HODs vide letter dated 25.02.2019 to advise the DDOs working under their administrative control to ensure the regular flow of bills to the PAOs by submitting bill on day to day basis as per expenditure sanctioned and also to avoid accumulation of sanctions and bills at the end of the financial years. Bills in the month of March, 2019 will be accepted in PAOs as per the time schedule give below:-

1. Salary Bills : up to 20<sup>th</sup> March, 2019
2. Bills other than salary bills : up to 23<sup>rd</sup> March, 2019  
(Except Contingent Bills) (Except 21<sup>st</sup> March, 2019)
3. Contingent Bills : up to 30<sup>th</sup> March, 2019  
(Except 21<sup>st</sup> March, 2019)

To streamline the rush of work in March, 2019, it has been decided that besides deploying staff as per requirement beyond office hours to complete the jobs on day to day basis, all PAOs will remain open on all Saturdays, Sundays and Holidays (Except 21.03.2019) w.e.f. 16.03.2019 to clear the rush of work. The bills for this financial year would be accepted only up to 06:00 PM on March 30<sup>th</sup>, 2019.

I would also like you to keep close watch over the receipt and clearance of bills every day in general and during the last week in particular. It must be ensured that the bills received are cleared on the same day or by noon of next day so as to avoid accumulation of large number of bills. You may, therefore, deploy your staff on "as required basis, beyond office hours and also on Saturday and Sunday. Finally, you are most welcome to contact me for guidance or clarification if needed.

Yours faithfully,

  
25/2/2019**(PARKASH CHAND)**  
**CONTROLLER OF ACCOUNTS****No. F.68 (01)/2019/T-1/Pr.AO/****Dated:**

Copy to DCA (Admn.) with the advice that progress on the receiving and clearance of bills in PAOs may be monitored daily from 01<sup>st</sup> March and till 31<sup>st</sup> March and status may be apprised daily to the undersigned.

**CONTROLLER OF ACCOUNTS**