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**PRINCIPAL ACCOUNTS OFFICE**  
**GOVT. OF NCT OF DELHI**  
**A-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002**

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No.F.68(01)/2020/T-1/Pr.AOI/ 202-296

Dated: 24/02/2020

To

**All the Principal Secretaries/  
Secretaries/Head of Departments,  
Govt. of NCT of Delhi**

Madam/Sir,

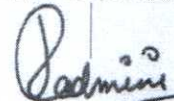
During the closing month of the financial year, generally a large number of bills are likely to be presented on daily basis by the departments in Pay and Accounts Offices, resulting in increased work pressure on PAOs. Also, the bills presented in PAOs are required to be cleared by the last day of the financial year. Although, the Pay and Accounts Officers have been instructed to take appropriate action to streamline their working to deal with the temporary increase in the volume of work and extend full cooperation to the Drawing & Disbursing Officers for accepting bills on daily basis, it is also desirable that Drawing & Disbursing Officers maintain an even flow of bills to avoid unnecessary accumulation of bills during the last days of March.

In view of increased volume of bills in March in comparison to the other months of the financial year, the DDOs under your administrative control may be directed to ensure that the salary bills for the month of March, 2020 are presented by them to their respective PAOs before 20<sup>th</sup> March, 2020 so that the salary of staff is credited into the accounts of Government Servants on due date. Similarly, the DDOs may be suitably instructed to ensure 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 fag-end of the financial year.

In order to cope up with the increased work pressure in March, it has been decided that the PAOs will be working on all days including Saturday, Sunday and Holidays from 16-03-2020 onwards in order to receive and clear the payment of bills. The claims/bills likely to be presented in the month of March, 2020 will be accepted in PAOs as per the time schedule given below :-

- |   |   |                                   |
|---|---|-----------------------------------|
| 1. Salary Bills   | : | upto 20 <sup>th</sup> March, 2020 |
| 2. Bills other than salary bills<br>(Except Contingent Bills) | : | upto 23 <sup>rd</sup> March, 2020 |
| 3. Contingent Bills   | : | upto 30 <sup>th</sup> March, 2020 |

Yours faithfully,



**(Ms.Padmini Singla)**  
**Secretary (Finance)**  
**Ph.No 011-23392220**



**PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002**

No. F.68(01)/2020/T-1/Pr.AO/ 297-322 Dated : 24/02/2020

To  
The Pay and Accounts Officers,  
All Pay and Accounts Offices,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

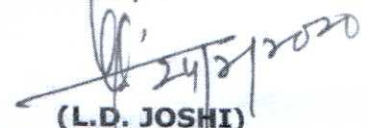
As you are well aware, during the month of March a large number of bills are presented by the departments to Pay and Accounts Offices on a daily basis, thus creating a lot of work-pressure on the staff, as the bills are required to be cleared before the closing of the financial year. In order to streamline the increased workload, it is advised to take appropriate action and also extend full cooperation to the Drawing & Disbursing Officers for accepting their bills on a daily basis.

The Secretary (Finance) has already apprised all the HODs vide letter dated 24.02.2020 to advise the DDOs working under their administrative control to ensure the regular flow of bills to the PAOs by submitting bills on daily basis as per expenditure sanctioned and also to avoid accumulation of sanctions and bills at the end of the financial years. The time schedule for acceptance of bills in PAOs during March, 2020 is as given below :-

- |   |   |                                   |
|---|---|-----------------------------------|
| 1. Salary Bills   | : | Upto 20 <sup>th</sup> March, 2020 |
| 2. Bills other than Salary Bills<br>(except Contingent Bills) | : | Upto 23 <sup>rd</sup> March, 2020 |
| 3. Contingent Bills   | : | Upto 30 <sup>th</sup> March, 2020 |

To streamline the rush of work in March, 2020, 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 days from 16<sup>th</sup> March, 2020 including Saturdays, Sundays and Holidays in order to clear the rush of work. The bills for this financial year would be accepted only upto 06.00 PM of 30<sup>th</sup> March, 2020.

I would, also like you to keep close watch over the receipt and clearance of bills everyday 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 "required basis", beyond office hours and also on Saturday, Sunday and Holidays.

  
(L.D. JOSHI)  
Controller of Accounts  
Ph. No. 011-23370762

**No. F.68(01)/2020/T-1/Pr.AO/**

**Dated :**

Copy to DCA (Admn.) - with the advice to monitor the progress on the receiving and clearance of bills in PAOs on a daily basis starting from 1st March, 2020 till 31st March, 2020 and status may be apprised daily to the undersigned.

  
Controller of Accounts