

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

NO. F.68(01)/2020/T-1/Pr.AO/103-1 27

Dated: 25/03/2022

ORDER

As all the Pay and Accounts Officers are well aware that during the month of March, due to closure of financial year, a large number of bills/claims are presented by the Departments of GNCTD in PAOs on daily basis. This creates a lot of work pressure on the staff, as the bills are required to be cleared by the last day of the financial year i.e. 31st March.

Therefore, all Pay and Accounts Officers are directed to take necessary & appropriate action to streamline their working to cope up with the temporary increase in volume of work and also to extend the full cooperation to the Drawing and Disbursing Officers for accepting their bills on daily basis.

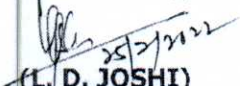
The Secretary (Finance) has already requested all the HODs vide letter dated 24.2.2022 to direct the DDOs working under their administrative control to ensure the regular flow of bills to the PAOs by submitting the bills on day to day basis as per the expenditure sanctioned and also to avoid unnecessary accumulation of sanctions and bills at the fag end of the financial year.

The time schedule for acceptance of bills/claims in PAOs during the month of March, 2022 is as under:

- | | | |
|---|---|-----------------------------------|
| 1. Salary Bills | : | up to 20 th March 2022 |
| 2. Bills other than salary bills
(Except Contingent Bills) | : | up to 23 rd March 2022 |
| 3. Contingent Bills | : | up to 30 th March 2022 |

Further, in order to streamline the rush of work in March 2022, it has been decided that the staff in the PAOs may be deployed as per requirement beyond office hours to complete the jobs on day to day basis and all PAOs shall function on all Saturdays, Sundays and Holidays (Except 18.03.2022, being Holi festival) w.e.f. 16.03.2022. **The bills for this financial year would be accepted only up to 06:00 PM on 30th March 2022.**

Keeping in view the above exigencies, all the PAOs are also directed to keep a 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. Pay and Accounts Officers may, therefore, deploy their staff on "required basis", beyond office hours and also on Saturday, Sunday and Holidays accordingly.


(L. D. JOSHI)
CONTROLLER OF ACCOUNTS

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

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


(L. D. JOSHI)
CONTROLLER OF ACCOUNTS