

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

N.F.68(01)/2020/T-1/Pr.AO/05-100

Dated 31/02/2022

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

Sub:- **Timeline for submission of bills in PAOs for the month of March, 2022**

Madam/Sir,


During the closing month of the financial year, generally a large number of bills are likely to be presented by the Departments of GNCTD on daily basis in Pay and Accounts Offices, consequently increasing the work load of PAOs. Moreover, the bills presented in PAOs are required to be cleared within the last day of the financial year. Although, the Pay and Accounts Officers have been duly instructed to take appropriate action to streamline their working for dealing 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.

2. Considering, the increased volume of bills presented in March compared to other months of the financial year, and in order to remit the salary into the accounts of Government Servants of GNCTD on due date, the DDOs under your administrative control may be directed to ensure that the salary bills for the month of March, 2022 are presented by them to their respective PAOs before 20th March 2022. Similarly, the DDOs may also be instructed to ensure regular flow of bills to the PAOs by submitting bills on day-to-day basis as per expenditure sanctioned and to avoid accumulation of sanctions and bills at the fag-end of the financial year.

3. In order to manage the increased work pressure in March 2022, it has been decided that all the **PAOs will be working on all days including Saturday, Sunday and Holidays (except 18th March, 2022, being Holi)** from 16.03.2021 in order to receive and clear the payment of bills. The time schedule for acceptance of claims/bills in PAOs during the month of March, 2022 is as under:-

- | | | |
|---|---|-----------------------------------|
| a) Salary Bills | : | upto 20 th March, 2022 |
| b) Bills other than salary bills
(Except Contingent Bills) | : | upto 23 rd March, 2022 |
| c) Contingent Bills | : | upto 30 th March, 2022 |

Yours faithfully,


(NIHARIKA RAI)
Secretary (Finance)