

09 JUL 2012
Dated: July 4, 2012

No.F.:10/2/2012/Ac/USfa/118-120

CIRCULAR

Subject: Review of status of pending bills by Administrative Secretaries/ Heads of Departments.

It has come to the notice of Finance department that, in certain cases, there is inordinate delay in clearance of bills submitted by contractors/vendors who execute works on behalf of a department and render service(s) as per contractual agreement. The delay could be either in the administrative departments or in Finance/Planning department or Pay and accounts Office. Thus it is necessary to:

- (a) Ascertain status of bills,
- (b) Identify the reasons for delay, and
- (c) Regular monitoring of pending bills to ensure timely disposal.

2. One major reason long delays in the clearance of bills could be lack of adherence to prescribed procedures and/or codal formalities, lack of proper documentations and/or lack of communication between the departments. To pre-empt delay on this account, whenever goods or services are procured or work got executed, it is imperative to ensure adherence to the prescribed procedure and codal formalities. There is also a case for effective communication/consultation between the administrative departments and Finance/Planning departments. This would enable sanctioning/concurring authorities to accord requisite sanction/concurrence expeditiously.

3. Instructions are being issued to Pay and Accounts Officers for expeditious clearance of bills presented by the departments. Deficiencies, if any, shall have to be communicated to the administrative department comprehensively and within 10 days of receipt of bills. Administrative departments are requested to bring specific cases of unwarranted delay to the notice of Finance department for appropriate action.

4. Accordingly, all the Administrative Secretaries /Heads of Departments are requested to review all pending bills, identify the reasons for delay, and monitor the status of clearance of pending bills on a monthly basis. Departments may also prescribe the following schedule for examination and processing of bills:

- (i) 7 working days from receipt of bills to the competent authority for sanction/concurrence.
- (ii) Issue of sanction within 3 working days of receipt of approval of the competent authority.

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI

No.F.DTTE/AC/VII/4(8)/Misc./2008-09/ 5639-5646 Dated 13/7/12
ENDORSEMENT

Copy of the above letter is forwarded for information & necessary action to:-

1. N.S.I.T./D.T.U./DIPSAR/C.O.A./S.U.S.A./G.B.P. Eng. College/Govt. Eng. College Jaffarpur/Ambekar Institute of Technology/IIT, Dwarka.
2. The Principals of Polytechnics/ITIs /BPIBS/CSI/BTC.
3. The Registrar, Board of Technical Education, Delhi.
4. The Dy. App. Advisor, Office of the Dy. App. Advisor, Delhi.
5. All Branch Incharges, DTTE (HQ).
6. P.S. to Pr. Secretary, Spl.Secretary, TTE.
7. DDO, DTTE(HQ)
8. Programmer, DTTE (HQ) for uploading on the website under the link circulars.

- (iii) Presentation of bill to the office of the Pay and Accounts officer concerned within 2 working days of issue of sanction.

A status report may be submitted to Finance Department for information by 7th of every month.

5. This issues with approval of the Hon' Finance Minister/Chief Minister.

Lamecholu
4/7/12

(D.M. Spolia)
Pr. Secretary (Finance)

To

All Administrative Secretaries /Heads of Departments.

Copy to:

1. Pr. Secretary to C.M.
2. Staff Officer to C.S.

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
HUMAN RESOURCE MANAGEMENT CELL

2532-2616
12/11/12

- Copy of the report shall be forwarded to the following authorities for their consideration:
1. H.O. of the Department of Technical Education
 2. The Registrar, Board of Technical Education, Delhi
 3. The Dy. Commr. (Tech. Edu.)
 4. All District Instructors (D.T.E.)
 5. P.E. to the Government of N.C.T. of Delhi
 6. D.O. (D.T.E.)
 7. Department of Technical Education, N.C.T. of Delhi