

AMIT YADAV

सचिव, वित्त

Secretary, Finance

1175/843/TTE

11/3/13



राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI

दिल्ली सचिवालय, आई. पी. एस्टेट, नई दिल्ली-110002

DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

TELEFAX : 23392132

D.O.NO. F.68/Pr.AO/T-I/2012-13/3257-3365

दिनांक

Dated 25.02.2013

Dear Sir,

During the closing month of Financial Year, generally a large number of bills are presented by the departments in PAOs on daily basis. This creates a lot of work pressure on the staff. The bills presented in PAOs are required to be cleared before the closing of financial year i.e. 31st March. Although the Pay & Accounts Officers have been instructed to take appropriate action to streamline their working to deal with the temporary increase in volume of work, and extend full co-operation to the Drawing and Disbursing Officers for accepting bills on daily basis, but it is also desirable that Drawing and Disbursing Officers maintain an even flow of bills to avoid unnecessary accumulation of bills during the last days of March.

Although, bills will be received in PAOs on all working days during the month of March, but in view of increase in volume of bills in comparison of other months, I would request you to direct all the DDOs under your administrative control to ensure that the salary bills for the month of March, 2013 are presented by them to their respective PAOs before 15th March so that the salary of staff is credited into the accounts of the Government Servants on due date.

I would also request you to issue suitable instructions to all the DDOs working under your administrative control to ensure the 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 end of the financial year.

Bills will be accepted in PAOs only up to 6.00 P.M on March 31st, 2013.

With best regards.

Yours sincerely,

(AMIT YADAV)

Sh. Rajender Kumar
Pr. Secretary,
Department of Training & Technical Education,
Govt. of NCT of Delhi,
Pitampura, New Delhi.

memory circulate
14/3
chkh

1007/PA/Dir.
13-3-13.