

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/ 2217

Dated 18.3.14

ENDORSEMENT

A copy of the under mentioned paper is forwarded for information & necessary action to the following:-

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/Ambedkar Institute of Technology/ IIIT Okhla
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, Director, TTE.
7. DDO, DTTE(HQ)
8. Programmer, DTTE (HQ) for uploading on the website under the link circulars.

List of paper forwarded:-

| S.No. | Name of the Department | Letter No. and date | Subject |
|-------|--|--|---|
| 1. | Special Secretary (Finance), Govt. of NCT of Delhi | D.O. No.F.68(02)/2013/T- 1/Pr.A.O./1629-1638 dated 04.03.2014 | Regarding submission of bills in PAO |


(Z. MATHEW)
ACCOUNTS OFFICER

ALKA DIWAN, IAS

विशेष सचिव, वित्त
Spl. Secretary, Finance

1110/K&I
10/3/14



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
F.68(02)/2013/T-1/Pr.A.O./1629-1738

D.O. NO.

दिनांक 04.03.2014

Dated

most important

1627/PA/DI
13-3-14

~~DDO~~
AC (M)

13.3.14

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.

The bills will be received in PAOs upto 6.00 P.M. on all working days from 1st to 14th March and from 18th to 31st March on all days including Saturdays and Sundays. In view of increase in volume of bills in comparison of other months, May I request you to direct all the DDOs under your administrative control to ensure that the salary bills for the month of March, 2014 are presented by them to their respective PAOs before 14th March so that the salary of staff is credited into the accounts of the Government Servants on due date.

May I, therefore 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 upto 6.00 P.M. on March 31st, 2014.

With regard

Yours sincerely,

Alka Diwan

(ALKA DIWAN)

WC may circulate
AMM
14/3/14

AAO (AO)

18/3

34/Accts
8/3/14

To

Mr. Gupta Mr. Dagi

Sh. R.K. Verma
Pr. Secretary
Deptt. Of TTE
Pitampura, New Delhi.