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o/o DG (Systems)


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**TIME-BOUND
BY FAX**

F. No. CCA/Fin/Circular/March Bills/2007-08/653
Chief Controller of Accounts
Ministry of Finance

CIRCULAR

10 March 2008

Sub: Submission of Bills to PAO by 17 March 2008 for operating the budget of 2007-08

1. Attention is invited on the instructions of Secretary (Expenditure) issued by O.M. No. 7(2)/E.Coord/07 dated 17 September 2007 and earlier instructions on expenditure management issued by Department of Expenditure on 22 July 2006 and December 21, 2006.
2. To enable this office to complete the payment processes within the financial year in full adherence to these expenditure management guidelines, it is requested that all Divisional Heads (Director/Deputy Secretary) may ensure that all bills fulfilling codal requirements pertaining to release of funds/payments by their Division are preferred by their Drawing & Disbursing Officer (DDO) to the Pay & Accounts Officer to reach the PAO latest by 17 March 2008. Immediate action is necessary for residual bills if any, as DDOs may need 2-3 days for the preparation of bills.
3. This time line is necessary to provide the minimum time to the Pay and Accounts Offices for proper payment scrutiny and processing, issue of cheques, incl. requisition of Demand Drafts (DDs) from the accredited banks and the despatch of the same to payees within the financial year.
4. No bills may be received by the PAO from 18 March 2008 without the specific approval of the Divisional Head stating reason of delay concurred by the concerned Controller of Accounts.
5. A review of bills may be made by the Divisional Heads suitably. Last year, it was observed that in certain cases, the sanction order had not been issued and/or bill not preferred in spite of the approval of the competent authority for the payment. The bills for the financial year 2006-07 were preferred in the month of April 2007 to the PAO and were returned by the PAO.
6. Each PAO may close the payment process and invariably up-load the day's account on e-lekha before leaving office each day. He and his officers/staff may clear the pending bills in hand by working late and/or coming on week-ends, if necessary.
7. Further, as indicated in the guidelines by Secretary (Exp), cheques are not to be issued on the 31st March as a measure of abundant caution. All Pay & Accounts Officers may all surrender all cheque books by 31 March 2008 to the Principal Accounts Office alongwith a list of the last cheque leaf drawn for each category of cheque books held by him. The

Principal Accounts Office will forward this complete list on 31 March 2008 to the Office of the Controller General of Accounts after a retaining copy and the custody of the used cheque books.

8. Divisional Heads are requested to closely associate themselves with the payment process till the conclusion by the issue of cheques/DDs, to ensure that all observations on bills referred back by the PAO have been resolved by suitable action/amendments to sanction orders/etc. by their office in a timely manner.

Bills pertaining to the Supplementary Demand for Grants (III Batch)

9. The bills pertaining to Supplementary Demand for Grants in the third batch will be treated as an exception to the above time line. It is requested that these bills be preferred by the DDOs to the Pay & Accounts Office **within a day of the circulation of President's assent on the Supplementary Demands**. PAOs may ensure that the payment process in respect of other bills is concluded by the 26 March 2008 to accommodate these bills and enable the conclusion of the despatch of DDs/issue of cheques by DDOs by 31 mar 2008.
10. All DDOs may compile a report by 7 April 2008 and submit to the respective Controller of Accounts, confirming that all DDs/ Cheques have been despatched by him in time in conformity with the directives of Secretary (Exp) in the above communications (Para 1 above refers).
11. It is reiterated that any payment by cheques beyond 31 March, 2008 operating the budget of 2007-08 will not be admitted as it violates the provisions of the Constitution of India.

Soma Roy Burman
10.3.08.

(Soma Roy Burman)
Chief Controller of Accounts
Dated: 10 March 2008

1. All Joint Secretaries in the Department of Expenditure of Ministry of Finance
2. All Joint Secretaries in the Department of Revenue of Ministry of Finance *S.H.R. Balagopal, JS, CRDT*
3. All Joint Secretaries in the Department of Economic Affairs of Ministry of Finance
4. All Joint Secretaries in the Department of Financial Services of Ministry of Finance
5. All Joint Secretaries in the Department of Disinvestment of Ministry of Finance
6. All Directors/Deputy Secretaries in IFU of Ministry of Finance
7. Controllers of Accounts for issue of necessary instructions to all PAOs and DDOs
8. Principal Accounts Office (Administration) for coordination

For information:-

9. PPS to Finance Secretary
10. PPS to Secretary (Expenditure)
11. PPS to Secretary (Revenue)
12. PPS to Secretary (Financial Services)
13. PPS to Secretary (Disinvestment)
14. PPS to Additional Secretary (Expenditure)
15. PPS to Additional Secretary (Economic Affairs)
16. PPS to Additional Secretary (Revenue)
17. JS&FA (Finance)