

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

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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 20<sup>th</sup> 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 18<sup>th</sup> 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 <sup>th</sup> March, 2022 |
| b) Bills other than salary bills<br>(Except Contingent Bills) | : | upto 23 <sup>rd</sup> March, 2022 |
| c) Contingent Bills   | : | upto 30 <sup>th</sup> March, 2022 |

Yours faithfully,

  
**(NIHARIKA RAI)**  
Secretary (Finance)

**PRINCIPAL ACCOUNTS OFFICE**  
**GOVT. OF NCT OF DELHI**  
**A-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI**  
**NO. F.68(01)/2020/T-1/Pr.AO/103-1 27**

**Dated:** 25/03/2022

**ORDER**

As all the Pay and Accounts Officers are well aware that during the month of March, due to closure of financial year, a large number of bills/claims are presented by the Departments of GNCTD in PAOs on daily basis. This creates a lot of work pressure on the staff, as the bills are required to be cleared by the last day of the financial year i.e. 31<sup>st</sup> March.

Therefore, all Pay and Accounts Officers are directed to take necessary & appropriate action to streamline their working to cope up with the temporary increase in volume of work and also to extend the full cooperation to the Drawing and Disbursing Officers for accepting their bills on daily basis.

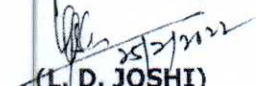
The Secretary (Finance) has already requested all the HODs vide letter dated 24.2.2022 to direct the DDOs working under their administrative control to ensure the regular flow of bills to the PAOs by submitting the bills on day to day basis as per the expenditure sanctioned and also to avoid unnecessary accumulation of sanctions and bills at the fag end of the financial year.

The time schedule for acceptance of bills/claims in PAOs during the month of March, 2022 is as under:

- |   |   |                                   |
|---|---|-----------------------------------|
| 1. Salary Bills   | : | up to 20 <sup>th</sup> March 2022 |
| 2. Bills other than salary bills<br>(Except Contingent Bills) | : | up to 23 <sup>rd</sup> March 2022 |
| 3. Contingent Bills   | : | up to 30 <sup>th</sup> March 2022 |

Further, in order to streamline the rush of work in March 2022, it has been decided that the staff in the PAOs may be deployed as per requirement beyond office hours to complete the jobs on day to day basis and all PAOs shall function on all Saturdays, Sundays and Holidays (Except 18.03.2022, being Holi festival) w.e.f. 16.03.2022. **The bills for this financial year would be accepted only up to 06:00 PM on 30<sup>th</sup> March 2022.**

Keeping in view the above exigencies, all the PAOs are also directed to keep a close watch over the receipt and clearance of bills everyday in general and during the last week in particular. It must be ensured that the bills received are cleared on the same day or by noon of next day, so as to avoid accumulation of large number of bills. Pay and Accounts Officers may, therefore, deploy their staff on "required basis", beyond office hours and also on Saturday, Sunday and Holidays accordingly.

  
**(L. D. JOSHI)**  
CONTROLLER OF ACCOUNTS

The Pay and Accounts Officers,  
All Pay and Accounts Offices,  
Govt. of NCT of Delhi

**NO. F.68(01)/2020/T-1/Pr.AO/103-1 27**

**Dated:** 25/03/22

Copy to DCA(Admn.) with the advice that progress on the receiving and clearance of bills in PAOs may be monitored daily from 01<sup>st</sup> March and till 31<sup>st</sup> March and status may be apprised daily to the undersigned.

  
**(L. D. JOSHI)**  
CONTROLLER OF ACCOUNTS