

C-13019/4/2021-Vigilance-CGA / 2910
Ministry of Finance, Department of Expenditure
Office of the Controller General of Accounts
Mahalekha Niyantarak Bhawan
GPO Complex, E- Block, INA,
New Delhi-110023

Dated: 23/05/2025

OFFICE MEMORANDUM

Subject: Monitoring of PAO wise status of tokenization of bills on weekly basis-reg.

The undersigned is directed to say that delay in tokenization of bills has been found as one of the major reasons for delay in the processing of the bills as pointed out in the special audit reports conducted by O/o CGA in the PAOs of different Ministries. This issue has been examined in consultation with Controller General of Accounts.

2. In order to prevent such delays in tokenization of bills, all Pr. CCAs/CCAs/CAs are directed to monitor PAO wise status of tokenization of bills on weekly basis. It is also directed to send consolidated monthly status after obtaining the same from all PAOs under their administrative control as per proforma devised by TA (copy enclosed) along with the genuine reasons of delays thereof to O/o CGA etc.

3. Further, all Pr. CCAs/CCAs/CAs are also advised that in case of physical receipt of bills please undertake review of every PAO to see if any DDO located far off can be assigned to other PAO to reduce delay in receipt of bills. This exercise may be completed in a month and confirmation to that effect may be sent by all Pr. CCAs/CCAs/CAs to the Section concerned in the O/o CGA.

4. This issues with the approval of Controller General of Accounts.

Encl: As above


(Amit Gunvant Bhole)

Dy. Controller General of Accounts

To

Principal CCAs/CCAs/CAs(I/C)/Jt.CGA (Admn.), O/o CGA

Copy to:-

1. Sr.PPS to CGA,
2. PS to all Addl. CGAs,
3. CC (Pension),
4. Jt. CGA (GIFMIS/Codes/TA/Accounts)
5. Director (INGAF),
6. Sr.AO (ITD) for uploading the same on the website of O/o CGA

Proforma for time taken for tokenization of bills and reasons for delay

[illegible]