

F. No.TA-2-03002(03)/1/2021-TA-II/e-5450/80

Ministry of Finance  
Department of Expenditure  
Office of Controller General of Accounts

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Mahalekha Niyantarak Bhawan  
E-Block, INA, New Delhi,  
Dated, the 12<sup>th</sup> March, 2025.

OFFICE MEMORANDUM

**Subject: Rush of expenditure in the month of March, 2025-reg**

In order to avoid last minute rush of expenditure & system overload in PFMS during the closing month/days of the financial year 2024-25 due to likelihood of rush of bills towards the end of the year, it is hereby advised that the following actions may be taken as pro-active measures to ensure streamlining of bills payments for March 2025: -

- i. Head of Accounting Organisations of all Ministries/Departments need to ensure smooth clearance of bills in PAOs and monitor daily stock of bills in hand in each PAO. Pr.CCA/CCA/CA(i/c) of Ministries/Departments should consider opening of Pay and Accounts Office on Saturdays and Sundays falling in March, 2025 to clear the pendency of bills in hand.
- ii. Engagement and close coordination by Pr.CCA/CCA/CAs within their respective Ministries/Departments should be ensured. Programme Divisions, Administrative offices, DDOs and other stakeholders may be sensitized and requested to submit bills in a timely manner with a specific date (say 21<sup>st</sup> March) by which bills may be submitted in PAOs.
- iii. A copy of the instructions issued by the field offices to the offices under their payment control for the time-schedule for timely submission of various types of bills may also be endorsed to this office.
- iv. In order to avoid system overload during last hours of the end of FY 2024-25, Pr.CCAs/CCAs/CA(i/c) of Ministries/Departments may also request Programme Divisions in their Ministries/Departments to complete the processing of sanctions expeditiously after taking IFD concurrence etc. wherever applicable for expediting onward submission of bills by DDOs to PAOs.
- v. In the light of the bank holiday falling on the last day of March i.e. 31 March 2025 (Monday-Public Holiday), Reserve Bank of India has advised all the Agency Banks to keep all branches of the banks dealing with Government receipts and payments open for transactions on March 31,2025. However, it is expected that all types of bills for payments should be processed well in time.
- vi. In case of opening of head of accounts become necessary as per RE 2024-25, the request for opening of heads should be sent to CGA Office online at the earliest through e-lekha.



P.T.O.

vii. Reconciliation of balances may be carried out by PAO especially the figures appearing under Major Head 8454-Treasury Single Account with actual expenditure as reported by autonomous bodies utilized against assignments issued by PAO under TSA.

viii. Token generation in the case of ebill is automated. In case of bills preferred other than through ebill module, it should be ensured by PAOs that requisite token has been generated in PFMS against such bills on the same day when ink-signed bills from DDOs are received. It may be strictly ensured that there should not be any delay in generation of tokens by PAOs and the same may be closely monitored by Pr. CCA/CCA/CAs.

  
(Sanjeev Shrivastava)

**Addl. Controller General of Accounts (A&FR)**

**To**

Pr.CCAs/CCAs/CA(i/c) of Ministries/Departments

**Copy for kind information to:**

1. Addl. CGA (HR & Oversight)/ Addl.CGA(PFMS)
2. FAs of Ministries/Departments
3. PPS to CGA