

F.No. TA-2-03001(03)/1/2021-TA-II (E-5450)/64

Government of India  
Ministry of Finance  
Department of Expenditure  
Office of Controller General of Accounts  
Mahalekha Niyantarak Bhawan,  
INA, New Delhi-110023

\*\*\*

Date: 05.03.2025

**OFFICE MEMORANDUM**

**Subject: - Advisory to avoid system overload during last hours of the end of FY 2024-25-reg**

According to Rule 62(3) of General Financial Rules, 2017, rush of expenditure, particularly in the closing month of the financial year, should be avoided. This is also required to obviate system overload due to last-minute piling up of payment files.

2. The final batch of Supplementary Demands for Grants for the financial year 2024-25 is likely to be issued in coming days. It needs to be ensured that processes involved at every stage are planned and staggered in a way that there is no system overload and the system is able to handle the increased volume of sanctions and bills in the closing days of March, 2025.

3. In view of the above, the following is advised:

- i. Ministries/Departments may be sensitized to submit the bills for the available budget in a timely manner.
- ii. Ministries/ Departments may also be sensitized to prepare re-appropriation proposals in time.
- iii. The Programme Division of Ministries/Departments may be requested to complete the processing of sanctions expeditiously so that the process of bill preparation by DDO can start on the same day and be forwarded to PAO through PFMS.
- iv. Sufficient time should be available with PAO to carry out scrutiny of bills and ensure necessary pre-check requisites being the last stage of release of payment.

This issues with the approval of Addl. CGA (A&FR).



(Sanchita Shukla)  
Jt. Controller General of Accounts

To,

All Pr.CCAs/CCAs/CAs (i/c) of Ministries/Departments.

Copy for kind information to:

- 1) Secretary (Expenditure)
- 2) Secretaries of Ministries/ Departments
- 3) Controller General of Accounts
- 4) Addl. CGA (A&FR)/Addl. CGA (PFMS)/ Addl. CGA (CVO)
- 5) Financial Advisors of Ministries/Departments
- 6) Additional Secretary (Budget), D/o Economic Affairs, MoF