

No. 1(2)/2012/TA/282  
Ministry of Finance  
Department of Expenditure  
O/o Controller General of Accounts  
Lok Nayak Bhavan, Khan Market  
New Delhi-110511

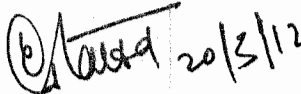
Dated – 20<sup>th</sup> March 2012

**Office Memorandum**

**Sub:- Payments pertaining to the financial year 2011-12- Closing of accounts reg.**

It has been noticed in the past that generally the ministries/departments submit a large number of bills towards the fag-end of the year on the pretext of lapse of funds, thereby putting tremendous pressure on Pay and Accounts Officers to accept/pass these bills within the financial year. In order to ensure smooth processing and timely closing of transactions relating to the financial year, PrCCAs /CCAs /CAs may take the under-mentioned actions:-

1. They may issue instructions to the HODs/HOOs under their jurisdiction that all expenditure sanctions should be issued and bills submitted to the PAOs well before 31<sup>st</sup> March 2012, so that PAOs get sufficient time to scrutinize the bills before payment.
2. They may instruct the PAOs to complete the processing of bills pertaining to the financial year 2011-12 and issue of cheques/ advices by 31<sup>st</sup> March 2012.
3. They may put in place a system to monitor compliance with the above instructions. PAOs may be informed that any deviations from the above instructions would be viewed adversely.

  
(H. K. Srivastava)  
Deputy CGA

To  
All Pr. CCAs/ CCAs/ CAs

Copy to PPS to Secretary (Expenditure)

*Copy forwarded to Ao(ITS Section) with a request to  
upload this on to the CGA's website immediately.*

*T. R. Padmanabhy  
G. R. PADMAVATHY  
AcM/TA*