

MOST IMPORTANT

No PCDA/SC/Gen Corr/T-1
 O/o othe PCDA (CC)
 1, Cariappa Road
 Lucknow - 226002
 DATE: 15 /01/2019

To,

CO / OC

All Units / Depots**Sub: Payments of Stores / Misc. Grant bills in the financial year 2018-19.**

With a view to avoid rejection of local purchase bills of your unit / formation in March 2019 and consequent lapse of budget allotment of FY 2018-19, it is advised to submit the bills relating to local purchases /ASC/ CHT bills complete in all respects, so as to reach this office **latest by 21st March 2019**. Further, attention is invited to budget allotments letters under which it has been directed to maintain uniform pace of expenditure throughout the year and to ensure 100% booking of expenditure by 31st March 2019. All units must ensure that not more than 33% of B.E. is spent in the last quarter and not more than 15% of B.E. in the month of March.

2. Bills received after **21st March 2019** in this office will be taken up for processing if time permits on FIFO and the onus of lapse of funds consequent upon late receipt will rest on your unit / formation.

3. It is once again stated that the bills should be complete in all respect duly enclosing the following requisite documents laid down in DPM-2009 & DFPDS-2016 for Pre-audit and payment:-

- (a) Sanction of the appropriate CFA duly mentioning the head of account and specific amount for which expenditure has to be incurred. (b) In CHT bills, sanction of the CFA duly mentioning the purpose, Name, Rank, Unit of the officer for whom vehicle has been hired. (c) CST, Quotations and the letter calling for quotations. (d) Inspection Note / CRVs duly mentioning the ledger / page no. on which Stores have been taken on ledger charge. (e) Supply order / Repair order / CTC of AMC Contracts / TPC. (f) Urgency certificate duly mentioning the name / No. of units / Vehicle for Which LP has to be done. (g) Specimen signature of bills countersigning authority duly countersigned by the OC / CO.

4 It has been decided by the competent authority that in order to distinguish between the bills prepared after proposal concurred by the Pr. IFA/IFA and bills passed under inherent power, the covering letter of bills/envelopes needs to be prominently super scribed as under

- (i) **Bills prepared after proposal concurred by Pr. IFA/IFA**
 (ii) **Bills passed under inherent power.**

5 Apart from above, it is advised to forward advance copy of all the sanctions and CRVs issued up to Jan 2019 by your unit against Local purchases / repairs to this office latest by 7th March 2019, so that pre-audit of sanctions may be carried out in time and their related bills can be processed during FY 2018-19. The advance copies of sanction / CRVs issued in February 2019 and March 2019 should be sent to this office on fortnightly basis positively for pre-audit. The process of submission of advance copy of sanctions / CRVs should be continued throughout the year on monthly basis in following year also.

x Sdx
 (Sanjay Tigga)
 Sr. Accounts Officer (S/C)

Copy :- To,

- (1) Financial Planning , HQ (CC) - Please issue necessary direction to All
 Lucknow Cantt- 226002 Concerned Units/Formation

- ✓ (2) OA Cell (Local) - With request for uploading of PCDA(CC) Website.

Sanjay