

SPEED – POST

MOST IMPORTANT

No PCDA/SC/Gen Corr
O/o othe PCDA (CC)
1, Cariappa Road
Lucknow - 226002
DATE: /02/2018

To,

CO / OC
.....
.....
.....

Sub: Payments of Stores / Misc. Grant bills in the financial year 2017-18.

With a view to avoid rejection of local purchase bills of your unit / formation in March 2018 and consequent lapse of budget allotment of FY 2017-18, 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 2018**. 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 2018. 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 2018** in this office will be taken up for processing, if time permits, on FIFO basis 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 2018 by your unit against Local purchases / repairs to this office latest by 7th March 2018, so that pre-audit of sanctions may be carried out in time and their related bills can be processed during FY 2017-18. The advance copies of sanction / CRVs issued in February 2018 and March 2018 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.

13/3
(K. K. Unnikrishnan)
Sr. Accounts Officer