



रक्षा लेखानियंत्रक (सेना)
Controller of Defence Accounts (Army)
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No. AN/I/239/KPI

Dated: 11-09-2023

Important Circular

To

All sections in main office
All Sub Offices in the organization
(Through Website/e-mail)

Subject : Regarding clearance of bills

Reference : HQrs office letter No. AT-Coord/13167/VOL.II dated 28-08- 2023

Timelines for clearing of bills were brought out vide HQrs. Office letter No. AT-Coord/13167/VOL.II dated 25-05-1989. Since 1989 Defence Accounts Department has adapted technological advancements viz. started using software/online platforms for passing of bills like 'TULIP' Online portal of GeM etc. Accordingly timeline for passing of bills have been reviewed and Competent Authority has advised to process all bills as per timelines/guidelines mentioned below.

1. All bills should be cleared within **07** (Seven) working days (including medical bills)
2. All advances viz. Medical/TA/DA etc should be audited and passed on the same day or on the next day. Suitable instructions for necessary standing arrangements may be made to avoid any delay.
3. All bills taken up for clearance should be strictly on the basis of "**First in First Out**". In other words bills should be cleared in order of their receipt date wise. If any bills are to be taken up for out of turn priority, the same should be done under the personal orders of the PCDA/CDA. Surprise checks should also be conducted by JCDA/Group Officers to ensure compliance of this requirement. Officer-in-charge of the Section will be responsible to ensure FIFO and will ensure that clearance at all levels is also on FIFO basis. i.e. at the level of Staff & AAO also.
4. The distribution of bills (random) amongst staff should be made as per provisions made in HQrs. Office circular No. AT-Coord/13346/Controllers Conference.2022/Follow up dated 27-03-2023 and subsequent instructions on the subject "**First in First Out**" method should be adopted in distribution.

5. Any and all observations/objections should be issued at first instance. Piecemeal observations should be avoided to ensure that bills are not returned more than once. Second time return may be done only for non compliance of initial objection. While returning the bill/claim the approval of next higher authority should invariably be taken. If bill/claim is required to be returned a second time, this should be with the approval of Group Officer and for the third time and subsequent occasions should be with the approval of JCDA/CDA.
6. Above timeline is inclusive of diarisation of bills by R- Section and uploading of payment on SBI CMP portal by D-Section.


Pendency of any bill for more than above mentioned stipulated time, shall be viewed very seriously. Also reasons for pendency must be furnished along with Control Chart. If, any pendency (without valid reason) is noticed for more than two occasions, in a month and same happens in two consecutive months, concerned individuals shall be considered for immediate transfer from concerned section and same shall be taken into account at the time of finalization of their APARs.

It is enjoined upon all concerned that above instructions may strictly be adhered to/complied with..


(Pranjal Verma)
Asstt..CDA(AN)

Copy to :

IT&S Wing : for uploading on website


(Virendra Kumar)
Sr.Accounts Officer(AN)