

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Financial management – Schedule for Presentation of bills under various programmes and Schemes to Treasuries/ PAO / Works Accounts Offices- Instructions- Issued.

FINANCE (CASH MANAGEMENT) DEPARTMENT

G.O.RT.No:737

Dated: 23.03.2020

Read the following:

1. G.O.Ms.No.62 FIN (CASH MANAGEMENT) dept., Dt.16.04.2016.
2. Cir.No.11 Dt.08.05.2018 issued by the CFMS, Finance (IT) Department.

ORDER:

1. In the reference 1st read above, orders were issued fixing the Schedule for submission of bills by the DDOs to the Treasuries/ Pay & Accounts Office / Works Accounts Offices. In the reference 2nd cited, instructions were issued, among other things, that the schedule for presentation and payment of various bills as prescribed in the reference 1st cited and amendments thereon, is kept on hold until further orders, i.e., there is no restriction on the dates for presentation of the bills by the DDOs to the Treasury/PAO and paid during the course of operationalization of Phase-I of CFMS and to avoid hardship to the DDOs.

2. After observing/ reviewing the experience during the last 2 years, it is noticed that the DDOs are submitting the bills round the clock. Such unregulated presentation leads to unhealthy practices in the State Public Financial Management System, like, eleventh hour pressure on bills passing, inadequate bill processing for payment authorization and also leads to Network jamming, Server issues etc.

3. Now with the fair degree of stabilisation of CFMS Phase-I during the last two years and as a part of streamlining the Public Financial Management System, it is decided to re-introduce the schedule for bills presentation by the DDOs under various Schemes and Programmes on the following grounds:

- 1) The quality of bills submission by the DDOs will be ensured with proper scheduling of time slots at different intervals for different types of bills.
- 2) Equally, the quality of auditing of claims by the Treasuries/PAO will be effective with necessary time frames for different categories of claims.
- 3) In the interest of streamlining Public Financial Management and to have proper estimate of flow of funds and for better ways and means handling, the regulation of the schedule for bills presentation of claims is necessitated.
- 4) To have proper focus on fund utilization and management in respect of State Flagship Programmes and CSS Schemes, prescribing different slots for different types of bills is to be ensured.

4. Accordingly, in modification of the instructions issued in the reference 2nd cited, the Govt. hereby issue the following instructions on the scheme of schedule for presentation of bills to the Treasuries/ Pay & Accounts Office / Works Accounts Offices as indicated below w.e.f. 01.04.2020.

Sl. No.	Particulars of bills	Schedule for submission of bills to Treasuries/PAO/ Works Accounts
1.	No bills, except bills pertaining to Raj Bhavan, High Court, Decretal Charges, Legal Charges, Loan, Annuity and Interest payments, Election related Expenses, Exams related expenses, Protocol Expenses, Obsequies charges, Natural Calamities TR-27, AC bills, Medical Advances, First payment to Pensioners & Works bills by DWA.	01 - 05 of the month
2.	Supplementary salary bills including all types of arrear bills, Honorarium, Wages etc., includes Salaries payment through PD Account & Scholarships and Stipends of all Welfare Departments.	06 - 10 of the month
3.	All Budget related bills including GPF, Loans and Advances of employees and PD A/c Payments other than salaries.	11 - 20 of the month
4.	Regular Pensions, GIS, FBF, Regular salary bills, Wages, Work Charged Establishment, Professional Services, Other Contractual Services, Grants-in-Aid towards salaries, Payments to Home Guards, Payments to Anganwadi Workers and Honorarium to VRAs, all Regular Salary related items including salary payments through PD A/c, Social Security Pensions and Subsidies of Rice, Power etc.	17 - 25 of the month
5.	No bills, except bills pertaining to Raj Bhavan, High Court, Decretal Charges, Legal Charges, Loan, Annuity and Interest payments, Election related Expenses, Exams related expenses, Protocol Expenses, Obsequies charges, Natural Calamities TR-27, AC bills, Medical Advances, First payment to Pensioners & Works bills by DWA.	26 - end of the month
6.	Any other bills not covered above	11 - 20 of the month

5. The Citizen charter is hereby stands revised according to this schedule. If the last day for submission of bills/ Payment happens to be a holiday the same will be done on the following working day. All the Drawing and Disbursing Officers are requested to follow the above schedule of dates for submission of bills to the Treasuries/ Pay & Accounts Office / Works Accounts Offices.

6. The Director of Treasuries and Accounts/ Pay Accounts Officer/ Director of Works Accounts are requested to issued necessary instructions to their subordinate officers and disseminate the schedule amongst all DDOs and place the information on the notice board of Collectorate/ Tahsil Office and Mandal Development Office and the Offices of DTOs/ STOs/ PAOs/ APAOs etc.

7. The above schedule regarding payment will be subject to the exigencies of ways and means situation of the State. All concerned are instructed to adhere to the schedule strictly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDRHA PRADESH)

**SHAMSHER SINGH RAWAT
PRINCIPAL FINANCE SECRETARY**

To

All the Special Chief Secretaries / Principal Secretaries / Secretaries to Government.

All Secretariat Departments

All HODs with a request to communicate a copy of these instructions to the SCOs and DDOs under their control.

The Director of Treasuries and Accounts, Govt. of A.P.

The Pay & Accounts Officer, Govt. of A.P.

The Director of Works Accounts, Govt. of A.P.

All District Collectors with a request to communicate a copy of these instructions to all SCOs and DDOs in their District and cause its publication on the notice board of all offices

All District judges in Andhra Pradesh.

The A.G. of A.P., Hyderabad.

The PAG of A.P., Hyderabad,

The Registrar General, Hon'ble High Court, Vijayawada.

The Secretary, APPSC, Vijayawada.

SF/SC (C.No.1125055)

//FORWARDED::BY ORDER//

SECTION OFFICER