

**Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts**

Mahalekha Niyantak Bhawan
E-Block, GPO Complex, INA
New Delhi
Date: 1st March, 2023.

OFFICE MEMORANDUM

Subject: -Advisory to avoid system overload during last hours of end of FY 2022-23-reg.

According to Rule 62(3) of General Financial Rules, 2017, rush of expenditure particularly in the closing month of financial year shall be avoided. This is also required to obviate system overload due to last minute piling up of payment files.

2. This Office OM No. TA-2-03001(03)/1/2021-TA-II(e-5450)/67 dated 3rd Feb, 2023 on the above cited subject may be referred (copy enclosed) wherein CAs/CCAs/Pr.CCAs of Ministries/Departments were also instructed to monitor pendency position of bills at the end of each day through PFMS reports and to keep them at bare minimum.

3. As the final batch of Supplementary Demands for Grants for the financial year 2022-23 is also likely to be issued in the month of march. It needs to be ensured that processes involved at every stage are planned and staggered in a way that there is no system overload and the system is able to handle increased volume of sanctions and bills in closing days of March.

4. In view of the above, following is advised:

(i) Ministries/Departments may be sensitized to submit the bills for the available budget in timely manner.

(ii) Ministries/Departments may also be sensitized to prepare re-appropriation proposals in time

(iii) The Programme Division of Ministries/Departments may be requested to complete processing of sanctions expeditiously so that process of bill preparation by DDO can start on the same day and forwarded to PAO through PFMS.

(iv) Sufficient time should be available with PAO to carry out scrutiny of bills and ensure necessary pre-check requisites being the last stage of release of payment.

5. This issues with the approval of Addl. CGA (A&FR).



**(Shailendra Kumar)
Jt. Controller General of Accounts**

To,

All Pr.CCAs/CCAs/CAs (IC) of Ministries/Departments.

Copy for information to:

1. Finance Secretary & Secretary (Expenditure)
2. Secretaries of Ministries/Departments
3. Controller General of Accounts
4. Addl. CGA(PFMS) /Addl.CGA(HR)/ Addl. CGA (A&FR)
5. Financial Advisors of Ministries/Departments
6. Additional Secretary (Budget), D/o Economic Affairs, MoF

sd/-
Jt. Controller General of Accounts

F.No.TA-2-03001(03)/1/2021-TA-II(E-5450)/60

**Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts**

Mahalekha Niyantak Bhawan,
GPO Complex, E-Block,
INA, New Delhi-110 023,
Date: 2nd Feb, 2023.

OFFICE MEMORANDUM

Subject: - Monitoring of status of bills by Pr. CCAs/CCAs/CAs of Ministries/ Departments-reg.

In order to avoid last minute rush of expenditure and system overload in PFMS during the closing months/ days of the financial year 2022-23, it is desired that bills may be cleared by PAOs on daily basis and it may be ensured that no pendency of bills of a day is carried forward to the next day.

2. With a view to keep the bills under process to a bare minimum, it is stated that the pendency position of bills may strictly be monitored by all Pr. CCAs/CCAs/CAs of Ministries/ Departments at the end of each day through Reports Module of PFMS (CAM Reports-MIS-MIS 01- Bills Status Report and MIS-02-Bill Pendency Report).

3. Pr.CCAs/CCAs/CA(IC) are also advised to issue instructions to DDOs in the Ministries/Departments through their FAs to submit bills as per their time-schedule so that there is no rush towards end of the months of February and March.

This issues with the approval of the Controller General of Accounts.



**(Shailendra Kumar)
Joint Controller General of Accounts (ARPR)**

To,

All Pr. CCAs/ CCAs/ CAs with independent charge

Copy for kind information to:

1. **FS and Secretary (Expenditure)**
2. **CGA**