

## NOTICE

In view of Inst.No.28/14/2011-5B&C dated 23.05.2011 issued by Government, acceptance of the bills and functioning of the Treasury will be regulated as follows:-

- (i) No bills pertaining to Medical, TA, LTC, GPF, Arrears, Wages and salary will be accepted after 20<sup>th</sup> of March, by the Treasury Officers. So such bills need to be presented in treasury before the said date. If any bill submitted upto the above referred date is rejected by Treasury Officer due to some objection, then the bill can be resubmitted by the 25<sup>th</sup> of March after removing the objection and also ensuring that budget is available online.
- (ii) No bills will be accepted at Treasury during the last three working days of Financial Year and treasuries will only dispose of the pending bills during these days. In exceptional cases permission from the Director, Treasuries & Accounts will be required.
- (iii) No bills with amount less than Rs. 50,000/- will be accepted after 25<sup>th</sup> of March.
- (iv) Last download of Budget file will be done by treasury at 10:00 AM on the last working day of the Financial Year. So all the departments should ensure that distribution of budget to DDOs is done well before the said time.
- (v) EPS pay orders will be generated by treasury upto 1:00 PM on the last working day of the financial year and should be collected by 2:30 PM by the concerned DDOs so that the same are presented at treasury bank by 3:30 PM. Any delay in depositing EPS pay order with the bank will be responsibility of the DDO.
- (vi) In case of pay orders other than EPS or cheques also the validity will be upto 31<sup>st</sup> of March of the Financial Year and same need to be presented at bank by 6:00 PM on the last working day of the financial year. Such pay orders/cheques should be collected by DDO from the Treasury well before this time and treasury will not be issuing/generating any pay orders/cheques after 5:00 PM on the last working day of the Financial year.
- (vii) On the last three working days of the financial year bills would be passed strictly in order of token number by the treasury Officer and no request for passing the bills in priority will be entertained by them.

This may be noted by all DDOs Detailed instructions on the issue are available on the website of Online Budget Allocation, Monitoring and Analysis System marked as 'Important Notice' at the main page.