

Most Important
No. PCDA/SC/Misc/2011-12
O/O THE PCDA(CC), LKO
DATE:- 01-02-2012

To,
CO/OC
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Sub:- Payments of Stores/Misc. Grant bills in the financial year 2011-12.

With a view to avoid rejection of local purchase bills of your unit/ formation in March 2012 and consequent lapse of budget allotment of FY 2011-12, it is advised to submit the bills relating to Local Purchases/ CHT bills complete in all respects, so as to reach this office **latest by 21ST of March 2012.** In this regard, 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.

2. Accordingly, bills received after 21th March 2012 in this office will not be considered for processing during the FY 2011-12 and the onus of lapse of funds consequent upon late receipt will rest on your unit/ formation.

2. It is reiterated that the bills should be complete in all respect duly enclosing the following documents 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) Inspection note/ CRVs duly mentioning the ledger/ page no. on which stores have been taken on ledger charge.
- (d) CST, quotations and the letter calling for quotations.
- (e) Supply order/ Repair order/ CTC of AMC Contracts/ TPC.

(f) Urgency certificate duly mentioning the name/ No. of unit/ Veh for which LP has to be done.

(g) Specimen signature of bill countersigning authority duly countersigned by the OC/ CO.

3. Apart from above, it is advised to forward advance copy of all the sanctions and CRVs issued up to Jan 2012 by your unit against Local purchases/ repairs to this office latest by 29th Feb 2012, so that pre-audit of sanctions may be carried out in time and their related bills can be processed during FY 2011-12. The advance copies of sanction/ CRVs issued in February 2012 and March 2012 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.

Sd/-

(D S KHATI)
SAO (S/C)

Copy to:-

The O i/c - for uploading on the website of PCDA(CC), Lko.
OA Cell
(Local)


(D S KHATI)
SAO (S/C)