
	<p>कार्यालय, रक्षा लेखा नियंत्रक, न. 1 स्टॉफ रोड, सिकंदराबाद - 09 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, NO.1, STAFF ROAD, SECUNDERABAD - 500 009 इमेल/email: <a href="mailto:secd-iasn-cda@nic.in">secd-iasn-cda@nic.in</a> ) दूरभाष/PHONE: 040-27843385 फैक्स/FAX:040-27817275</p>	
---	---	---

सं./No. IA/I/1204/KPI/2023-24/NEW

दिनांक/Date: 12/09/2023

To

The Jt CDA I/c of PAO (ORs) EME

The DCDA I/c of PAO (ORs) AOC

The DCDA I/c of AAO (Army) Visakhapatnam

All Sections in Main Office

All AOs GE/AAO AGEs/AAOs(BSO) under CDA Sec'bad

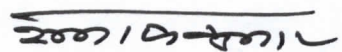
विषय/Subject: Clearance of bills-reg..

\*\*\*\*\*

Hqrs vide its letter No. AT-Coord/13167/Vol. II dated 28.08.2023, has issued guidelines on clearance of bills as below:-

1. All bills should be cleared within 7 (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 next day. An instruction for necessary standing arrangement may be issued to avoid delay.
3. All bills taken up for clearance should be strictly on the basis of "First in First Out". In other words, the bills should be cleared in order of their receipt date wise. If any bill is 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 be conducted by JCDA/Group Officers to ensure compliance of this requirement. Officer-in-charge of the Section will be responsible for ensuring FIFO and will ensure that clearance at all levels are also on FIFO basis.
4. The distribution of bills (random) amongst Auditors should be made as per provision 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 and objections should be raised 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 the approval of net higher authority should invariably be taken. If bill is required to be returned a second time, this should be with the approval of Group Officer and for the third and subsequent occasions should be with the approval of JCDA/CDA.

All the Group Officers/Incharges of Sub-offices are requested to ensure strict compliance of the above by issuing necessary instructions to all concerned.



(M SUBHASH KUMAR)  
Assistant Controller (I.A)