

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Bills – Dispensing with schedule for presentation of work bills at Pay and Accounts Offices (W&P) / Asst., Pay and Accounts Offices (W&P) – Revised Orders – Issued.

FINANCE (WORKS & PROJECTS-F3) DEPARTMENT

G.O.Ms.No.4

Dated 01-03-2014

Read the following:-

1. G.O.Ms.No.6, Fin(W&P)Dept., dt.03-08-2012.
2. From the DOWA, Hyd., Lr.No.DWA/Hyd/Sn-II/A-8/2013-14/363, dt.29-11-2013.
3. Govt.Memo.No.3859/F3(1)/2013-1, dt.13-12-2013.
4. From the DOWA, Hyd., Lr.No.DWA/Hyd/Sn-II/A-8/2013-14/502, dt.10-02-2014.
5. G.O.Ms.No.3, Fin(W&P-F3)Dept., dt.28-02-2014.

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O R D E R:-

Government has been contemplating for some time to dispense with schedule for presentation of bills by the DDOs to the PAOs/APAOs ordered vide G.O. 1<sup>st</sup> cited. The scheme was experimented on a pilot basis in two Offices viz., PAO (W&P), Vijayawada and PAO(W&P), Nirmal w.e.f. 01-01-2014 in relaxation of provisions of the said G.O. Work bills were permitted to be received throughout the month. The experiment has evinced positive response from all the stake holders viz., DDOs, PAOs, HODs and the Agencies.

2. The revised procedure is found to be convenient for the following reasons:
  - a. Bills can be presented in complete shape and can be scrutinized without any pressure.
  - b. Allows required time for Quality control inspections and check measurement.
  - c. Eliminates last minute rush for presentation of bills and relieves all the stake holders from pressure.
3. In view of the above and in supersession of orders issued vide G.O. 1<sup>st</sup> read above, orders are hereby issued dispensing with schedule for presentation of bills by the DDOs to the PAOs/APAOs w.e.f 01-04-2014.
4. The revised procedure will be as follows:

**(A) Action in DDO's Office:**

  - i. Online transaction ID can be generated by the DDOs at any time. The transaction ID generated will be valid for two days ie.,(1+1 day) up to 5.00 p.m., on the second day, be it a working day or a holiday.
  - ii. Token will be issued on any working day up to 05-00 pm only. Therefore Physical bills have to be presented by the DDO **well in advance** to enable issue of tokens before 5-00 p.m. System will not permit issue of tokens beyond 5-00 p.m.
  - iii. DDO is expected to enter the bill details in BMS application after passing the bill. The bills are to be sent to PAO Office in the same order of transaction ID. In case a particular transaction ID is erroneously generated or the bill is not ready for presentation, the DDO has to delete that transaction ID from the list duly recording the reasons for deletion, so that token can be issued to the next transaction ID.

( p.t.o.)

- iv. The DDO has to upload the Quality Control Certificate/Report in the system where ever required and the same copy should be enclosed to the bill.
- v. The following check-measurement details by both EE & SE should be invariably furnished:
  - i) M.B.No.
  - ii) Page Nos., in which check-measurement is done.
  - iii) Dates of check-measurement.
  - iv) Value of items check-measured.

These check-measurement details should pertain to the bill being presented.

**(B) Action in PAO's Office:-**

- i. Issue of tokens shall be on the basis of Transaction ID seniority only. Tokens will be issued in FIFO order of transaction ID.
  - ii. Until token for the earlier bill is issued, the superintendent cannot proceed to the next transaction ID.
  - iii. At the time of issue of token itself the superintendent in PAO Office has to verify the correctness of the following details as entered online by the DDO with that of physical bill presented.
    - a) Whether Quality Control Certificate (wherever required) is enclosed with the physical bill.
    - b) Whether the details of Check-measurement uploaded are in tune with the physical bill.
  - iv. Tokens will be issued only on fulfillment of above two requirements. If any of these two items is not complied, token will not be issued and the reasons for not issuing the token will be recorded by the superintendent in the system.
  - v. First Level Scrutiny of the bill has to be completed within three days of receipt of bill. (ie., 1+2 days). Bills presented on a particular day can be kept ready for payment only on the 3<sup>rd</sup> day (ie.,1+2). Even in case any bill is scrutinized and kept ready in all respects, it will be "**on hold**" in PAO's/APAO's login separately, which can be automatically released by the system only on the 3<sup>rd</sup> day.
5. In the month of March, last dates for online bill submission shall be 19<sup>th</sup> and for physical submission 20<sup>th</sup>. If 19<sup>th</sup> or 20<sup>th</sup> happens to be holiday, the next working day will be considered as the last day for that purpose.
6. The dates of authorization of bills by Government will be as per the schedule given in the G.O. 5<sup>th</sup> read above.
7. Last date for payment will be 28<sup>th</sup> of the month.
8. The Director of Works Accounts, Hyderabad is directed to communicate necessary operational guidelines to the PAOs/APAOs and their staff and to all the DDOs concerned.

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

L. PREMACHANDRA REDDY  
SECRETARY TO GOVERNMENT

To  
The I &CAD Deptt., A.P.Secretariat, Hyderabad  
The TR&B Deptt., A.P.Secretariat, Hyderabad.

Contd/- P.3....

The PR&RD Deptt., A.P.Secretariat, Hyderabad.  
The MA & UD Dept., A.P.Secretariat, Hyderabad.  
The Fin.(BG.I) Dept., A.P.Secretariat, Hyderabad.  
The DFA & Ex-Officio Dy.Secy.to Govt., Fin(W&P) Deptt.  
The Director of Works and Accounts, A.P., Hyderabad.  
The Director of Treasuries and Accounts, AP, Hyderabad.  
All the Engineers-in-Chief /Chief Engineers of Irrigation Dept.  
All the Engineers-in-Chief /Chief Engineers of R & B Dept.  
All the Engineers-in-Chief /Chief Engineers of PR&RD Dept.  
All the Engineers-in-Chief of PH Dept.  
All the Joint Directors of Works Accounts of W&P Deptt.  
All the Pay & Accounts Officers/ Asst., Pay and Accounts officers  
of W&P Dept.  
All Corporations.  
Copy to:-  
The Accountant General (A&E), A.P., Hyderabad.  
SF/SCs.

//Forwarded::By Order//

SECTION OFFICER