



Controller General of Defence Accounts
Ulan Batar Road, Palam,
Delhi Cantt – 110010
[IAW-9]

Ph No. 011 – 25665577, 25665729
FAX No. 011- 25674831.



No: IAW-9/9504/Policy Matters

Dated: 16 /08/2016

To

All PCsDA/PCA (Fys)/CsDA/CsFA (Fys)

Sub: Prompt payment of Third party bills.

1. Time and again concerns are being raised and complaints are being received in HQrs office regarding –

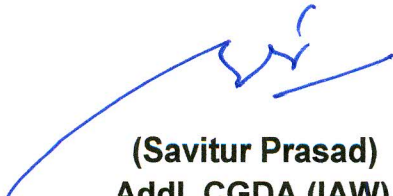
a) Delay in payment of third party bill

b) Bills being returned with observations not pertinent to the contract /supply order under which deliveries have already been effected and /or services rendered.

2. Contracts/ Supply Orders are the basis on which procurements are effected, goods/services are supplied/ rendered and payments are made to the concerned contractors/suppliers. It is imperative for the Controller Offices to understand the contractual/legal obligation towards payment of contractors and suppliers bills once goods/services have been satisfactorily received /rendered under the given contract/ supply order.

3. Payments are made by the various PCDA/CDA offices against the bills raised with respect to the accomplished milestones/ delivery terms laid down in various provisions/ clauses of the contract/supply order to pass these bills for payment, PCDA/CDA offices are to ensure that:

- a. All the documents specified in the contract/supply order are received along with the bill.
 - b. Budget is available against the specified code head
 - c. There is no violation of the terms and conditions laid down in the contract/supply order
 - d. There is no violation of the terms and conditions laid down in the rules and regulations enshrined in Codes/manuals/ instructions issued from time to time by various authorities, Ministry of Finance, CVC etc.
4. The bills received for payment fulfilling the above requirements, **should be passed within the prescribed time limit (7 working days) and should not be returned with piecemeal observations.**
5. In case the bills are returned despite meeting the requirements brought out at para 3 above or as per laid down instructions in various orders, the same should be done with the **explicit approval of PCDA/CDA.**
6. Any official **recommending withholding or non-payment of the bill for second time shall take ownership and responsibility in clear** defined terms for which he/she shall be **exclusively responsible.**
7. These directives intends to do away with casual observations leading to delay in passing of bills or returning the bills repeatedly.
8. This issues with the approval of CGDA



(Savitur Prasad)
Addl. CGDA (IAW)