

रक्षा लेखा महानियंत्रक
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार रोड, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt-110010

No. AN/III/3012/Circular/Vol.VIII

Dated 27th Mar 2020

To,

All PCsDA/PCAs(Fys)/CsDA/CsFA(Fys/RTCs
(Through CGDA Website)

Sub: Submission of claims/bills through Fax/e-mail or any other mode of communication from 26th March to 31st March 2020.

In continuation of this office circular even no. dated 19.03.2020, 23.03.2020 and 25.03.2020, reference is invited to DO F No. 23(4)/E-Coord/2020/1 dated 26.03.2020 from Secretary Expenditure (copy enclosed), wherein it has been indicated that in some of the cases Drawing & Disbursing officer (DDOs)/Executive authorities/Units are not able to obtain originals of vendor documents including invoices etc. in order to make payments in accordance with the normal payment rules because of ongoing lockdown in the country.

2. It has been decided that in relaxation or modification of rules if necessary to allow DDOs to use photocopies of vendor documents as supporting documents for payment of bills, subject to such photocopies being authenticated by the DDO with his/her signature and office seal. The original shall be required to be furnished as early as possible.

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3. Accordingly, in order to avoid any hardship to the procuring entities and suppliers/vendors and to ensure timely settlement of their claims, it has been decided that during the period up to 31st March 2020 suppliers/vendors may submit their claims to the concerned Executive authority/Unit by Fax/e-mail or any other mode of communication. The Executive authority/Unit will authenticate this copy of the claim submitted by the vendor under his signature and affix a certificate on the body of the bill to the effect that this is the first payment against the claim authenticated by him and under no circumstances this claim will be presented in future for payment. The original claim will be submitted for post check and record of the PCDAs/CDAs/Paying authorities as early as possible in support of the payment claimed through this copy. Executive authority/Unit after conducting all necessary checks and following the due process will prepare and submit bill with authenticated copy of claim to the concerned PCDAs/CDAs/Paying authorities for his examination and payment.

4. All PCDAs/CDAs are directed to ensure that there is no disruption in the payment of bills especially in view of the closing of FY 2019-2020.

5. This issues with the approval of CGDA.



(Rajeev Ranjan Kumar)
Dy.CGDA (AN)

Copy to:

1. Secretary (Defence Finance)
2. DGFP
3. ACNS (P&P), DNP
4. ACAS (FP), Financial Planning Directorate Air HQrs
5. DGBR
6. DG Coast Guard
7. Secretary, DRDO



(Rajeev Ranjan Kumar)
Dy.CGDA (AN)

डा. टी. वी. सोमनाथन, आई ए एस.
सचिव (व्यय)
Dr. T. V. Somanathan, I.A.S.
Secretary (Expenditure)



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वित्त मंत्रालय
व्यय विभाग
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D.O.F.No.23(4)/E.Coord/2020/1

26th March, 2020

Dear Smt. Roy Burman,

Kindly refer to the discussions in my chamber today regarding the emerging situation in the present environment of a national health emergency. It has been brought to my notice that there are cases where Drawing & Disbursing Officers (DDO) are not able to obtain originals of vendor documents in order to make payments in accordance with the normal payment rules. As you are aware, the whole country is currently in lockdown and as such the movement of physical bills to the DDO is extremely difficult and in many cases will not happen. At the same time, we have only three working days left for the end of the current Financial Year. The Supplementary Demands for Grants have been approved and communicated only on 25th March, 2020 which has further reduced the time available to the spending departments. You are also aware that it is the policy of the Government in this situation that as many items of work as possible should be conducted remotely using online systems, and physical contact should be minimized on health grounds.

2. Under these circumstances I request you (in relaxation or modification of rules if necessary) to allow DDOs to use photocopies of vendor documents as supporting documents for payment of bills, subject to such photocopies being authenticated by the DDO with his signature and office seal. The original shall be required to be furnished as early as possible.

3. These emergency arrangements may kindly be made (notwithstanding normal procedures) in view of the prevailing emergency, until 31st March, 2020.

With best wishes,

Yours sincerely,


(T.V. Somanathan)

Smt. Soma Roy Burman
Controller General of Accounts
New Delhi