

No. 3 / 23 / 79 - Fin (Exp.) (Part)  
**Government of Goa,**  
**Finance (Expenditure) Department,**  
Secretariat, Porvorim - Goa.

Dated:- 22<sup>nd</sup> January, 2018

**C I R C U L A R**

**Subject: Rush of expenditure during the month of March, 2018.**

Attention of all Heads of Department/Office is invited to this Department's Circular issued every year on the subject cited above, starting from the Circular No. 6/1/81-Fin(Exp) dated 02/01/1989. In the above circulars, Departments have been urged to take timely steps to avoid rush of expenditure at the end of every financial year. Accordingly, it has now been decided to fix the following time schedule for the current year so as to avoid rush of expenditure and submission of bills to the Directorate of Accounts at the closing stages of the Financial Year 2017-18.


<u>Nature of Bills</u>	<u>Time schedule</u>
(a) Travelling Allowance bills / Medical reimbursement bills / Arrears claims.	... upto 16 <sup>th</sup> February, 2018.
(b) All Other bills.	... upto 09 <sup>th</sup> March, 2018.
(c) Salary bills of March, 2018.	... upto 16 <sup>th</sup> March, 2018.

2. It may be further noted that the Office of the Director of Accounts will close counter on **09<sup>th</sup> March, 2018 at 17:00 hrs.** and thereafter no bills will be received by them (except for salary bills of March, 2018 upto 16.03.2018) unless specifically allowed by Department of Finance (Expenditure).

3. In unavoidable cases where the bills could not be submitted for bonafide reasons and if these claims are of urgent nature, than the concerned Head of Department will have to explain in detail, the reasons why the bill could not be preferred within the prescribed time schedule and also why the bill cannot be kept for settlement till the next Financial Year 2018-19, and submit the same for approval of Hon'ble Finance Minister / Chief Minister, through the Department of Finance (Expenditure).

In the event, approval of Department of Finance(Expenditure) is obtained; the bill shall be submitted to the Directorate of Accounts, with a D. O. letter addressed to the Director of Accounts, alongwith a copy of the noting containing the approval of Department of Finance(Expenditure) for admission of the bill. All such claims will be admitted upto **16<sup>th</sup> March, 2018** and thereafter no bills will be entertained.

4. All Heads of Departments / Offices are required to adhere to these instructions scrupulously.

  
(Sushama D. Kamat)  
**Under Secretary (Fin-Exp)**

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DDA/DDT/DD(Acct.)  
Pls. clear all committed exp. as per above
1. All Heads of Departments / Offices.
  2. All Budget Controlling Authorities.
  3. The Director of Accounts, Panaji.
  4. The Joint Director of Accounts, South Branch, Margao.
  5. Guard file.
  6. Office file.