DEPARTMENT OF FINANCE
Finance (Expenditure) Division
Government of Goa
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No.7/5/2025/(Fin.-Exp.)/78 **Dated: 25/06/2025**

CIRCULAR

Sub: Instructions regarding submission and settlement of fuel procurement bills and timely disbursal of dues to fuel suppliers.

It has been brought to the notice of the Government that certain operational difficulties are being faced in timely settlement of fuel bills pertaining to Government vehicles.

Therefore, in order to ensure uninterrupted fuel supply and to facilitate smooth functioning of Government departments, the following instructions are hereby issued for strict compliance by all Government Departments and the Directorate of Accounts:-

All Government Departments shall submit fuel procurement bills to the Directorate of Accounts as and when such bills are generated/received, without any delay.

The Directorate of Accounts shall accept fuel procurement bills submitted by Government Departments on any working day of the month, without restricting it to fixed days or billing cycles and shall process/settle all fuel procurement bills, within 10 days from the date of receipt of such bills.

The Directorate of Accounts shall ensure timely disbursal of dues to fuel suppliers to prevent any disruption in essential Government services.

All Departments and the Directorate of Accounts are directed to comply with the above instructions with immediate effect.

This issues with the approval of the Hon'ble Chief Minister/Finance Minister vide U.O.No.2550/F dated 21/06/2025.

(Naresh Gaude)
Under Secretary (Finance-Exp.)

Copy to:-
1) Secretary to Governor, Raj Bhavan, Dona Paula.
2) Secretary to Chief Minister, Mantralaya, Secretariat, Porvorim.
3) O.S.D's to Ministers/Speaker/Dy.Speaker/Ld. Advocate General.
4) Jt. Secretary to Chief Secretary, P.A's to Pr. Secretaries/Secretaries.
5) All Heads of Departments / Offices.
6) The Director, Directorate of Accounts, Porvorim Goa.
7) Office Copy.