Government of Goa,
Finance Department
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No.3/23/79/Fin(Exp)(Part)/256 Dated:- 02/01/2025

CIRCULAR

Subject:- Rush of expenditure during the month of March, 2025.

Attention of all Heads of Department/office are 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 2/1/1989. 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 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 stage of the financial year, 2024-25.

Nature of Bills	Time schedule
a) Traveling allowance bills/Medical Reimbursement bills/Arrears Claims	upto 14th February, 2025
b) All other bills.	upto 7th March, 2025.
c) Salary bills of March,2025	upto 13th March 2025.

It may be further noted that the office of the Director of Accounts will close the counter on **7th March, 2025 at 17:00hrs.** and thereafter no bills will be received by them(except for salary bills of **March, 2025 upto 13.03.2025**) unless specifically allowed by Department of Finance(Expenditure).

In unavoidable cases where the bills could not be submitted for bona-fide 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 scheduled and also why the bills cannot be kept for settlement till the next financial year 2025 -2026, 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 **13th March, 2025** and thereafter no bills will be entertained.

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

(**Naresh Gaude**)
Under Secretary (Finance)

2. **All Budget Controlling Authorities.**
3. **The Director of Accounts**, Panaji.
4. **The Joint Director of Accounts**, South Branch, Margao.
5. Goa State Portal, Information Technology Department, Altinho, Panaji.
6. Office file
7. The Guard file