

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES
&&&

NO.DAT/Cash-ECS/2021-2022 / 1

Puducherry dt. 24.02.2022

CIRCULAR

Sub.: - DAT-Cash/ECS section - Avoiding of abnormal rush during
the closure of the current financial year 2021-2022 – Reg.

With a view to facilitate timely presentation and early clearance of claims, it is informed that all the bills requiring payments before the end of the current financial year 2021-2022 may be presented at the cash counter of this Directorate at Puducherry and its Branch Offices in the outlying regions on or before 18.03.2022.

2. **ROUTINE T.A. & M.R. BILLS SHALL NOT BE ACCEPTED ON OR AFTER 15.03.2022.**

3. Thereafter, the bills requiring payments on or before 31.03.2022 should be presented by the concerned DDOs /Head of Offices which will be admitted after scrutiny by the Deputy Director/Director of Accounts & Treasuries. As regards the outlying regions, the Deputy Director of Accounts & Treasuries/Junior Accounts Officer of the respective regions may be approached in this regard.

4. It is also informed that the returned bills should be collected from the cash counter immediately and represented, if needed so. Further, the returned bills of private parties/ Government Undertakings should also be collected from the cash counter regularly.

5. All the Head of Departments/Offices/DDOs are further requested to present the bills, with proper **MAJOR HEADS OF ACCOUNTS**, correct **DDO CODE NUMBER** in both sides of the bills in bold letters and enclose the “**Database statement**” with correct endorsement **IN CAPITAL** letters in the bill for easy identification to prepare the ECS and also requested to clear the returned bills, in time, so as to avoid possible delay in getting payment through ECS in time.


(S. PRABHAVADY)
DIRECTOR

To

1. All Heads of Departments, Puducherry

2. All Heads of Offices/Drawing & Disbursing Officers/Junior Accounts Officers, Puducherry/Karaikal/Mahe/Yanam.

3. All Dy. Directors of Accounts & Treasuries/Junior Accounts Officers, DAT Puducherry/Karaikal/Mahe/Yanam.

Copy submitted to:-

The Development Commissioner – cum –Principal Secretary to Government (Finance), Puducherry
– for kind information.

Copy to:

The Programmer,
EDP Centre, DAT, Puducherry

- with a request to upload in the DAT's website.


24/02/22