

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES
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No. DAT/Cash-ECS/2023-2024/02

Puducherry, dt.19.02.2024

CIRCULAR

Sub: DAT-Cash/ECS Section – Avoiding of abnormal rush during the closure of the current financial year 2023-2024 – Reg.

With a view of 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 2023-2024 shall be presented at the cash counter of this Directorate at Puducherry and its Branch Offices in the outlying regions on or before 20.03.2024.

2. ROUTINE T.A & M.R. BILLS SHALL NOT BE ACCEPTED ON OR AFTER 15.03.2024.

3. Thereafter the bills requiring payments on or before 31.03.2024 shall 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 shall be collected from the cash counter immediately and represented, it needed so. Further, the returned bills of private parties / Government Undertakings shall 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 HEAD OF ACCOUNTS**, correct **DDO CODE NUMBER** in both sides of 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 payments through ECS in time.


(S. PRABHAVADY)
DIRECTOR OF ACCOUNTS AND TREASURIES

To

1. All Heads of Departments, Puducherry.
2. All Head of Offices/Drawing and Disbursing Officers/Junior Accounts Officers. Puducherry/Karaikal/Mahe/Yanam.
3. All Deputy Directors of Accounts & Treasuries / Junior Accounts Officers, DAT Puducherry/Karaikal/Mahe/Yanam.

Copy submitted to:-

The Commissioner – cum – Secretary (Finance), Puducherry – for kind information.

Copy to:

The programmer EDP Section, DAT, Puducherry - with a request to upload in the DAT's website.