To

All Heads of Departments
Govt. of NCT of Delhi
Delhi/New Delhi

Sub: Timely disposal of payment of bills at the level of Departments—Need to monitor the same at the level of HODs

Sir/Madam,

With a view to increase transparency and reduce delays in respect of the bills of various nature of the employees, vendors/suppliers, beneficiaries, lawyers, etc instructions dated 11-01-2008 and 12-09-2011 have been issued by the Finance Department, GNCT of Delhi to all the departments the Govt. to ensure payments through electronic system instead of payment through cheques. Instructions dated 14-09-2006 have also been issued to ensure the timely disposal of the bills at the level of the departments and Pay & Accounts Offices.

In spite of the above circulars, it has come to notice that in some cases contempt petitions against the government for not releasing payments on time have been filed. This has lowered the image of the government and invited displeasure of the Chief Secretary of Delhi.

In order to avoid recurrence of such incidents, it is impressed upon all the HODs to instruct HODs under them that they shall ensure timely disposal of payment of bills. In order to achieve this objective, the HODs need to review the status of pending bills for over 3 days regularly and fix responsibility for the delay.

Yours faithfully,

(Alka Diwan)
Spl. Secretary (Finance)