



सत्यमेव जयते *



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE (SUPPLY DIVISION)
PRINCIPAL ACCOUNTS OFFICE

16-A, AKBAR ROAD HUTMENTS,
NEW DELHI - 110011
Dated:-18-03-2015

OFFICE MEMORANDUM

Sub:- Submission of Letters of Authority and bills during the Current Financial year.

With the view to ensure that the funds placed at the disposal of this organization by means of Letters of Authority (LOA) by various indenters in the Central Civil Ministries/Departments including Union Territory Administrations are fully utilized towards payment of bill submitted by various suppliers and all the bills submitted to this organization during current financial year are paid after proper per-check before the close of the year itself, the following time schedule is prescribed which may be strictly adhered to all concerned.

1. Receipt of Letters of Authority in this office: 23rd March, 2015
2. Submission of bills by the suppliers to this office: 25th March, 2015

It is impressed upon all the concerned officers and suppliers to ensure personally that all letters of Authority and bills are submitted to this organization by time schedule mentioned above. It may be noted that under no circumstances the request for receipt of Letter of Authorities and or Bills beyond the prescribed dates shall be entertained at this end. All the Controlling Officers may kindly bring the contents of this OM to the notice of all concerned for strict compliance.

This issues with the approval of Chief Controller of Accounts (Sy.).

M. Bhardwaj
(M.P. BHARDWAJ)

Pay & Accounts Officer (CDN)

- To,
1. PS to SS&FA, M/o Commerce, Udyog Bhawan, New Delhi.
 2. PS to DG (S&D), Jeevan Tara Building, Parliament Street, New Delhi
 3. PS to CCA (Sy.), New Delhi
 4. Director (C&T), DGS&D, Jeevan Tara Building, Parliament Street, New Delhi with the request to get the contents of this OM uploaded on DGS&D website.
 5. Controller of Accounts, D/o Commerce (Supply Division), Exchange Building, Ballard Estate, Sprott Road, Mumbai - 400 001.
 6. Senior Accounts Officer, O/o Dy. Controller of Accounts, D/o Commerce (Supply Division), 15 R.N. Mukerjee Road, Kolkata - 700 001.
 7. Senior Accounts Officer, O/o Dy. Controller of Accounts, D/o Commerce (Supply Division), Shastri Bhawan, 26 Haddows Road, Chennai - 600 006.
 8. All Ministries Principal Accounts Officer (A/cs)
 9. All the Sr.AOs/PAOs of Supply Section, HQrs, New Delhi.
 10. Bill Counter
 11. Notice Board.

Pl. upload on new updates & indenters page
Datta
26/3/15