



Govt. of India  
Ministry of Finance  
O/o the Pr. Chief Controller of Accounts  
Central Board of Indirect Taxes and Customs  
(Expenditure Coordination Section)  
1<sup>st</sup> Floor, DGACR, Building, I.P. Estate, New Delhi-110002  
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By mail/Speed post

No.Pr.CCA/CBIC/Expdr-Coord./Circular-Instructions/Vol-III/2023-24/ 356

Dated: 11/03/2024

**CIRCULAR**

**Subject: Summary of bill pendency report in all PAOs of CBIC reg.**

To avoid the rush of bills and accumulation of pending bills in the financial year closing for March 2024, it has been decided by the competent authority that-


1. All bills received should be cleared on the same day, after exercising all the checks.
2. Bill pendency report on daily basis must be sent to Head Quarter till 31.03.2024.
3. All PAOs may direct to their respective DDOs to submit all the bills upto 20<sup>th</sup> of march 2024 to avoid any rush at the last minute.

All Zonal Heads of CBIC are requested to circulate the same to all PAOs under their administrative jurisdiction for strict compliance of the instructions.

In case it is necessary to open the office on weekends in this month, Zonal Heads may decide considering the requirement and open the office accordingly.

This issues with the approval of the Competent Authority.

Encl: Annexure 'A'

  
(Subhash Chander)  
Sr. Accounts Officer

To:

1. The Dy. CA O/o CA (WZ), CBIC, Mumbai.
2. The ACA O/o DCA(EZ), CBIC, Kolkata.
3. The Dy. CA O/o DCA(SZ), CBIC, Chennai.
4. The Dy. CA,(NZ), O/o Pr.CCA, CBIC.
5. All PAOs of NZ, CBIC

Copy to :

1. Sr. PS to Pr. CCA, CBIC
2. PS to CCA, CBIC
3. PA to DCA(HQ), O/o Pr CCA, CBIC
4. Ser. AO (Admn), CBIC
5. Sr. AO (ITD) is requested to upload on the ARPIT Portal.

Annexure "A"

Name of the PAO.....

Report as on .....

S. No.	Opening Balance	Total bills received	Total bills Paid	Total Bills Returned	Closing Balance	Bills pending for more than Three (03) Working days	Reason for Pendency of Bills
	(1)	(2)	(3)	(4)	(5)	(6)	(7)

**Note :**

Annexure "A" will be shared through Google link on daily basis by this office through email and WhatsApp group (HQ). Hence, all PAOs are requested to submit their report using the same on daily basis.