



By e-Mail/By Post

Govt. of India,  
Ministry of Finance  
O/o Pr. Chief Controller of Accounts  
Central Board of Indirect Taxes and Customs  
(Coordination, Expenditure Section)  
DGACR Building, I P Estate, New Delhi-110002  
E-Mail: expdr-coord@gov.in

No. Pr.CCA/CBIC/Expdr-Coord/Weekly bill report/2022-23/268

Dated: 16/03/2023

**CIRCULAR**

**Sub: - Daily bill pendency Report -reg.**

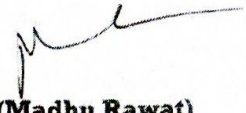
It is observed that some PAOs have shown huge pendency of bills in the last week.

All Zonal Heads of CBIC are directed to issue instructions to all PAOs under their administrative jurisdiction to clear bills on daily basis and avoid pendency. The PAOs may submit a report daily to Headquarters till 31-03-2023 in the given format.

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'

  
(Madhu Rawat)  
Sr. Accounts Officer

**To:**

1. Dy, CA, O/o Pr. CCA, CBIC New Delhi
2. Dy CA, O/O CA(W Z), CBIC, Mumbai
3. ACA, O/o DCA(EZ), CBIC, Kolkata
4. Dy. CA, O/o DCA(SZ), CBIC, Chennai

**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. Sr. AO(Admn), CBIC
5. Sr. AO (ITD) - requested to upload on the ARPIT portal.

Pl. upload on ARPIT

62511/520  
16/03/23

2023  
16/03/2023  
4/0(SK)  
Sh. Anshu

2023  
16/03/2023  
4/0(SK)

**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)

Signature of Sr.AO/PAO/AO/AAO