

Pay and Accounts Office (ITBP)
Ministry of Home Affairs,
Block No- 02, CGO Complex,
Lodhi Road, New Delhi-110003

No. PAO/ITBP/MHA/PC-I/PFMS/2018-19/807

Dated: 13th March 2019

MEMORANDUM

As we are aware the financial year 2018-19 is closing on 31st March 2019. The following precautions may be adhered to.

Sanction No/IFD Diary No:- Only one unique sanction no (despatch no of physical sanction) and IFD No (Diary no of approved file by the competent authority) should be mentioned in each corresponding sanction during generating the same on PFMS. No duplicate sanction may be generated against the bill missing in transit or otherwise in any circumstances. In case if they are missed, only duplicate bills (affixed with red stamp) may be prepared manually and duly attested photocopy of all the enclosures must be attached for sending to the PAO. All the sanctioned copy should be attested by competent authority (if no original sanction is enclosed) if, multiple purchases have been made in one sanction.

One sanction multiple vendors:- Multiple vendors may be created with one sanction, but multiple sanction cannot be attached with single bill.

Deductions/Recoveries:- Since TDS/GST deduction has been introduced wef 1st of October 2018. It is required that TDS/GST @ 2% should be Deducted under Grant no 800 Functional head 8658001010800 object head 00 category 6 (Receipt) on all the base price of bills in which GST included of Supply or Contract value exceeded Rs.2,50,000/- and cleared within one fortnight after the passing of main bill on same head with category 7 (Expenditure) through cheque by created vendor of Commandant and generated a CPIN/Challan no by login DDO GST ID's and password and deposited in bank along with cheque and file the monthly return of GST by 10th of each month and bifurcated all the firms amount included in cheques.

Abstract Contingent/Detailed Contingent bills:- Abstract contingent bills may be submitted as per DFPR/Civil Account Manual Government Receipt & Payment rules 1983 along with certificate for no dues, against earlier advance paid, and the Detailed contingent bills may be sent immediately after completion of the supply/work along with original relevant documents/papers/photograph etc.

Budget: All the DDO's are requested to reconcile the head wise budget allocation/ expenditure incurred up to 10th of March 2019.

If budget is blocked on GeM the same may be unblocked from GeM office through special messenger/LO at Jeevan Tara Building Connaught Place New Delhi.

Sd/- Ramesh
AK
19/3

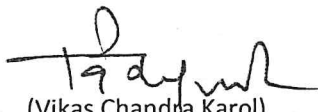
Miscellaneous:- All the DDOs also advised that the final bill of financial year 2018-19 may be forwarded by 20th of March 2019(Local/outstation DDOs) for further processing at this end please. No bills will be entertained after 20th of March 2019.

Accounts Officer of CRO advised that Salary bills of March 2018 may be submit by 14th of this month for further processing.

(Vikas Chandra Karol)
Assistant Controller of Accounts/ITBP

To,
All DDO's of ITBP

✓ Copy to: IFA, ITBP, Dte General, New Delhi: - for kind information please.


(Vikas Chandra Karol)
Assistant Controller of Accounts/ITBP