

GOVERNMENT OF INDIA
MINISTRY OF FINANCE, D/O EXPENDITURE
O/O CONTROLLER GENERAL OF ACCOUNTS
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No. Q-18001/4/2020-IAD-CGA/1580-1600

Dated: 18/09/2020

OFFICE MEMORANDUM

Subject: Non-submission of report on post check of bills passed during COVID-19 and System Security Protocol for Work From Home (WFH).

Your attention is invited to this office O.M No.25014/F.CGA/IAD/4/2020 dated 19.05.2020 wherein guidelines on report and bills passed during COVID-19 and system security protocol for Work From Home(WFH) was circulated to all Pr.CCAs/CCAs/CA(I/Cs). It has been requested to submit a monthly reports regarding bills passed during COVID-19 without presenting original bill by DDOs in prescribed Proforma-I and II to IAD, O/o CGA. Further, the Reconciled Statement and Certificate of post check are also required as indicated in the guidelines as under:-

(i) Point No. 9 of guidelines Annexed with O.M No. G.25014/ MF.CGA/IAD/4/2020 dated 19.05.2020 may be referred which is reproduced below: -

Post-check of all such bills should be done by respective PAO as and when ink-signed bill alongwith ink-signed sanction order and other original documents are received. The PAO will carry out all checks required as per Civil Accounts Manual for pre-check of bills, extant rules, and other instruction or guidelines issued by the Government in this regard. Observations, if any, will be brought to the notice of the Dy.CA/CA/CCA/Pr.CCA and to the respective DDO and programme division for necessary corrective action. A consolidated report of the post check done by the PAO will be forwarded by the Dy.CA/CA/CCA/Pr.CCA to the IAD, O/o CGA.

Accordingly, a certificate of post-check as indicated in Para 3 of O.M may also be sent.

(ii) Para 3 of aforesaid O.M may be referred which is reproduced as under: -

The Dy.CA/CA/CCA/Pr.CCA of the concerned ministry shall reconcile the consolidated list of all payments made in format given at Proforma-II, with the Systems Group, O/o CGA, every month to ensure that no payment which does not figure in the list provided by them, has been processed through system. **A copy of reconciled statement shall be sent to IAD along with a certificate stating that "all the bills having tag of WFH Protocol have been received in hard copy as well and subjected to post check".**

Reconciled statement is also required with the certificate of post check.

In this regard, a reminder O.M was issued on 18.06.2020. However, requisite information in respect of some Ministries/Departments is still awaited.

All concerned Pr.CCAs/CCAs/CAs (I/C) (as per list below) are once again requested to submit the aforesaid monthly report from April 2020 to Sept 2020 in the prescribed Proforma by 24thSep 2020 positively. Further monthly reports should be submitted on or before 15th of the following month till continuation of WFH.



(Dr. N. Shravan Kumar)
Dy. Controller General of Accounts(IAD)

To,

All concerned Pr.CCAs/CCAs/CAs(I/c) of Ministries/Departments as noted below:

1. Agriculture, Atomic Energy, Chemical and Fertilizer, CBDT, CBIC, Coal, Earth Science, Health and Family Welfare, MHA, HRD, Industry, Labour, Power, RD, DST, RTHS, Skill Development, Space, Steel and Water Resources.
2. Sr.AO(ITD) request for uploading on CGA website.