

ANITA AGNIHOTRI
ADDITIONAL SECRETARY &
FINANCIAL ADVISER



भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय
वाणिज्य विभाग
उद्योग भवन, नई दिल्ली-110 011
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
UDYOG BHAVAN, NEW DELHI-110 011

163
28/2/13

Date 21-2-2013

Dear Shri Kohli,

As per the existing arrangement the Pr. Accounts Offices of the indenters in the Central Civil Ministries /Departments (excepting Min. of Home Affairs) including Union Territory Administrations and Pay & Accounts Offices in the case of Min. of Home Affairs are required to place funds at the disposal of the office of the Chief Controller of Accounts (Supply Division) by means of Letters of Authority (LOA) for payment to the various suppliers/firms against their supply orders placed w.e.f from 03rd July 2012 onwards. After issuing LOA, it takes at least a month's time for suppliers to submit the bills to the Pay & Accounts Offices of the Supply Division. In these circumstances, it is anticipated that P&AOs would be able to execute only those LOAs as are received by the end of this month and in other cases where the LOAs are issued late, the suppliers may not be able to submit the bill before the end of financial year. Consequently, the funds involved in such LOAs may lapse and results in avoidable savings in the Grant controlled by the respective Ministries/ Departments.

It is therefore essential that all out efforts are made by the indenting Ministries/ Departments that all the purchase proposals in such cases are finalized and LOAs are issued by the respective offices expeditiously so as to reach the same in the Principal accounts Office (Supply Division) by 15th March 2013 positively in all cases. The LOAs submitted after that date shall not be accepted by them.

I would therefore request you to kindly impress upon all the concerned Division in your Ministries/Departments to take immediate steps in this regard so that payment in all such cases are made before the end of financial year and necessity of carrying over the liability to the next financial year could be avoided.

Respectfully,
Yours Sincerely

Anita Agnihotri
(Anita Agnihotri)

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Handwritten signatures and initials: "USA", "SXB", and "17"

Sh. Sunil Kumar Kohli,
Joint Secretary Secretary & Financial Advisor
M/o Water Resources,
Room No. 401, Sharam Shakti Bhawan, New Delhi

डॉ. नं. ...
Date: 11/3/13
Budget Section
MOWR

Handwritten signature and date: "11/3/2013" and "S.K.S."