



No. PA/Secy(Fin)/2004

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय/SECRETARIAT

Port Blair, dated 13<sup>th</sup> May 2004

CIRCULAR

Sub:- Settlement of DGS&D Claims

To avoid delay in settling of DGS&D claims, it is instructed that the details of DGS&D claims received by Director Accounts and Budget shall be sent to all Heads of Departments by every 10<sup>th</sup> & 25<sup>th</sup> of a month. The Heads of Department shall make budget provisions within five working days on receipt of claims from Director Accounts and Budget, who in turn settle the claims within five working days after receipt of budget provision.

Wherever there is delay in settling of these bill either because of delay in providing budget provision by Heads of Department or any other reason, Director of Accounts and Budget shall submit a report to Secretary(Finance) .

(Puneet Kumar Goel)  
Secretary(Finance)

To

All Heads of Department  
A & N Administration  
Port Blair

Copy to all Administrative Secretaries for information.