

No. PEC/F&A/Work Flow Chart/25/ 2534

04 June 2025

OFFICE ORDER (OO)

04 JUN 2025

(Work Flow Chart: From Receipt of Item/Product/Service to Final Payment)

1. In order to **streamline the procedure for timely Release of Payment** to the Vendor/Supplier/Agencies/Person etc, **the Competent Authority has approved the Revised Work Flow Chart** for implementation in letter & spirit; from Receipt of Item/Product/Service etc to making of Final Payment, as per following Sequence of Action:-

Steps	Sequence of Action	Maximum Processing Time
1.	After receipt of Item/Product/Service, the concerned Deptt to verify the Bills and Stock Registers	Within 02 Working Days
2.	The Deptt will forward the Sanction Order to the Superintendent (F&A), through Record Section	2 nd /3 rd Day
3.	Supdt (F&A) Section will mark the same to Dealing Assistant (DA)/Dealing Clerk	3 rd day
4.	DA will process the same to the concerned SO alongwith relevant Budget Register for verification	Maximum 02 Days
5.	After verification of Registers and Bills by the SO, the same will be forwarded to DDO for Passing the Bill	01 Day
6.	After passing of Bill by DDO, DA to prepare Contingent Bill (CB) for Signature of concerned SO	Maximum 02 Days
7.	CB duly signed by concerned SO is forwarded through concerned DA to the Audit Cell (SO, Local Audit Department (LAD), PEC, Chandigarh), with all relevant Registers/Supporting Documents by entering the Details with Date & Time into the Dispatch Register	01 Day
8.	The Auditor will process the CB with the SO, LAD for final clearance & Passing	Maximum 02 Days
9.	Bill passed by the LAD, PEC, CHD will be returned to the F&A Section/Dealing Assistants	3 rd / 4 th Day
10.	Dealing Assistant will enter the details in the CB Register and obtain Signature of the concerned SO	4 th Day itself

Steps	Sequence of Action	Maximum Processing Time
11.	SO will submit the same to the Cashier for making Payments	01 Day
12.	Cashier will prepare Bank Transfer Letter and obtain signatures of DDO and Registrar	Maximum 01 Day

Notes:-

1. Maximum Time Taken from Forwarding of Bill to Receipt of Payment should be less than 21 Days, preferably within 12-14 Working days. All endeavors will be made by the concerned officers/officials to shorten the time limit specified for each sequence of action.
2. Time for Payment of TA/DA Claims must be less than 05 Working Days.
3. **TA/DA Bills of visitors must be paid within 24 hours.**
4. Bills for Transport hired for official duties etc to be cleared in 05 Working Days.
5. All observations to be raised by the O/o SO, LAD, Chandigarh will be made in writing directly with the concerned Deptt/Centre/Section/Officer etc and reply will be given directly by the concerned Deptt/Centre/Section/Officer to the SO, LAD with no involvement of F&A Section, what-so-ever.
6. **All correspondence and processing of files upward to the Director will be made through the Registrar.** No file/document(s) having observations will be sent by the F&A Section to the Deptt/Centre/Section/Officer etc, without prior approval of the same by the Registrar.
7. The files/cases will be **processed with due diligence** by all concerned and it will be **endeavored to intimate observations/deficiencies/anomalies etc in one go** to the concerned Deptt/Centre/Section/Office etc only. There will be no movement of files between various Offices, multiple times, due to observations/deficiencies/anomalies, discovered/observed as an afterthought successively.


(Col RM Joshi)
Registrar

Distribution:-

1. Dy Director.
2. All Deans, HoDs & HoCs/Heads of Sections & Offices.
3. Chairman Estate & Works/CPO/Sr Library Incharge/Medical Officer.
4. AC (F&A)/All ARs/All Suptds & SOs.
5. SO, LAD, PEC, CHD.
6. Head Computer Centre - please upload this OO on the Institute Web Portal.
7. PA to Director - for information of the Director please.
8. PA to Registrar.


Registrar