



NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE (NIHFW)

Munirka, New Delhi – 110067
Office of the Deputy Director (Admin.)

File No: M-13/9/2026-O/o DD(A)

Date: 13th October, 2026

OFFICE ORDER

SUBJECT: TIMELY SUBMISSION AND SETTLEMENT OF BILLS WITHIN THE FINANCIAL YEAR

It has been observed that bills pertaining to the previous financial year are submitted for payment during the subsequent financial year, in some of the cases. Such practice is highly undesirable from the perspective of audit, financial discipline and proper accounting procedures, as it may result in discrepancies in the financial records and adversely affect the timely closure of accounts for the respective financial year.

2. It is also observed that there is undue delay in processing and settlement of bills.
3. In view of above, all Heads of Departments/Sectional Heads and concerned dealing hands are hereby directed/advised to ensure that all bills relating to expenditure incurred during a financial year are to be processed and submitted promptly for payment, so that the same are duly settled within the same financial year, as far as practicable and in accordance with the applicable rules.
4. All Heads of Departments/Sectional Heads and concerned dealing hands to also ensure that, bills are properly scrutinized and processed promptly so that there is no avoidable delay at any stage of processing. The concerned Section/Department shall also ensure that all supporting documents and requisite approvals are enclosed with the bills at the time of submission. The bills shall be complete in all respects at the time of submission, and any deficiencies noticed shall be rectified and the bills should be resubmitted promptly.
5. Further, the Accounts Section is hereby instructed to ensure that, after obtaining the requisite approval of the Competent Authority, the bills/claims are processed and settled within three (03) working days from the date of approval, subject to the bill/claim being complete in all respects and admissible under the applicable rules and regulations. In cases, where a bill/claim is found to be incomplete or deficient in any respect, the same shall be returned to the concerned Section/Department within three (03) working days, clearly indicating the specific deficiencies/reasons for non-processing, so that the requisite deficiencies may be rectified and the claim can be resubmitted without undue delay.
6. All Heads of Departments/Sections and concerned officials are requested to strictly adhere to/strictly comply with the above instructions in the interest of proper financial management, timely closure of accounts, financial discipline, compliance with applicable rules and audit requirements and to ensure that the payment of any bill is processed **maximum within 15 working days**.
7. Any deviation from the above instructions resulting in avoidable delay in processing or settlement of bills shall be viewed seriously and responsibility may be fixed on the concerned officer/official, as deemed appropriate in accordance with the applicable rules.

This issues with the approval of the Competent Authority.

Sanjay Kumar
Deputy Director (Administration)

To,

- i. All Officers and Staff of NIHFW.
- ii. Section Officer (Accounts), NIHFW.
- iii. Incharge (Computer Centre), NIHFW - for uploading on Institute's website.

Copy to: -

- i. SPA to Director/DD(A)