



**OFFICE OF THE
ACCOUNTANT GENERAL PAKISTAN REVENUES**

G-8/4, ISLAMABAD

Tel: 051-9260372

www.agpr.gov.pk

No. TM/18-64/June Closing/2024-25/1278

Dated: 30-05-2025

To

The Principal Accounting Officer,
All Ministries / Divisions / Departments,

Subject: - **ADMITTANCE OF PAYMENT CLAIMS FOR THE FINANCIAL YEAR
2024-25.**

It is requested that the following schedule may kindly be followed for submission of claims, to facilitate timely disposal of bills: -

SCHEDULE OF SUBMISSION OF CLAIMS/BILLS FOR FINANCIAL YEAR 2024-25

Sr.	Description	Last Date
i)	Fresh bills for services availed / purchases made up to date and re-submitting of all kinds of un-passed bills against which tokens have already been issued.	13.06.2025
ii)	Re-Submission of all kinds of un-passed bills against which tokens are issued up to 13.06.2025	18.06.2025
v)	Deadline for releases regarding Assignment Accounts related to AGPR, Islamabad	Till the closing of Financial Year 2024-25
vi)	Deadline for releases regarding Assignment Accounts related to Sub-Offices of AGPR, Islamabad	Till the closing of Financial Year 2024-25

2. It may please be noted that claims for honorarium will not be entertained after 13-06-2025. DDOs should ensure that claims are submitted before 13-6-2025. It may also be ensured that the tax deduction is carried out in accordance with the applicable rules.

3. All cheques issued during current financial year will be valid up to 30-06-2025 in terms of FTR-162. Cheques / Lieu Cheques of current financial year i.e. 2024-25 will not be entertained in the next financial year. No cheque will be issued in lieu of cheque of current financial year after 30-06-2025.



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4. All DDOs may take extra care in ensuring timely submission of computer change statements and receipt of cheques (manual pay), because salary cheques will also be expired after closing of current financial year 2024-25.
5. The same instructions will also be applicable to cheques issued for National Assembly / Senate / Supreme Court / Federal Shariat Court / Islamabad High Court / All SOCs.
6. Computer changes related to the off-cycle will be accepted till 11th June 2025 and off-cycle will be processed tentatively on 16-06-2025.
7. It is requested that the concerned officers / staff may kindly be directed to observe the above schedule accordingly.

8. This issues with the approval of Accountant General Pakistan Revenues.

(Zain Imtiaz Saeed)
Assistant Accountant General (TM)

Copy to the following for information and necessary action:

1. The Drawing & Disbursing Officers, All Ministries / Divisions / Departments
2. All Sub-Offices of the AGPR, Karachi / Lahore / Peshawar / Quetta / Gilgit.
3. The Branch Officers / Assistant Accounts Officers (Local)/SOCs.
4. The Federal Treasury Officer, Islamabad / Karachi.
5. The Accounts Officer (C&P) with request to display it at web site of AGPR.
6. The Director General, Pak PWD, Islamabad.
7. The Director Budget and Accounts, Pak PWD Islamabad.
8. PAs to the AGPR / DGPR / Addl. AG / DAG (Sr.) / DAG A/Cs / DAG F&P / DAG (C&P)
9. Notice Boards / Reception / Counters.