Subject: **PROCEDURE FOR SUBMISSION OF CLAIMS IN GA SECTIONS**

Procedure for submission of claims in GA sections consists of following steps:

1. Preparation of bill/voucher by the department with all codal formalities.
2. Submission of bills at the Counter of AGPR against token issued.
3. Processing of bills in the concerned GA section by the junior auditor at level 0.
4. Pre-audit of the bills by the senior auditor keeping in view of all the rules and regulations.
5. If the bill fulfills all the codal formalities, it is further forwarded to AAO for review at level 1.
6. AAO of the concerned pre-audit section forward the bill to AO at level 2 for approval and signatures on the pay order.
7. AO, after complete review may sign the pay order and forward the bill to cheque section at level 3 for printing of cheque.
8. Claims above certain limit set by authorities are sent for seen by Addl. AG/ DAG (Sr.) before approval. Currently this limit is Rs.1.5 million.
9. Claims pertaining to loans and advances i.e MCA/HBA are forwarded to budget section after approval instead of cheque section.
10. If the bills is rejected at any stage, it is sent back to counter with written objections raised by concerned pre-audit section.
11. The department can receive the rejected bills from the counter on presentation of token issued by AGPR against the bills.
12. The department can resubmit the rejected bills after removing objections raised by the concerned pre-audit section until printing of cheques against the same voucher.
13. Request for issuance of pay slips/LPC/ LAC/Service verification and claims on change statement in respect of Gazetted employees are submitted by the department at R&I section.
14. R& I section of this office send the requisite dak (Request for issuance of pay slip/LPC/LAC & change statement) to concerned GA section through diary.
15. Junior Auditor receives the dak in section and then the same is marked by the AAO of the section to the concerned Senior Auditors as per work distribution.
16. Pre-Audit of the requisite request for issuance of Pay slip/LAC/LPC/change statements by the senior Auditor keeping in view of all the rules and regulations. If the same fulfill all formalities/rules will be processed to AO/AAG through AAO for approval.
17. Processing of Approved changes to CC section for punching in payroll and approved/signed pay slip/LPC/LAC send to concerned department through R&I section of this office.

PROCEDURE FOR SUBMISSION OF CLAIMS IN TA SECTION

Procedure for submission of claims in TA sections consists of following steps:

1. Preparation of bill/voucher by the department with all codal formalities.
2. Submission of bills at the Counter of AGPR against token issued.
3. Processing of bills in the concerned TA section by the junior auditor at level 0.
4. Pre-audit of the bills by the senior auditor keeping in view of all the rules and regulations.
5. If the bill fulfills all the codal formalities, it is further forwarded to AAO for review at level 1.
6. AAO of the concerned pre-audit section forward the bill to AO at level 2 for approval and signatures on the pay order.
7. AO, after complete review may sign the pay order and forward the bill to cheque section at level 3 for printing of cheque.
8. Claims above certain limit set by authorities are sent for seen by Addl. AG/ DAG (Sr.) before approval. Currently this limit is Rs.1.5 million.
9. Claims for payment to DDO above Rs.99,999/- on certain heads are submitted for lifting of check before processing.
10. Claims pertaining to loans and advances i.e MCA/HBA are forwarded to budget section after approval instead of cheque section.
11. If the bills is rejected at any stage, it is sent back to counter with written objections raised by concerned pre-audit section.
12. The department can receive the rejected bills from the counter on presentation of token issued by AGPR against the bills.
13. The department can resubmit the rejected bills after removing objections raised by the concerned pre-audit section until printing of cheques against the same voucher.