

**By Speed Post**



भारत सरकार/Government of India  
खान मंत्रालय/Ministry of Mines  
भारतीय भूवैज्ञानिक सर्वेक्षण/Geological Survey of India  
27, जबाहरलाल नेहरू रोड/27, J.L. Nehru Road  
कोलकाता/Kolkata-700016

No. 557 / C-15015/199/Payment to Contractor & Supplier/2018-Vig.

Dated. // .03.2019.

To

The Director (G) & Vigilance Officer/  
Superintending Geophysicist & Vigilance Officer,  
Geological Survey of India,  
ER/WR/CR/NR/NER/SR/GSITI/RSAS/M&CSD,  
Kolkata/Jaipur/Nagpur/Lucknow/Shillong/Hyderabad/Bangalore/Mangalore.

Sub: - Timely payment to the contractors/suppliers/service providers-Preventive Measures-reg

Sir,

Inordinate delay in settlement of bills is an unhealthy practice, affording scope for corruption. Therefore, it is important that monitoring of cases of delay/non-settlement is done at the higher levels to achieve efficiency and to reduce delay. As per the CVC Circulars dated 03.05.2018 & 18.12.2018 (copies enclosed), CVOs to examine from vigilance angle all cases of inordinate delay (with respect to prescribed time if any, or cases of delay exceeding fifteen (15) days for running bills and thirty (30) days for final bills) from the date of receipt of bill.

2. It is, therefore, requested to examine the cases of inordinate delay, if any for the region for the calendar year 2016, 2017 & 2018 and submit a comprehensive report with detailed justification to this office in a time bound manner within fifteen (15) days from the date of receipt of this letter for further necessary action at this end.

3. The following format may be used as guideline:

Year:				Region:		
Sl. No.	Bill No. & date of receipt of bill at AP&MD	Bill value	Date of submission of bill to the Party Bill Section	Date of acceptance of bill by Party Bill Section	Date of submission of bill to Cash Section	Delay, if any in any stage, please comment showing reasons like no fund, insufficient document, any other reason etc.
1.	2.	3.	4.	5.	6.	7.

4. This issues with the approval of the Chief Vigilance Officer.

Encl: As above

भवदीय/Yours faithfully,

(तपन कुमार जाना/Tapan Kumar Jana)

निदेशक (भूविज्ञान) और सतर्कता अधिकारी, भा.भू.स, केंद्रीय मुख्यालय, कोलकाता  
Director (G) and Vigilance Officer, GSI, CHQ, Kolkata

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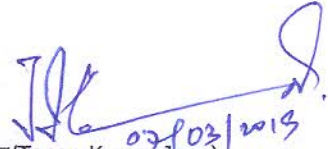
No 558 / C-15015/199/Payment to Contractor & Supplier/2018-Vig.

Dated. // .03.2019.

Copy forwarded for necessary action to:

✓ The Dy. Director General (IT), GSI, CHQ, 27, J.L. Nehru Road, Kolkata-700016. It is requested to upload the letter in GSI portal.

Encl: As above

  
(तपन कुमार जाना/Tapan Kumar Jana)

निदेशक (भूखिजान) और सतर्कता अधिकारी, भा.भू.स, केंद्रीय मुख्यालय, कोलकाता  
Director (G) and Vigilance Officer, GSI, CHQ, Kolkata

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023

सं./No. PVC/18/01

दिनांक / Dated... 18-12-2018

Telegraphic Address :  
SATA, KTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24600200

फैक्स / Fax : 24651186

605  
31-12-18  
HO  
For na pl.  
BY 28/12/18

OFFICE MEMORANDUM

Subject: - Timely payment to the contractors/suppliers/service providers – Preventive Measures – reg.

Please refer to the Commission's Circular No. 02/04/18 dated 03.5.2018 vide which the Commission had advised CVOs to examine from vigilance angle all cases of inordinate delay ( in violation of the prescribed timelines) in the payment of bills during the last three years in their organisations.

2. It has been noted with concern by the Commission that **although the report was sought within three months, many of the organisations have not submitted their report even though more than seven months have elapsed.** Moreover many of the reports received are cursory and / or interim reports that do not serve the purpose.

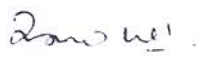
3. Further, it has been observed from the reports received by the Commission that some CVOs have taken up a sample study from the bills for the purpose of ascertaining reasons for delay in payment of bills. In most cases, it has not been indicated whether there is any vigilance angle in the delay of payments. There is no mention as to whether any employee has been found to be responsible. There is also no clear cut indication as to whether the principle of FIFO has been applied in the payment of bills.

4. While some CVOs have indicated the existing systems and procedures regarding payment of bills to the contractors/suppliers/service providers, some organizations have sent cryptic replies in which no mention has been made of the systems and procedures prevalent in the organization.

28/12/18  
P.L.  
C.M.  
11/1/18

4. All CVOs are therefore, advised to accord due seriousness to the issue of timely payment of bills and apprise the Commission about the steps taken by them to arrest cases of delay and furnish a comprehensive report to the Commission covering all aspects elaborated in the Commission's Circular dated 3.05.18 **within a month** positively.

5. It may be noted that the Commission is closely monitoring this area of work and non compliance may be adversely viewed by the Commission.

  
(Sonali Singh)  
Additional Secretary

To  
All CVOs



सत्यमेव जयते



Telegraphic Address :  
"SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24600200

फैक्स/Fax : 24651186

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi 110023

सं./No.....PVC/18/01/378456

दिनांक / Dated..03/05/2018.....

CIRCULAR NO. 02/04/18

**Sub: Timely payments to the contractors/suppliers/service providers-Preventive Measures -reg.**

The Commission has been receiving complaints regarding inordinate delay in payments/ non-settlement of bills of contractors/suppliers/service-providers by some of the Central Public Sector Enterprises (CPSE). It is observed that there is substantial delay in settling running/final bills: and in several cases, bills (both running as well as final) have remained pending for 5 - 6 years, though these are required to be cleared within a few days. Such inordinate delay in the settlement of bills is an unhealthy practice, affording scope for corruption. The Commission is of the view that delay could, in some cases, be motivated.

2. Some of the major CPSEs have reported that their Bill Watch/ Online Bill Tracking Systems red flags such delays in payment of bills. However, it is important that monitoring of cases of delay/non-settlement is done at higher levels to achieve efficiency and to reduce delay. The Commission would, therefore, advise the CVOs to examine from vigilance angle all cases of inordinate delay (with respect to prescribed time if any, or cases of delay exceeding 15 days for running bills and 30 days for final bills) from date of receipt of bill. A Report in cases of delay in the last three years, elaborating the reasons for delay, may be submitted to the Commission within three months.

C. V. C.

Received on : .....

Time : .....

.....

*(Signature)*

CP

3. As a preventive vigilance measure, the Commission would also advise the CVOs to study the existing systems for receipt and processing of bills and prescribed timelines for release of payments to the contractors/suppliers/service providers. If required, the matter may be taken up with the Management to further streamline the system keeping in view the following aspects:-

i) Stipulation in all tender documents/Contracts/POs regarding the number of days (from the date of submission of clear and admissible bill) within which payment will be released. Officials should be designated to ensure compliance of timelines for release of such payments.

ii) Any clarification from the contractors/suppliers/service providers on the bill submitted by the contractor should be sought within a specified number of days provided in the contract itself and except in exceptional circumstances, these clarification should be sought in one go. Similarly, the contractor should be required to submit the clarification sought within a specified number of days.

iii) In case of any disagreement between the Organization and the contractor on any part of the bill, such part may be severed from the rest. Payment against agreed and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provisions viz. conciliation, dispute resolution, arbitration, etc.

iv) Online Bill Tracking System should be put in place with provision for alerting higher level of management to enable monitoring, review/intervention in cases of delay.

4. All CVOs while preparing the report as at para 2 above, should also inform the Commission of status of action taken on the preventive aspects as at point (i) to (iv) above.

5. The CVOs may report on the implementation of the guidelines, aberrations detected and action taken in the annual reports.

*Sonali Singh*

(Sonali Singh)

Additional Secretary

To,

All Chief Vigilance Officers of CPSEs