



GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT

NO.BO (W&M)/1-11/FD/2020-21  
Dated the Peshawar 30<sup>th</sup> April, 2021

To

1. All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
2. The Senior Member, Board of Revenue Khyber Pakhtunkhwa, Peshawar.
3. The Secretary to Governor, Khyber Pakhtunkhwa.
4. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
5. All Heads of Attached Departments in Khyber Pakhtunkhwa
6. All Commissioners in Khyber Pakhtunkhwa.
7. All Deputy Commissioners in Khyber Pakhtunkhwa.
8. The Registrar, Peshawar High Court, Peshawar.
9. All District & Session Judges in Khyber Pakhtunkhwa.
10. The Secretary Provincial Assembly, Khyber Pakhtunkhwa.
11. The Registrar, Khyber Pakhtunkhwa Service Tribunal, Peshawar.
12. The Secretary Public Service Commission Khyber Pakhtunkhwa, Peshawar.
13. The Chief Manager, State Bank of Pakistan, Peshawar.
14. The Regional Operation, National Bank of Pakistan, Peshawar/Mardan/Abbottabad/D.I.Khan.

**SUBJECT: SCHEDULE FOR SUBMISSION OF BILLS/CLEARANCE OF CHEQUES TO OBSERVE FISCAL DISCIPLINE 2020-21**

Dear Sir,

I am directed to refer to the subject noted above and to state that with a view to observe fiscal discipline and streamline the management of public accounts, the competent authority has been pleased to approve the following measures to be strictly observed by **30<sup>th</sup> June 2021** positively:

1. The funds placed at the disposal of Departments/Offices are expended uniformly during the current financial year and all valid/accrued liabilities are promptly cleared and are not postponed towards the end of current financial year.
2. All the concerned authorities shall ensure the issuance of sanctions, completion of codal formalities and procurement of stores well in time, so that claims can be presented for pre-audit to the Accountant General/respective District Accounts Offices timely.
3. All bills against the releases for financial year 2020-21 must be presented to the Accountant General, Khyber Pakhtunkhwa/District Accounts Officers on or before **15-06-2021**.
4. The Accountant General, Khyber Pakhtunkhwa/District Accounts Officers shall issue all cheques/pay orders by **22-06-2021** and the last schedule for the month of June would be sent to SBP before presenting of the cheque for payment.
5. **Cheques of lapsable PLAs/SDAs/Assignment Accounts, Reserve Fund, Forest and Works Accounts** must be issued well in time and got cleared from the Treasury Officer, Peshawar/DAO concerned. All cheques drawn against PLAs/SDAs/Assignment Accounts, Forest & Works Accounts shall be encashed **upto 30-06-2021**.
6. All cheques already issued or to be issued, which pertain to the **financial year 2020-21**, shall be valid up to **30<sup>th</sup> June 2021** except salary cheques issued to the DDOs, if any for the month of **June 2021** which is payable on or after **1<sup>st</sup> day of July 2021**.
7. Any defect in cheque such as overwriting/deletion, payees address, difference of amount in figures and words and lack of signature of authorized person shall be avoided as a result of which the cheques would be rendered un-passed.

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8. The authorities issuing Cheques/pay orders may affix the stamp "not payable after 30-06-2021" on all the cheques /pay orders except salary cheques issued to the DDOs, if any.
9. The State Bank of Pakistan/National Banks of Pakistan will make necessary arrangements for receipts & payments on 30-06-2021 till late in the night to honour all the cheques, so issued.
10. The Banks shall not make any transaction from Government's accounts after 30-06-2021 for cheques issued on or before 22-06-2021 except salary cheques issued to DDOs if any.
11. The Management of National Bank of Pakistan shall issue instructions to all concerned for clearance of their claims under Assignment Accounts upto 30.06.2021.
12. Regional Chiefs of all the Commercial Banks shall issue necessary instructions to their Branch Officers to present Government Cheques deposited by their accounts holders to respective State/National Banks for encashment upto 30.06.2021.

It may kindly be noted that the period of validity of cheques upto 30-06-2021 cannot be extended during next financial year 2021-22.

Yours faithfully,

  
(SARDAR BAHADUR)  
Budget Officer (W&M)

Endst. No & date even.

Copy forwarded to the:

1. Accountant General, Khyber Pakhtunkhwa with the request to issue instructions to all concerned for compliance of the above guidelines. He is also requested to ensure that all cheques/pay orders are issued by 22-06-2021.
2. All District Comptrollers/District Accounts Officers in Khyber Pakhtunkhwa.
3. All District Officers (Finance & Planning) in Khyber Pakhtunkhwa.
4. Director of Information Khyber Pakhtunkhwa, for vast publication through print media.
5. All Heads of Autonomous Bodies in Khyber Pakhtunkhwa.
6. Regional Chiefs of all Commercial Banks in Khyber Pakhtunkhwa.
7. All the Project Directors/Coordinators in Khyber Pakhtunkhwa.

  
(SARDAR BAHADUR)  
Budget Officer (W&M)

1. All Additional Secretaries/Director (FMIU)/Deputy Secretaries in Finance Department.
2. All Budget Officers/Section Officers in Finance Department, with the request to restrict releases according to above schedule.
3. PSO to Chief Secretary, Khyber Pakhtunkhwa Peshawar
4. PS to Finance Secretary, Finance Department.
5. PS to Special Secretaries, Finance Department.

  
(SARDAR BAHADUR)  
Budget Officer (W&M)