

<b>Sub :- Time barred bills – Simplified Procedure</b>			
<b>Sr. No.</b>	<b>Existing Procedure (for fields)</b>		<b>New Procedure</b>
1.	Time Barred Claim bill is received from field office through Executive Engineer/SE in I&R Branch.		<p>Types of Time barred Claims:</p> <p>-</p> <ol style="list-style-type: none"> <li>1. Travelling Allowance</li> <li>2. Dearness Allowance Arrear</li> <li>3. Pay Arrear</li> <li>4. Increment Arrear</li> <li>5. ACP Arrear</li> <li>6. Any Other Bill.</li> </ol> <ol style="list-style-type: none"> <li>1. Applicant will make a request online on portal in case his/her bill is pending for clearance.</li> <li>2. Concerned Clerk in the DDO office will prepare the bill online and forward it to the DDO online.</li> <li>3. DDO will forward it to the Time Barred Manager in CE/HQ office.</li> <li>4. Time Barred Manager will examine the bill and send it to the CE/HQ for approval.</li> <li>5. (a) CE/HQ will approve the bill if it is less than 3 years period.  (b) In case, it is more than 3 years then same shall be sent to the Principal Secretary for approval.</li> <li>6. Automatically the sanction will be generated online by the system. Copy of sanction letter will be sent through system to the following :-               <ol style="list-style-type: none"> <li>a. Concerned DDO (S.E./Executive Engineer)</li> <li>b. C.E./H.Q</li> <li>c. To Concerned Treasury office</li> </ol> </li> </ol>
2.	I&R Branch put up the dairy no. & sends the bill to E.G Branch.		
3.	Superintendent/E.G branch down marks to Dairy Clerk.		
4.	Dairy Clerk allot dairy no. & sends to concerned Assistant.		
5.	Assistant will down mark to Clerk for Put-up.		
6.	After Put-Up, file will be marked to Assistant.		
7.	Assistant will examine the Bill & marks to Superintendent either for approval or rejection.		
8.	If Approval	If any Objection	
9.	Superintendent to AO1	Bill with objection returned back to the concerned office.	
10.	AO1 to CE/HQ		
11.	CE/HQ after approval/rejection down marks to AO 1		
	AO1 to Superintendent		
12.	Superintendent To Assistant		
13.	If Approved then Sanction issued with the Superintendent Signature.	If rejected by CE/HQ then Assistant puts-up the Draft with objection for Superintendent Signature	
14.	Superintendent to Dispatcher		
15.	Dispatcher then sends to I&R		

		d. Applicant e. Time Barred Manager
	<b>Existing Procedure (for HO)</b>	
16	Applicant submits his/her application to his/her branch.	
17	Branch forwards the application to Admin branch.	
18	Admin branch Superintendent marks the application to Diary clerk.	
19	Diary clerk registers the application in Diary register and assigns a Diary number.	
20	Application is delivered to marked assistant.	
21	Assistant marks the application to clerk.	
22	Clerk puts up the application in concerned file and marks the file to assistant.	
23	Assistant examines and deals the file.	
24	Assistant marks the file to Superintendent.	
25	Superintendent marks the file to Registrar.	
26	Registrar marks the file to XEN/HQ.	
27	XEN/HQ marks the file to CE/HQ.	
28	CE/HQ gives the approval and marks down the file to XEN/HQ.	
29	XEN/HQ marks down the file to Registrar.	
30	Registrar marks down the file to Superintendent.	
31	Superintendent marks down the file to Assistant.	
32	Assistant marks down the file to Type clerk.	
33	Type clerk types the draft and marks the file to Assistant.	
34	Assistant checks the draft and forwards the draft to Superintendent.	
35	Superintendent forwards the draft to Registrar to sign.	
36	Registrar signs the draft and marks down the file to Superintendent.	
37	Superintendent marks the file to Dispatch clerk.	
38	Dispatch clerk assigns a dispatch	

	number and marks it on sanctions.	
39	Dispatch clerk sends the sanction to applicant and concerned branches and marks the file back to corresponding assistant.	