

**OFFICE OF THE DIRECTOR OF WORKS ACCOUNTS
ANDHRA PRADESH, HYDERABAD**

Memo.No.DWA/HYD/Sn.II/A.5/2011-12/284

Dated: 28.05.2010.

Sub:- B.Gs – Timely action on B.Gs by PAOs/ APAOs – Instructions – Issued – Regarding.

Ref:- Para 9-17-1 and 9-17-2 of PAO Manual.

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The attention of all the PAOs/ APAOs is invited to the reference cited. They are requested to ensure the timely action on the B.Gs received from DDOs for safe custody as per Para 9-17-1 and 9-17-2 of PAO Manual. In addition to the above, the timely action is to be taken by PAOs/ APAOs are given below:

- a) The Cashier should verify the Register weekly and intimate the concerned Executive Engineer (DDO) atleast one month before for renewal of B.G or to encash the B.G and remit to Government Account if the Contractor/ Agency is failed to renew the B.G in time.
- b) The Original B.G may be handed-over to the concerned authority under proper acknowledgement only, after the authority furnished requisition to send back the B.G atleast one week before its renewal date. It is the look-out of the executive to get the B.G revalidated/encashed depending upon the circumstances.
- c) If the authority fails to renew the B.G or furnish requisition to PAO/ APAO to return back the B.G for its renewal/ encash to remit into Government Account, the PAO/ APAO shall report the matter well in advance to higher authorities for taking proper action in time.
- d) After successful completion of liability period, the necessity of B.G is other than the PAO/ APAO will address the concerned authority to furnish requisition to get back the B.G immediately. The PAO/ APAO may not be kept such B.Gs ever long after its necessity is completed and also for expired B.Gs.
- e) In any case, payment will not be made if B.G is not in force as on the date of payment.

The above instructions will be followed without fail, any lapse is found all the concerned will be responsible and action will be initiated as per Rules. This Memo shall be acknowledged.

Sd/-

**DIRECTOR OF WORKS ACCOUNTS
ANDHRA PRADESH, HYDERABAD**

To

All the PAOs/ APAOs

Copy to all the JDWAs.