

भारत सरकार  
वाणिज्य और उद्योग मंत्रालय  
विकास आयुक्त का कार्यालय  
सीपज़ विशेष आर्थिक क्षेत्र  
अंधेरी (पूर्व), मुंबई - 400096



Government of India  
Ministry of Commerce & Industry  
Office of the Development Commissioner  
SEEPZ Special Economic Zone  
Andheri (E), Mumbai - 400096

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**OFFICE ORDER No. ...105.../2025**

In accordance with Office Memorandum No. Pr.AO(Admn)/MOCT/Misc./2024-25/3922-3927 dated 17.03.2025 issued by the Principal Accounts Office, Department of Commerce & Ministry of Textiles, and Office Memorandum No. TA-2-03002(03)/1/2021-TA-II/e-5450/80 dated 12.03.2025 issued by the Office of the Controller General of Accounts, necessary directions are hereby issued to the Pay and Accounts Officer and the staff concerned with accounts work functioning under the Development Commissioner, SEEPZ-SEZ.

It is hereby directed that all bills relating to the financial year 2024-25 must be received, examined, and processed by the accounts section on or before **21<sup>st</sup> March 2025** positively. No bills should be kept pending after the said date due to procedural delays or avoidable deficiencies. The Pay and Accounts Officer shall take due care to ensure completeness and timeliness in processing.

In order to facilitate smooth and uninterrupted processing of bills during the financial year-end period, the accounts section shall remain operational on all Saturdays, Sundays, and closed holidays with effect from 22nd March 2025 till the successful completion of the year-end accounting process. All accounts staff shall accordingly attend office during the said period and perform their assigned duties diligently.

All concerned staff are advised to avoid last-minute bunching of bills and to complete all financial processing well in advance to prevent any system overload in PFMS or disruption in the finalisation of accounts.

This issues with the approval of the Development Commissioner, SEEPZ-SEZ.

(Jay Manoj Shah)

Deputy Development Commissioner  
SEEPZ-SEZ

F. No.: SEEPZ-SEZ/ADMN/BUDGET/569/2019-20/03743

Date:- 21.03.2025

Copy to:-

1. All Officers/Staff of SEEPZ-SEZ
2. DCO/JDCO/DDC/SO
3. Office Order File/Register
4. SEEPZ Website
5. Notice Board