



**Central Pollution Control Board**  
(Ministry of Environment, Forest & Climate Change, Govt. of India)  
Parivesh Bhawan, East Arjun Nagar,  
Delhi – 110032.

F.No. C-25011/14/Vig/Admn. (P)/888

the 08<sup>th</sup> January, 2019

**OFFICE MEMORANDUM**

Sub.: Timely payment to the Contractors/Suppliers/Service Providers—preventive measures –reg.

Central Vigilance Commission has been receiving complaints regarding inordinate delay in payments/non-settlement of bills of Contractors/Suppliers/Service Providers. Therefore, the Commission has directed all the Chief Vigilance Officers vide circular dated 03.05.2018 and subsequent reminder dated 18.12.2018 to examine from Vigilance angle all cases of inordinate delay (in violation of the prescribed timelines) in the payments of bills during the last three years in their organizations.

All Divisional Heads and Regional Directors are hereby directed to submit the information in the enclosed prescribed format to the Vigilance Cell within 15 days from the date of issue of this memorandum through E-mail to [rdp.cpcb@nic.in](mailto:rdp.cpcb@nic.in) or [madhu.cpcb@nic.in](mailto:madhu.cpcb@nic.in). This may be given top priority as the information is to be sent to CVC. The **NIL** information may also be provided. Failure to provide the information within time will be considered seriously and may attract departmental action against the concerned.

This issues with the approval of the Competent Authority, CPCB.

**(R.D. Pandey)**  
**Administrative Officer &**  
**Vigilance Officer**

**Encl. as above**

Distribution: -

1. All Divisional Head
2. All Regional Directors
3. D.H. I.T. Division : for uploading on CPCB intra portal

Details of payment to the Contractors/Suppliers/Service Providers.

S.No.	Date of Supply Order	Item	Date of delivery of Items	Date of bill received	Date of payment made	Reason for delay for more than 30 days

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