

PROFORMA FOR WEBSITE

Sr.No.	Type of Information required	
1.	Name of the Department	: Directorate of Accounts, Daman.
2.	Head of the department/ Contact Person	: SHRI P. J. BAMANIA. DIRECTOR OF ACCOUNTS.
3.	Contact Address	: Directorate of Accounts, Fort Area, Opp. Municipal Garden, Moti Daman. Pin Code : 396 220.
4.	Telephone Numbers	: 0260-2230369 0260-2230826
5.	Fax Numbers	: 0260-2230369
6.	Email Address	: doa-dd@nic.in
7.	Any Other Contact Details	: N.A.
8.	The brief description about the functionality of the department.	: (1) Before the formation of UT Administration of Daman and Diu from the erstwhile Govt. of Goa, Daman & Diu, Daman and Diu were branches of the Directorate of Accounts, Panaji-Goa. After delinking and with formation of UT Administration of Daman & Diu w.e.f. 29/05/1987, all the functions of Pay & Accounts Office/Principal Pay & Accounts Office are being discharged by the Head of Office at Directorate of Accounts, Daman and the functions of Pay and Account Office is being discharged by the Branch Office at Diu located at about 850 Kms away from the Head Quarter. (2) The accounts cadre of the Administration of Daman & Diu is an "Organised Accounts Cadre". All the functions of the "Organised Accounts Cadre" are discharged by the Directorate of Accounts, Daman & Diu. (3) The main functions include receipt of bills of all kinds presented to Daman Accounts Office and at Diu Branch Office by the Government departments and their scrutiny with reference to the provisions of Delegation of Financial Powers Rules, General Financial Rules, Central Treasury Rules and Fundamental Rules and etc. Cheques are, thereafter, issued for payment to the respective departments is the bills are found in order. (4) Cheques in continuous stationery for the purpose are also supplied by the 'India Security Press', Nashik Road, Nashik. Similarly, Stamps-Judicial, Stamps-Non Judicial and Stamp Papers etc. are also received from the India Security

		<p>Press, Nashik & Hyderabad for sale of the same to the public in general at Treasury Office Daman and Diu. Cheques bearing category "Personal Ledger Accounts" are also received for issuing to the various Government Departments of the Administration of Daman and Diu.</p> <p>(5) The entire work relating to receipts of Government Revenue and disbursement of Government money on account of Pay and Allowances are accounted for by main office at Daman and also at Branch office Diu. The Consolidated Accounts of Receipts and Payments are rendered regularly every month through Electronic media on "E-lekha" to the office of the Controller General of Accounts in the Ministry of Finance at New Delhi. For the Accounting purpose, the Controller Code No.066 and PAO Code No. 071207 have been assigned to this Directorate by the Ministry.</p> <p>(6) General Provident Fund ledger in respect of all regular employees of the Administration of Daman and Diu are being maintained by the Directorate of Accounts. Passing of General Provident Fund bills of advance, withdrawals and of final payment etc. are also attended by this Administration. At the end of the financial year after the accounts are closed. GPF statements to each subscribers are issued.</p> <p>(7) The records relating to Long Term Advances like House Building Advance, Motor Car Advances, Motor Cycle Advances, Computer Advances are maintained by the Directorate of Accounts of the Administration of Daman and Diu.</p> <p>(8) Headwise Appropriation Accounts are prepared and submitted by the Directorate of Accounts under the supervision and guidance of the Finance Secretary and the Administrator of Daman and Diu. The Headwise Appropriation Accounts is submitted to the Director General of Audit, Central revenue, New Delhi with copy to the Controller General of accounts, Ministry of Finance, New Delhi and Accredited Audit Officer [Office of the Principal Director of Audit (Central), Mumbai] as per the time schedule prescribed by the Controller General of Accounts, Ministry of Finance, New Delhi. The Final and Fourth Round of Headwise Appropriation Accounts in respect of the Administration of</p>
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			<p>Daman and Diu is submitted under the signature of the Administrator being the Chief Accounting Authority.</p> <p>(9) Statement of Central Transactions and various statements prescribed by the Controller General of accounts, New Delhi are also rendered to them every year.</p> <p>(10) The authority for pension payments, gratuity etc. in respect of retired Government employees and employees of the Government Aided Institutions of the Administration of Daman and Diu and authority for family pension in respect of the deceased Government servants/pensioners are issued by the Head Office at Daman and also by the Branch Office at Diu. Pension papers presented to this office and at our branch office Diu are thoroughly checked with the provisions for Central Civil Services (Pension) Rules, 1972 and as per the instructions issued by the Government of India from time to time.</p> <p>(11) Pension payments are also disbursed at Daman Head Office and Diu Branch Office regularly on the last working day of the month. Pensioners who desire to draw their monthly pensions through the Public Sector Banks in their cases applications are received and the same alongwith requisite documents are forwarded to the Pay and Accounts Officer, Central Pension Accounting Office, New Delhi for further needful. The office of the CPAO allots PPO Numbers to this office every year i.e. for the period from January to December of the year.</p> <p>(12) Maintenance of New Person Scheme, i.e. Subscribed General information, Subscribed wise data entry schedule information etc.</p> <p>(13) Audit of Municipal Councils of Daman & Diu and District Panchayat Account and Village Panchayats.</p> <p>(14) Inter-departmental transactions with other departments of the Central Government/Ministries are carried out through Pay and Accounts Office suspense.</p> <p>(15) Organisational Chart of Pay and Accounts Organisation of U.T. of Daman & Diu is also enclosed for kind perusal.</p>
9.	List and description of the services/Schemes to the public.	:	--
10.	Major Achievements so far.	:	100% working on computerised.
11.	If Functionality of the department touches to the public	:	

	directly then <ul style="list-style-type: none"> • The List of task/activities • The required procedures for different tasks. • The list of pre-requisites for certain procedures. • The required forms (in MS-WORD/PDF format) with instructions like how to fill and whom to submit etc. • The Visiting hours for public. 	:	-- -- -- -- 2.30 p.m. to 3.30 on working day.
12.	Any other details of public interest not covered in above.	:	--
13.	Citizen Charter of the Department.	:	Statement attached
14.	Pictures/Photographs of the Department Office/Building.	:	--
15.	All the Information Sought Under RTI Act, Categorically.	:	--

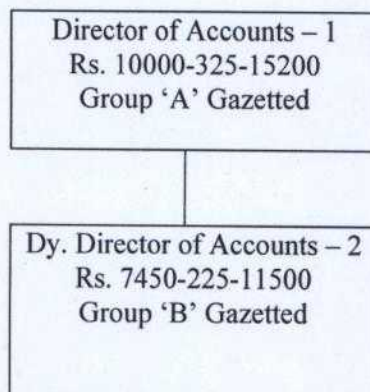
Place : Daman

Date :

Signature

* All above information to be sent in digital form/soft copy.

13. Citizen Charter of the Department.



<u>DAMAN</u> Asstt. Accounts Officer – 2 Group 'B' Gazetted Rs. 5500-175-9000	<u>DIU</u> Asstt. Accounts Officer – 1 Group 'B' Gazetted Rs. 5500-175-9000
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Head Clerk (Rs.5000-150-8000)	- 1	Head Clerk (Rs.5000-150-8000)	--
Accountant (Rs. 4500-125-7000)	- 4	Accountant (Rs. 4500-125-7000)	- 1
Jr. Stenographer(Rs.4000-100-6000)	- 1	Jr. Stenographer(Rs.4000-100-6000)	--
Accounts Clerk/UDC(Rs.4000-100-6000)	-13	Accounts Clerk/UDC(Rs.4000-100-6000)	- 2
Treasurer (Rs.4000-100-6000)	- 1	Treasurer (Rs.4000-100-6000)	- 1
LDC (Rs.3050-75-3950-80-4590)	- 7	LDC (Rs.3050-75-3950-80-4590)	- 2
Driver (Rs. 3050-75-3950-80-4590)	- 1	Driver (Rs. 3050-75-3950-80-4590)	--
Peon (Rs.2550-55-2660-60-3200)	- 3	Peon (Rs.2550-55-2660-60-3200)	- 2

**Statement showing distribution of work in Section-II with effect from
14th November, 2013.**

Shri Manoj R. Kamalia, Dy. Director of Accounts, Section-II
Details of works assigned to each employee in Section-II

01.	Shri P.R. Solanki, Accountant.	PAO(s) Transactions, Broadsheet & related correspondence, Suspense Slips Excluding PWD.
		Maintenance of Objection Book & Relevant Correspondence
		Scrutiny of Pension Papers/Documents & Issue/Renewal of PPO
02.	Shri D.H. Solanki, Accountant.	Broadsheet and allied works in connection with New Pension Scheme.
		Scrutiny of Pension Papers/Documents & Issue/Renewal of PPO.
		Appropriation Accounts, Finance Account and Miscellaneous work including Transfer of Accounts.
		Maintenance of A.C./D.C. Bill registers.
		Issue of Cash Assignment to PWD & Electricity Departments
		General Correspondence pertaining the works audit.
03.	Shri Dhruv L. Kamalia, Accountant.	Maintenance of all the registers of pension payments and will be the custodian of all pension files received from other sections and from AAO, Diu
		Scrutiny of Pension Papers/documents and issue of PPO.
		Furnishing all periodicals returns & Other details to be furnished for combined Accounts of Daman and Diu.
		Consolidation of Monthly Account (Receipt, Payment & Expenditure)
		Consolidation and submission of Monthly Account of Daman and Diu & Related Correspondence
		Transfer of pension payments to Public Sector Banks through CPAO.
		Bills Audit & related correspondence of following DDOs (Except GPF and Pension):
		200200 – Joint Director of Tourism
		201688 – Chief Officer, Daman Municipal Council
		200153 – Associate Town Planner
04.	Smt. Zelia Remedios	201695 – Addl. Director, Municipal Admin. PHE KACHIGAM.
		Confidential Outward Inward
		All matters relating to ACRs.
05.	Smt. Ila F. Tandel, UDC	Maintenance of Service Books, Leave Accounts of all the employees
		Bills Audit & related correspondence of following DDOs (Except GPF and Pension):
		200179 – Medical Superintendent, Govt. Hospital
		201690 – Deputy Director, NVBDCP

1200

Smt. Maria Lopes, UDC	Bills Audit & related correspondence of following DDOs (Except GPF and Pension):	
	200065	Head Master, GHS, Patlara
	200067	Principal, GHSS, Moti Daman
	200068	Head Master, GHS, Pariyari
	200075	Head Master, GHS, Zari
	200157	Head Master, GHS, Nani Daman
	200160	Head Master, GHS, Dabhel
	200161	Head Master, GHS, Varkund
	200196	Asstt. Director of Education, Nani Daman
	200204	Head Master, GHS, Kachigam
	200207	Head Master, GHS, Bhimpore
	201691	Director, District Library
07. Shri Manilal Patel, UDC	Sorting of recovery schedules from paid vouchers and handing over of the same to the concerned Auditors	
	GPF Accounts of the employees posted at Diu District be separated and forwarding updated completed records for the period ending 31/03/2009 to the Branch Office, Diu.	
	Bills Audit & related correspondence of following DDOs (Except GPF and Pension):	
	200062	Joint Secretary (Finance)
	200072	Superintendent (G), O/o. Dev. Com.
	200130	Asstt. Director, Official Language
	200154	Law Secretary
	200832	Pvt. Secretary to the Administrator

13/11/13
(P.J. Bamania)

Director of Accounts

No.DA/DMN/1-1/2012-13/ 1525
Dated : 13 /11/2013.

**Statement showing distribution of work in Section-I with effect from
14th November, 2013.**

Shri S. H. Dhonde, Assistant Accounts Officer, Section-I
Details of works assigned to each employee in Section-I

01.	Shri Kanti P. Patel, Accountant.	a.	Broadsheet of GPF and related correspondence including passing of GPF bills.	
		b.	Transfer of GPF Account to other States & agreement of Broadsheets.	
		c.	Issue of Final Payment Authority of GPF	
		d.	Allotment of GPF Account Number including Nominations and etc.	
		e.	Scrutiny of Pension Papers/Documents & Issue of PPOs	
		f.	GPF Monthly Account closing to be done with the help of Smt. S.D. Parmar, Accountant.	
		g.	Working arrangement on Wednesday in Labour Office	
			Bills Audit & related correspondence of following DDOs (Except GPF and Pension):	
			200069 - Block Development Officer	✓ J.P.
			200071 - Joint Commissioner of Excise	✓ " "
			2001083 - Chief Executive Officer, DP	
			200127 - Joint Commissioner, VAT	✓ " "
02.	Smt. Jignassa P. Patel, Accountant.		UTGEGIS-Scheme's posting of Schedules and maintaining of Broadsheet etc,	
			Broadsheet of Advances to Govt. Servant including calculation of interest.	
			Funds Availability Certificates, Passing of Bills for Advances to Govt. Servants.	
			Scrutiny of Pension Papers/documents and issue of PPO	
			Bills Audit & related correspondence of following DDOs (Except GPF and Pension):	
			200066 - Dy. Director, Medical & Health Services	✓
			200159 - Addl. Supdt. Of Police, Fire Services	✓

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	Shri A.J. Solanki, Accountant.		Scrutiny of Pension Papers/Documents & Issue of PPOs.
			Overall Supervision of Treasury Account Posting.
			Bills Audit & related correspondence of following DDOs (Except GPF and Pension):
			200129 – Principal, Technical Training Institute (TTI)
			200202 – Asstt. Director of Transport
04.	Shri Ivette Noronha, UDC		200184 – Ex.Engineer, Electricity Department
		a.	Preparation of all kinds of Bills and maintenance of all the records relating to bills including establishment Cash-Book.
		b.	Purchase of all kinds of items for use of the office and related correspondence.
		c.	Maintenance of Library, Dead Stock, Consumable & Stationery A/Cs.
		d.	Bills Audit & related correspondence of following DDOs (Except GPF and Pension):
			201686 – Superintendent (G), Pers. Department
			201693 – Secretary (IT)
			200155 – Deputy Secretary (Education)
		e.	Loans & Deposit Broadsheets
		f.	Refund of revenue/Deposits & Connected Correspondence
		g.	Inspection of Panchayat and Municipal Councils
		h.	Correspondence relating to Central Audit and Maintenance of Relevant records
		i.	RRS/Initial Recruitment Exam
		j.	Files of all departments received for Expert Opinion/Examination
		k.	Maintenance of General Circular/S.O. Files
		l.	Supervision of establishment work including maintenance of building, electrification, water supply etc
		m.	Look after the work of Treasurer during leave / tour of the Treasurer.
06.	Smt. S.R. Damania, LDC	a.	Bills Audit & related correspondence of following DDOs (Except GPF and Pension):
			200082 Asstt. Registrar of Co-operative Societies
			200093 General Manager, DIC
			200152 Civil Judge
			200156 Principal, Govt. Polytechnic
			203480 Assistant Public Prosecutor

13/11/2013
(P.J. Bamania)
Director of Accounts

No.DA/DMN/1-1/2012-13/ 1528
Dated : 13/11/2013.

**Statement showing distribution of work in Section-III with effect from
14th November, 2013.**

Smt. Silvia R. Mendonca, Assistant Accounts Officer, Section-III
Details of works assigned to each employee in Section-III

01.	Smt. V.M. Fernandes, UDC.	Cheque Writing and maintenance of connected records including PAO.
02.	Shri Kanti V. Halpati, Treasurer.	Overall charge of Treasury Transactions (Sale of Stamps etc.) and Maintenance of related Registers/Records.. Numbering of Challans.
03.	Smt. Elizabeth Noronha, UDC.	Treasury Account and Allied works including, posting of Challans & taking all reports as per office order & forwarding the same to concerned offices & sections. Maintenance of PLA Pass Book & Allied Works. Checking of form 50 & 51 submitted by Executive Engineers, PWD/Elect.
	Smt. M.R. Jat, UDC	Sorting of Bank Scroll Scroll posting including paid cheque, pensions vouchers etc. Help to Treasurer and will look after the work of treasurer during leave/tour of the Treasurer.
06.	Shri M.D. Solanki, UDC	Receipt of Bills Pension Payments
07.	Smt. Sunita Lobo, LDC	Inward of all Dak/Files Outward of All Dak/Files Attendance Register- C.L. & R.H. Register. Bills Audit & related correspondence of following DDOs (Except GPF and Pension): 200078 – Deputy Conservator of Forests
08.	Shri Hitesh R. Koli, Accountant	Scrutiny of Pension Papers/Documents & Issue of PPOs Half day working arrangement in TTI on Wednesday and Friday in afternoon session. Bills Audit & related correspondence of following DDOs (Except GPF and Pension): 200070 – Asstt. Director of Education (DP) 200074 – Child Development Project Officer 200080 – Statistical Officer, Tribal Area Sub Plan (TSP) 200199 – Principal, Government College 200205 – Principal, Industrial Training Institute (ITI) 201687 – S.O., Social Welfare Department

13/11/2013
(P.J. Bamania)

Director of Accounts

No.DA/DMN/1-1/2012-13/ 1527
Dated : 13 /11/2013.

**Statement showing distribution of work in Section-IV with effect from
14th November, 2013.**

Smt. Sharmila D. Parmar, I/c. Assistant Accounts Officer, Section-IV
Details of works assigned to each employee in Section-IV

01.	Shri Gladwyn Pereira, LDC	Bills Audit & related correspondence of following DDOs (Except GPF and Pension):
		200073 – Asstt. Director of Plg. & Statistics
		200077 – Asstt. Surveyor of Works, Div.-1, PWD
		200091 – Asstt. Surveyor of Works, SE, PWD
		200151 – Head of Sports Section
		200831 – Mamlatdar (HO), Port Office
		201689 – Asstt. Engineer, PWD, Dist. Panchayat
		201694 – Executive Engineer, Div-III, PWD
		201696 – Field Publicity Officer
		200158 – Superintendent of Fisheries
		200201 – Veterinary Officer
		200203 – Chief Inspector of Factories & Boilers
		200206 – Civil Registrar Cub-Sub Registrar.
02.	Shri Shantilal D. Patel, LDC	Bills Audit & related correspondence of following DDOs (Except GPF and Pension):
		200063 – Dy. Collector, Colleratore
		200064 – Mamlatdar
		200079 – Enquiry Officer, City Survey
		200081 – Mamlatdar (HO) Weights & Measures
		200084 – Joint Secretary (Election)
		200089 – Principal Scientific Officer
		200128 – Zonal Agriculture Office
		201692 – Head of Office, Govt. Printing Press
12.	Smt. Elvira Brito, LDC	Bills Audit & related correspondence of following DDOs (Except GPF and Pension):
		200076 – Superintendent, Sub Jail
		200092 – Chief of Police, Police Department
		200208 – Director of Accounts.

NOTE : Apart from above Smt. Sharmila D. Parmar will look after the following works:

a.	Appropriation Accounts, Finance Account and Miscellaneous work including Transfer of Accounts (Scrutiny after prepared by DHS).
b.	Maintenance of Master Data of PAO-2000 Software.
c.	Daily uploading of accounts through e-lekha.
d.	Scrutiny of Pension Papers/Documents & Issue of PPOs.

(P.J. Bamania)

Director of Accounts

No.DA/DMN/1-1/2012-13/1526
Dated : 13 /11/2013.

U. T. Administration of Daman and Diu
Directorate of Accounts
Opp. Municipal Library, Fort area
Moti Daman - 396 220
☎ 0260 2230826

The Office of the Director of Accounts is functioning on the lines of Pay and Accounts Office. The Director of Accounts is functioning as Central Pay and Accounts Officer of the U. T. Administration of Daman & Diu as per the accounting procedure prescribed by Comptroller and Auditor General of India in consultation with Ministry of Finance, Government of India. The Director of Accounts has to carry out dual functions i.e. pre-audit of accounts and post audit of accounts. Though a system of "pre-check of payments" is prevalent in the U.T. of Daman & Diu, it is virtually the Treasury/Accountant General system of Accounts administration that is followed with the formation of the State. Apart from the above dual functions, the Director of Accounts is saddled with the functions of administration of Treasuries, Examiner of Local Fund Audit and administration of Common Accounts Cadre of Accounts in the U.T. of Daman & Diu. The responsibility of maintenance of individual General Provident Fund Accounts of Government employees, inspection of accounts of Municipal Councils/Village Panchayats, statutory audit of Local bodies, scrutiny of pension cases and issue of Pension Payment Orders, payment of pension to all retired Government employees, teachers of aided Institutions, Members of Legislative Assembly, Freedom Fighters, etc. also devolves on the Directorate of Accounts.

The Directorate of Accounts renders the following services to the public through two District Treasuries each at Daman and Diu.

- A) Sale of Judicial/Non-Judicial Stamp Papers and Stamps to the public.
- B) Sale of Judicial/Non-Judicial Stamp Papers and Stamps to the Authorized vendors.
- C) Payment of pensions to UT Government Pensioners, retired teachers, freedom fighters, MLAs, EFU & Ex-Gratia Pensioners, other State Pensioners, Central Government pensioners, Railway pensioners, Defence pensioners etc.
- D) Transfer of pension to Public Sector Banks and to other States.
- E) Public Grievances Cell.

A) Sale of Judicial/Non-Judicial Stamp Papers and Stamps to the public.

1. For purchase of stamps up to Rs.1000/
Public can purchase stamps & stamp papers up to the value of Rs.1000/- at the counter against cash payment.
2. For purchase of stamps above Rs.1000/
 - (i) Obtain a chalan in form GAR - 6 (TR - 6) duly signed by Treasury Officer.
 - (ii) Deposit money in the State Bank of India and indicate on the reverse side of the chalan the denomination and quantity of Stamps required.

- (iii) Present the chalan to the Treasury Office before 2.00 p.m.
- (iv) Collect the stamps/stamp papers from the respective Treasury Office after 4.00 p.m. i.e. after the Treasury Office confirms the payment of money in the Bank.

Note:

If chalan is presented after 2 p.m., stamps will be issued on the next working day.

B) Sale of Judicial / Non-Judicial Stamp Papers and Stamps to the authorized vendors.

- 1. The procedure outlined in (A) 2 above should be followed with the following exception:
- 2. The value of stamps to be deposited by chalan may be reduced by 2% of the cost towards commission payable to the authorized vendors.

C) Payment of pensions to Goa Government Pensioners, retired teachers, freedom fighters, MLAs, EFU & Ex-Gratia Pensioners, other State pensioners, Central Government pensioners, Railway pensioners, Defence pensioners etc.

- 1. Furnish a bill in the prescribed form (TR-37 - Pension Bill) duly completed and signed on a revenue stamp to the Treasury Office concerned (ANNEXURE - I).
- 2. Collect the passed pension payment bill from the Treasury Office concerned on payment day and receive payment from the State Bank of India.
- 3. Furnish a non-employment certificate once in a year in the month of November every year.
- 4. Furnish a life-certificate from an authorized officer once in a year in the month of November if pensioner collects pension through an agent/attorney (ANNEXURE - II).
- 5. Furnish an indemnity bond in prescribed form on a Stamp Paper if pension is received through attorney in addition to power of attorney (ANNEXURE - III).
- 6. Furnish an undertaking in prescribed form about non remarriage once in the beginning. (applicable for widow family pensioners only) (ANNEXURE - IV).
- 7. Furnish a non remarriage certificate in prescribed form every six months in the month of March and October (applicable to widower family pensioners) (ANNEXURE - IV).
- 8. Furnish a non-marriage certificate in prescribed form every six months in the month of March/October (applicable to sons/daughters in respect of family pension) (ANNEXURE-IV).

9. Furnish an income certificate every year in the month of November (applicable to children/parents in receipt of family pension).
10. MLAs Furnish a Declaration in prescribed Form.

D) (1) Transfer of pension to Public Sector Banks.

- (a) Furnish an application in prescribed form duly completed in all respects to the Treasury Office/Sub Treasury Office after collecting pension for the previous month (ANNEXURE - V).
- (b) Open a bank account in single name in anyone of the Public Sector Banks.
- (c) Quote the Bank Account No. and paying branch of the Bank in the application.

(2) Transfer from one Public Sector Bank to other Public Sector Bank.

Furnish an application to the Bank where payment is received indicating the new Bank where payment of pension is desired and mention therein the Bank Account No. in single name in the new Bank.

(3) Transfer to other States.

- a) Furnish an application for transfer to the Treasury Office where pension is being drawn indicating the Treasury in the other State where payment of pension is desired. Give full address of the pensioner in the other State.
- b) Surrender the pensioner's portion of P.P.O. to the Treasury Office.

E) Public Grievances Cell.

This office has established a Public Grievances Cell. For this purpose, Shri M. C. Patel, Dy. Director of Accounts (Daman, Phone No. 0260 - 2230826) has been appointed as Public Grievances Officer in respect of the Directorate of Accounts, Daman & Diu, Daman.

T.R. 37

[Treasury Rule 349 (1)]

PENSION BILL

Pension Payment Order No. :

Memo - It is requested that this form be used for submission of next bill

District DAMAN	Voucher No. _____ of list of payment for _____
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Received the payment of pension due to me for the month of _____

In Words :

I declare that I have not received any remuneration for serving in Government establishment or an establishment paid by a Government or from a Local Fund during the period for which the amount of pension claimed in the bill is due.

Received Payment

Station : **DAMAN**

Date : _____

Pensioner

Pensioner

Pensioner's residence _____

Identified by me.

Signature :

Designation or address :

TREASURY OFFICER, DAMAN

Certificate to be given in case of non attendance in person (except in cases in which such certificates are not required under any rule or order)

Certificate that I have seen the pensioner
the bill has been signed by him.

and that he is alive on this date and that

Date : _____

Name : _____

Designation : _____

Endorsement to be signed by the pensioner

In case of pension drawn at
the office of an Account General

If the net amount of the bill exceeds Rs. 250 a month. Please make this
cheque payable to*

If the net amount of the bill is Rs. 250 or less Please pay to*

In case of pension drawn at treasuries or
any other office of disbursement

Please pay to*

The Branch Manager, State Bank of India
DAMAN - 362520

For Rupees : _____

Incorporated in account

Accountant

Date : _____

Officer-in-charge of Treasury or Sub-Treasury at

Received payment

DAMAN

Identified by me

Signature :

Designation or address :

TREASURY OFFICER DAMAN

For use in Accountant General's Office

Admitted Rs. :

Objected Rs. :

Auditor

Superintendent

Gazetted Officer

GPP-Daman-208/40960

Annexure-II

LIFE CERTIFICATE (To be submitted by Pensioner once a year in November)	
Certified that I have seen the pensioner Shri/Smt./Ms. <input type="text"/> holder of Pension Payment Order No. <input type="text"/> and that he/she is alive on this date.	
Name:	<input type="text"/>
Designation of Authorised Officer	<input type="text"/>
Seal	
Place:	<input type="text"/>
Date:	<input type="text"/>

ANNEXURE III

Form of Bond of Indemnity for drawing Pay, Pensions, Annuities, etc.

THIS INDENTURE made the _____ day of _____ two thousand and _____
between _____

- (1)
(2)
(3)

carrying on business in partnership under the style or firm of or
incorporated under the _____ Companies Act
and having their registered office at _____ (hereinafter referred
to as the firm which expression shall where the context admits be deemed to include *their*
company

*executors and administrators or representatives and their successors in business under the same or
any other style or name) of the one part and the* Governor General in council (hereinafter referred to as the
company

Governor General in council of the other part.
Crown Representative

WHEREAS the firm have been in the habit of receiving on account of their customers pay, pensions,
company

annuities, allowances or other payments from funds administered by or on behalf of the Governor General
Crown Representative

including pensions payable on the behalf of other Governments from the
various officials duty whose it is to disburse such payments upon the production at the time of such payment of a
Accountant General of certificate to the effect that the person on whose behalf such
payment was claimed was then alive and in the case of a pensioner also of a certificate of non-
employment according to prescribed rules.

AND WHEREAS in order to save time and expense in obtaining payment of such sums the
Governor General has agreed to allow such payments to be from time to time made as they fall due
Crown Representative without requiring the production of the said certificates save a certificate of non-
employment according to prescribed rules signed by a representative of the firm upon being
Company

indemnified by the firm against any loss by reason of such company payments as aforesaid on
company

account of any person who may at the date of such payment be deceased and upon the firm
Company entering into such an agreement as is hereinafter contained which the firm has agreed to do;
Company

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement

and in consideration of the premises the firm company for themselves and their successors hereby
Company

convenant with the ^{Governor General}_{Crown Representative} shall allow such payments as aforesaid to be made without requiring the production of the certificate hereinbefore referred to subject nevertheless as hereinafter provided the ^{firm}_{Company} will within seven days from the time when they shall have received notice of the death of any customer for the receipt of or on whose behalf the ^{firm}_{Company} may have received any such payments as Aforesaid communicate the date of such death to the official for the time being responsible for the payments to such deceased person and further that firm the ^{firm}_{Company} will immediately after the expiration of the said period of seven days repay and refund to ^{Governor General}_{Crown Representative} so much of any money which may have been received from ^{such disbursing official}_{Accountant General} as aforesaid on behalf of such deceased customer as aforesaid as shall be in excess of the amount of the pay, pension, annuity, allowance or other payments as the case may be to which such deceased customer was entitled up to the date of his decease.

AND ALSO that if and whenever any change in the constitution of the firm shall, happen whether by the death or retirement of any member thereof or the introduction or accession of a new member or members thereof or otherwise howsoever the firm will on every such occasion within 7 days after the change shall have occurred ^{Governor General}_{Crown Representative} of the same having happened with full particulars hereof including the full name or names of any new member or members so introduced as aforesaid in every case where any such introduction has taken place will as soon as may be hereafter on being so ^{Governor General}_{Crown Representative} procure the new member or members introduced to enter into a fresh Bond in the same form as those presents either alone or jointly with all the original or remaining members of the firm;

PROVIDED ALWAYS AND IT IS HEREBY AGREED AND declared that the arrangement hereby made shall not be determined except by express notice in that behalf given as next hereinafter provided. PROVIDED ALWAYS AND IT IS HEREBY FURTHER AGREED and declared that either the ^{firm}_{Company} or the ^{Governor General}_{Crown Representative} shall be entitled to determine the arrangement hereby made on giving to the other 14 days' notice in writing in that behalf and on the expiration of such 14 days this arrangement shall determine and the liability of the ^{firm}_{Company} under the covenant herein contained shall cease in respect of any such payments as aforesaid made after that date but nothing herein contained shall be deemed to exonerate to release the ^{firm}_{Company} from their liability under the covenant herein contained in respect of any such payments as aforesaid made prior to that date PROVIDED ALWAYS and it is hereby further agreed and declared that in the case of pensions the ^{firm}_{Company}

will according to prescribed rules once in every year to the ^{Governor General or the}
~~Crown representative~~

~~officials responsible for the payment of such pensions~~ a certificate by one of the persons prescribed by the said
~~Accountant General~~

rules of the life of each pensioner whose pension is paid to the firm and a certificate of non-employment signed by the pensioner himself AND FURTHER that nothing herein contained shall be deemed to preclude the ^{Governor General}
~~Crown Representative~~ ^{any of the said official whom they it is to make such payments as aforesaid from}
~~the Accountant General~~

requiring the production of certificates in proof of the life of any particular person or persons entitle to receive such payments as aforesaid if the ^{Governor General}
~~Crown Representative~~ or

^{Such official}
~~the Accountant General~~ shall deem it necessary nor shall the ^{firm}
~~company's~~ arrangement made by these presents

be deemed to be thereby terminated. In witness whereof the said parties have hereunto set their respective hands and seals the day and year first above written.

N.B. - An incorporated firm executing the Bond may delete the words in italics,

ANNEXURE IV

CERTIFICATE OF NON-RE-MARRIAGE/NON-MARRIAGE

I hereby declare that I am not married/re-married/ I have not married/re-married during the past six months.

OR

*I hereby declare that I have not been re-married and I undertake to report such an event promptly to the Pension Disbursing Authority/Bank.

*Applicable only for widow recipient of family pension and to be furnished only once.

Signature

Place: Name of the Pensioner.....

Date: P.P.O.No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible
Officer or a well-known

Person.....

Place: Name

Date: Designation

**APPLICATION FOR SWITCHOVER OF PENSION PAYMENT
THROUGH AUTHORISED BANK
(To be submitted in duplicate)**

To,
The Treasury Officer,
_____.

Sir,

I opt to draw my pension through Authorized Bank and give below necessary particulars to enable you to make arrangement in this regard.

1. PARTICULARS OF PENSIONER		
(a)	Name	
(b)	PPO No.	
(c)	Present address	
2. PARTICULARS OF THE AUTHORIZED BANKS WHERE PAYMENT IS DESIRED		
(a)	Name	
(b)	Branch and Address where payment is desired	
*(c)	My S.B./ Current Account No.	

Place: Daman

Yours faithfully,

Date:-

Pensioner

* ('Joint' or either or 'survivor' account is not permissible)

Pensioner's Specimen Signature: _____

FOR USE IN THE OFFICE OF THE PENSION DISBURSING AUTHORITY

Forwarded to the Central Pension Accounting Office for transmission to the Link Branch of _____. The Disburser's half of PPO of _____ bearing No. _____ is sent herewith.

The pensioner has been paid pension @ ₹ _____ p.m. and Dearness Relief thereon @ ₹ _____ and Medical Allowance @ ₹ _____ p.m. up to the month of _____.

Pension due from the month of _____ is to be arranged by the Bank.

Pension Disbursing Authority

Place:

Date:-

With Name & Seal