

**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	:
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	: <a href="mailto:doa-dd@nic.in">doa-dd@nic.in</a>
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 &amp; 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 &amp; 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 &amp; Diu is also enclosed for kind perusal.</p>
9.	List and description of the services/Schemes to the public.	:	--
10.	Major Achievements so far.	:	--
11.	If Functionality of the department touches to the public	:	

	<p>directly then</p> <ul style="list-style-type: none"> <li>• The List of task/activities</li> <li>• The required procedures for different tasks.</li> <li>• The list of pre-requisites for certain procedures.</li> <li>• The required forms (in MS-WORD/PDF format) with instructions like how to fill and whom to submit etc.</li> <li>• The Visiting hours for public.</li> </ul>	:	<p>--</p> <p>--</p> <p>--</p> <p>--</p> <p>2.30 p.m. to 3.30 on working day.</p>
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.	:	--

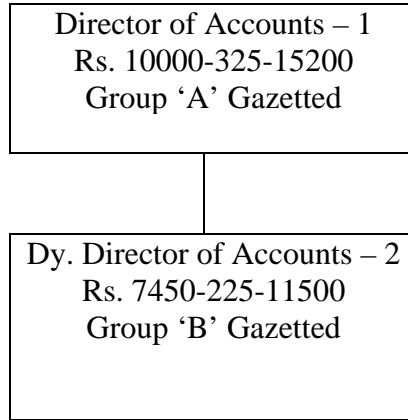
Place : Daman

Date :

Signature

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

**13. Citizen Charter of the Department.**



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