

CITIZEN CHARTER DIRECTORATE OF ACCOUNTS DAMAN & DIU

THE MISSION

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.

Details of posts in the Directorate of Accounts, Daman & Diu

Director of Accounts (1 post)
PB-3 `15,600-39,100 with Grade Pay of `6,600
Group "A" Gazetted
Shri P. J. Bamania

Dy. Director of Accounts (2 posts)
PB-3 `15,600-39,100 with Grade Pay of `5,400
Group "A" Gazetted
1. Shri M. C. Patel
2. Shri Kishore Bamania

Daman
Assistant Accounts Officer (2 posts)
PB-2 `9,300-34,800 with Grade Pay of `4,800
Group "B" Gazetted
1. Shri S. M. Halpati
2. Shri K. S. Chauhan

Diu
Assistant Accounts Officer (2 posts)
PB-2 `9,300-34,800 with Grade Pay of `4,800
Group "B" Gazetted
1. Shri M. R. Kamalia

- Group "C" posts**
- ❖ Head Clerk (PB-2 `9,300- 34,800 with Grade Pay of `4,200) – 1 post
 - ❖ Accountant (PB-1 `5,200- 20,200 with Grade Pay of `2,800) – 8 posts
 - ❖ Jr. Stenographer (PB-1 `5,200- 20,200 with Grade Pay of `2,400) – 1 post
 - ❖ Accounts Clerk/UDC (PB-1 `5,200- 20,200 with Grade Pay of `2,800) – 9 posts
 - ❖ Treasurer (PB-1 `5,200-20,200 with Grade Pay of `2,400) – 1 post
 - ❖ LDC (PB-1 `5,200-20,200 with Grade Pay of `1,900) – 5 posts
 - ❖ Driver (PB-1 `5,200-20,200 with Grade Pay of `1,900) – 1 post
 - ❖ Peon (PB-1 `5,200-20,200 with Grade Pay of `1,800) – 3 posts

- Group "C" posts**
- ❖ Accountant (PB-1 `5,200- 20,200 with Grade Pay of `2,800) – 1 post
 - ❖ Accounts Clerk/UDC (PB-1 `5,200-20,200 with Grade Pay of `2,800) – 2 posts
 - ❖ Treasurer (PB-1 `5,200-20,200 with Grade Pay of `2,400) – 1 post
 - ❖ LDC (PB-1 `5,200-20,200 with Grade Pay of `1,900) – 2 posts
 - ❖ Peon (PB-1 `5,200-20,200 with Grade Pay of `1,800) – 1 posts

(Annexure-I) Pension Bill

T.R. 37

[Treasury Rule 349 (i)]

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:

Received Payment

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 Funding during the period for which the amount of pension claimed in the bill is due.

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 and that he is alive on this date and that the bill has been signed by him.

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 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 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-396210

Pay Rupees :

Office-in-charge of Treasury of Sub-Treasury at **DAMAN**

Incorporated in account
Accountant

Received payment

Date :

Signature :

Identified by me

Designation or address : **TREASURY OFFICE DAMAN**

For use in Accountant General's Office

Admitted Rs. :
Auditor

Objected Rs. :
Superintendent

Gazetted Officer

GPP-Daman-2009/40000

(Annexure-II)

LIFE CERTIFICATE (To be submitted by Pensioner once in a year)	
Certified that I have seen the pensioner Shri/Smt./Ms. <input style="width: 150px;" type="text"/>	
holder of Pension Payment Order No. <input style="width: 150px;" type="text"/> and that he/she is alive on this date.	
Name :	
Designation of Authorized Officer :	
Seal	
Place:	
Date:	

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 *procure the new member or members introduced to enter into a fresh Bond in the*
Crown Representative

same form as these 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~~ ~~any of the said official whose duty it is to make such payments as aforesaid~~ from ~~Crown Representative~~ ~~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~~ OR ~~Crown Representative~~

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

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

Annexure-V
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.

Place:

Pension Disbursing Authority

Date:-

With Name & Seal