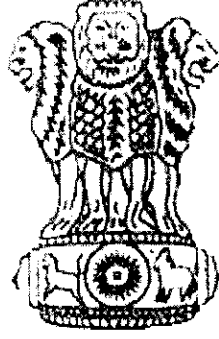


# UNION TERRITORY OF DAMAN AND DIU



सत्यमेव जयते

## CITIZEN'S CHARTER 2013-2014

**OFFICE OF THE PAY AND ACCOUNT OFFICER,  
DIRECTORATE OF ACCOUNTS & TREASURY,  
DIU BRANCH, DIU.**

Compiled by  
Office of the Pay & Accounts Officer,  
Administration of Daman and Diu  
Directorate of Accounts & Treasury,  
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**DETAILED NOTE ON ESTABLISHMENT AND FUNCTIONS OF DIRECTORATE OF ACCOUNTS, DIU BRANCH AND TREASURY OFFICE, DIU.**

1, **ESTABLISHMENT :**

The Directorate of Accounts, Diu Branch and Treasury Office, Diu has been established w.e.from 01 -01-1972. This Office is having two Sections i.e. Directorate of Accounts and Treasury Office of Diu District. The following staffs are doing their best and efficient services for this Branch Office. Actually this office is having very short strength of staff members however doing best efforts for function of Pay and Account Office are being discharged by this Branch Office with timely payment and timely submission of all returns and Monthly Account to Head Office at Daman as well as U.T. Admn. of Daman and Diu.

**Organisation Chart of the Office:- Directorate of Accounts Diu Branch, Diu.**

SHRI PRAMOD D. RAJPUT, ASSISTANT ACCOUNTS OFFICER & TREASURY  
OFFICER, DIU  
( BP-2 ₹. 9300-34800 + G.P. ₹. 4200)

Admn. Section	Est. Section	Treasury Section	Accounts Section
LDC    1	LDC    1	Treasurer/ UDC 1 Peon                    1	Accountant    1 UDC                2 Peon                1

**STRENGTH OF OFFICERS AND STAFF (SECTION – WISE)**

Sr.No.	Name of the Post	Sanctioned Strength	Existing Strength	Additional demand if any pending over sanctioned strength.
(1)	(2)	(3)	(4)	(5)
Class - II (Gazetted) 1.	Assistant Accounts Officer & Treasury Officer, Diu.	1	1	
Class – III 1.	Accountant	1	1	
2.	U.D.C	2	2	
3.	Treasurer	1	1	
4.	L.D.C.	2	2	
Class – IV 1.	(Multi-Tasking Staff) Peon	2	2	

## 2. FUNCTION :

- i) The main functions include receipt of bills of all kinds presented to Diu Accounts Office by the Government departments and their scrutiny with reference to the provisions of Delegation of Financial Powers Rules, General Financial Rules and Fundamental Rules and etc. Cheques are, thereafter, issued for payment to the respective departments if the bills are found in order.
- ii) Stamps Judicial, Stamps-Non Judicial and Stamp Papers etc. are received from the India Security Press, Nashik & Hyderabad through Head Office for sale of the same to the public in general at Treasury Office, Diu. Cheques bearing category "Personal Ledger Accounts" are also received for issuing to various Government Departments of the Administration of Daman and Diu.
- iii) The entire work relating to receipts of Government Revenue and disbursement of Government Money on account of Pay and Allowances are accounted for by Branch Office, Diu. The Consolidated Accounts of Receipts and Payments are rendered regularly every day and 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. 071220 have been assigned to this Branch Office by the Ministry.
- iv) General Provident Fund ledger in respect of all regular employees of the Administration of Daman and Diu are being maintained by this Branch Office, Passing of G.P.F. 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.
- v) 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 this Branch Office. Pension papers presented to this office 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.
- vi) Pension payments are also disbursed at this 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.
- vii) Maintenance of New Pension Scheme, i.e. Subscribed General information, Subscribed wise data entry schedule information etc.
- viii) This Office has also to carry out Audit of Village Panchayat and to assist Audit Team from Daman for conducting audit of Diu Municipal Council, Diu. Inter-departmental transaction with other departments of the Central Government / Ministries are carried out through Pay and Accounts Office suspense.
- ix) The Power of Head of Office is delegated to the Asstt. Accounts Officer, Diu.

**PART A**  
**AT ACCOUNTS AND AUDITING LEVEL**

1. PASSING OF BILLS AND ISSUING CHEQUES :-

1, All Government and Semi Government Offices of Diu District submit their below mentioned bills in Prescribed Form as per Treasury Rules in this Pay and Accounts Office, Directorate of Accounts, Diu Branch Diu.

- a) Salary Bills
- b) Arrears of Pay and Allowance Bills.
- c) T.A. Bill
- d) L.T.C. Bill
- e) Transfer T.A. Bill
- f) Children Education Allowance Bill.
- g) Fully Vouched Contingence Bill.
- h) Daily Wages Payment Bill
- i) Contract Base Worker Payment Bill
- j) Medical Treatment Re-imbusement Bill
- k) A.C. Bill
- l) D.C. Bill
- m) Advance Bills of G.P.F., Computer, Motor Cycle, Motor Car & House B. Advance.
- n) G. P. F. Withdrawal Bill

Bills are scrutinized with reference to the provisions of Delegation of Financial Powers Rules, General Financial Rules and Fundamental Rules and etc. Cheques are, thereafter, issued for payment to the respective departments if the bills are found in order.

The Process will take minimum 3 days.

2. FINALIZATION OF PENSION AND ISSUE OF P.P.O. TO PENSIONER :-

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 this Branch Office. Pension papers presented to this office 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.

The Process will take minimum 15 days.

3. G.P.F. FINAL PAYMENT BILL AND ISSUE OF G.P.F. STATEMENT :-

General Provident Fund ledger in respect of all regular employees of the Administration of Daman and Diu are being maintained by this Branch Office, Passing of G.P.F. 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.

The Process will take minimum 3 days for Passing of Bill and G.P.F. Statement to each subscriber is issued annually.

4. PENSION PAYMENT TO PENSIONERS :-

Pension payments are also disbursed at this 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 Process will take minimum 10 minutes.

5. ALLOTMENT OF PRAN NUMBER TO NEW PENSION SCHME EMPLOYEE :-

Govt. Employees on or after 01/04/2004 are required to get Permanent Retirement Account Number (PRAN). The Application in Prescribed Annexure S1 is forwarded to the National Securities Depository Ltd., Central Record Keeping Agency, Lower Parel, Mumbai.

The Process will take minimum 2 days.

6. AUDIT OF FOUR VILLAGE PANCHYAT AND ASSIST FOR D.M.C., DIU :-

This Office has also to carry out Audit of Village Panchayat and to assist Audit Team from Daman for conducting audit of Diu Municipal Council, Diu.

The Process will take minimum 5 days.

7. PAY AND ACCOUNTS OFFICE SUSPENSE FORWARDING SCHEDULES :-

Inter-departmental transaction with other departments of the Central Government / Ministries are carried out through Pay and Accounts Office suspense. All Recovery Schedules and Payment Schedules of Other PAO are forwarded regularly to concerned PAO.

**PART B**  
**AT TREASURY SECTION**

8. SALE OF STAMP PAPER AND STAMP :-


Stamps Judicial, Stamps-Non Judicial and Stamp Papers etc. are received from the India Security Press, Nashik & Hyderabad through Head Office for sale of the same to the public in general at Treasury Office, Diu. The amount bearing more than ₹. 2,000/- for purchase of stamp papers and stamps are accepted only by Challan Payment to the Bank. The papers are issued only after submission of Challan to Treasury Section.

The Process will take minimum 10 minutes for sale in Treasury Counter and as soon as details written on Stamps Papers as per quantity of papers.

9. ENDORESEMENT ON P.L.A. CHEQUES :-

Cheques bearing category "Personal Ledger Accounts" are also received for issuing to various Government Departments of the Administration of Daman and Diu. Endorsement for pass order by this Treasury Section is done on every Cheques for payment in bank.

The Process will take minimum 10 minutes.

  
( PRAMOD D. RAJPUT )  
Assistant Accounts Officer &  
Treasury Officer, Diu.