Government of Goa  
Directorate of Accounts,  
Control Section,  
Panaji – Goa.

Dated: 10/08/2011.

C I R C U L A R

This office is in the process of streamlining the procedure for budget allotment to the Drawing and Disbursing Officers in order to ensure that no expenditure is incurred by them in excess of the budget allotment. While in the process it has been also felt necessary to revise the procedure for budget allotment to the Audit Circles viz. North Goa and South Goa. As per the prevalent system in vogue the (BCA) Budget Controlling Authority allots the budget to their sub-officers/Drawing and Disbursing Officers/Heads of Offices. These allotment letters are endorsed to this Directorate for allocation and confirmation of balances. The checks on budget control were being exercised separately at the audit circle level and the DDO wise allocation if any by the Budget Controlling Authorities was being ignored for the purpose of budgetary check exercised in this Directorate.

The entire exercise of allocation of funds would become online shortly. The N.I.C. Goa has developed software viz “e-DDO-Online Fund Allocation System” which is being test checked for select departments. As a first step towards implementation of the said system this Department has merged budget allocations between North Goa and South Goa Audit Circles with effect from 08/08/2011. Thus there would be no need for the budget controlling authorities to allocate budget to their offices attached to South Branch of this Directorate separately.

In order to ensure smooth switchover it has been decided to implement the “e-DDO-Online Fund Allocation System” in a phased manner. The following procedure will be observed in presentation of claims to this Directorate.

1. If the amount claimed is from another Drawing and Disbursing Officer such as in case of Honorarium paid for elections, census etc., they should quote the DDO Code as follows on GFR-8, Bill and sanction order:
   (a) Their own DDO Code and
   (b) DDO Code of the sanctioning authority.

2. In respect of bills/claims pertaining to Loans and Advances viz. HBA/MCA etc., they should quote the DDO Code of Directorate of Accounts i.e. Code No. 51 in addition to their own code.

The revised procedure comes into force with immediate effect. All the concerned are requested to bring the contents of this circular to the notice of DDO’s/Heads of Offices under their control.

(P. S. Gude)  
Director of Accounts

To  
All Heads of Departments