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

No.DA/Control/7-2/2012-13/253/Tr-220  Dated: 09-11-2012.

C I R C U L A R

Subject: Payment of salaries to Non-Gaz. Est. through "e-payment" mode.

Vide Circular No. 7/13/2011/Fin-Exp dated 07/11/2012 issued by the Finance Department, the disbursement of salaries including arrears of pay and allowances to all the employees under Non-Gazetted establishments of the State Government have been brought under the purview of "e-payment" mode compulsorily with effect from the payment of salary for the month of November, 2012 onwards. As envisaged therein w.e.f. 15/11/2012, the Directorate of Accounts shall accept all types of bills duly processed for "e-payment" clearance only (i.e. ECS/NEFT/RTGS) except in case of time bound & utility claims like telephone bills, postage stamps, recoupment of permanent advance bills and AC Bills.

Needless to state that monthly salary is to be credited to the respective bank account of the Government servant on the stipulated date. In order to ensure this requirement, the existing system has been reviewed and following revised guidelines/instructions are issued.

1) In partial modification to the existing instructions, the date for submission of pay bills (Gazetted as well Non-Gazetted establishment) shall stand advanced to 15th of every month instead of 20th. This arrangement has been done to meet the pre-audit and banking requirement. It may please be noted that the Directorate of Accounts shall not be held responsible for delay in credit of salary amount for bills presented after 15th of the month.

2) DDO’s shall take utmost care and ensure that the pay bills presented to this Directorate are error free with respect to overwriting, mathematical calculations etc. The pay bills found not in order are liable to be returned for compliance, since the "e-payment" software does not allow intervention once uploaded. It may please be noted that for pay bills resubmitted after compliance, the corrections/over writings if any, should be attested by the concerned DDO only.

3) DDO’s are advised to make use of pay roll package software developed by NIC, Goa or IT Department for generating computerized clean and neat pay bills and further avoid manual errors.

4) In cases where the DDO prepares more than one bill, it shall be ensured that as far as possible, all the bills shall be presented at the cash counters of this Directorate at a time.

5) Each pay bill shall tally by itself for the third party payments in who’s favour the cheques have been requested. That is to say that for eg. LIC, bank deductions in respect of employees included in a particular bill shall be for the employees included in the said bill itself. While efforts are being made and procedure worked out for making e-payments to the third parties also, it may please be noted that this Directorate shall issue cheques for effecting payments towards third party i.e. LIP, banks etc. as usual.
6) It is once again brought to the notice of all the concerned that with effect from 15/11/2012, the Directorate of Accounts shall accept all types of bills due processed for "e-payment" clearance only (i.e. ECS/NEFT/RTGS) except in case of time bound & utility claims like electricity bills, water supply bills, POL bills, telephone bills, postage stamps, recoupment of permanent advance bills and AC Bills)

Contents of this circular may be brought to the notice of all the Heads of Offices /Drawing and Disbursing Officers under your control for strict compliance.

Copies of this circular are also available at the following website:-
http://www.accountsgoa.gov.in/

( G.S. Palekar )
Director of Accounts

Encl:- As Above.

To,

1) All the Heads of Department/Offices.
2) U/s Finance, Finance (Exp) Department, Secretariat, Porvorim, Goa.