Government of Goa  
Directorate of Accounts  
Panaji- Goa.

No.DA/Control/3-2/2012-13/TR-7/8  
Dated:- 02-04-2012.  
Saka: 13th Chaitra, 1934.

CIRCULAR

A reference is invited to the contents of Circular No. 7/13/2011/Fin-Exp dated 15/12/2011 issued by the Finance Department wherein Government decision has been conveyed to switch over to “e-payments” through ECS mode while making payments to all beneficiaries of the schemes of Central and State Government including payments being done by State Government as part of its day to day functioning; instead of present system of issuance of PAO cheques.

2. Subsequently vide circular no. DA/Control/3-2/2011-12/ dated 10/02/2012, the FVC (Fully Vouched Contingent) Bills have been brought under the purview of ECS system with effect from 16/02/2012. Necessary “hands on” training has also been imparted to the concerned staff / dealing hands of the various DDO’s/Heads of Offices/ Heads of Department through the special arrangements made by this Directorate at Panaji and Margao.

3. As directed by the Government it is now decided to implement ECS system for all types of bills / claims as indicated in FD’s Circular No. 7/13/2011/Fin-Exp dated 15/12/2011 with immediate effect.

Following instructions / additional guidelines are therefore issued for information and necessary action:-

(i) The necessary application / software has been now hosted on the Server of Directorate of Accounts on GBBN Network and the users can access the same at following URL address “http://10.190.22.10/eddo”

(ii) Those user departments who have the GBBN facility shall access the system and submit bills to this Directorate along with “ECSTXN” receipt (unique transaction code). It may be noted that the procedure involved in feeding mandate, editing mandate, generating receipts etc. remains the same i.e. as followed in case of FVC Bills.

(iii) The user departments or the Drawing and Disbursing Officers (DDO’s) who do not have adequate facility i.e. GBBN connectivity shall immediately approach the Department of Information & Technology and acquire the same. Till such time they are permitted to use the facility at their respective Head of Office, Head of the Department office or facility available at the Directorate of Accounts, Panaji or Margao as the case may be. It has been ascertained that all the Heads of Departments have been provided with GBBN connectivity at their Head Quarters.

(iv) The feeding of mandate shall be strictly done as per the mandate certified by the respective banks or provided by the supplier/party/beneficiary concerned. It has been observed that some Departments have been updating mandates without proper authentication thereby leading to wrong data entry resulting in rejection of the ECS transaction. It is suggested that the Department should get the bank details verified and countersigned from the bank concerned or in alternate a cancelled cheque may be obtained and kept in their records. The DDO concerned shall be solely responsible for any wrong entries being fed in the mandate while generating the ECSTXN receipt.

4. Following additional points may be noted while feeding mandate.

a) Name of the party should be recorded as appearing in the mandate form/pass book and that no imaginary abbreviations should be used.

b) MICR Code is a nine digit number and it always begins with 403 (in the State of Goa), which identifies the particular branch of a bank.
c) Instances have come to the notice of this Directorate that some of the DDOs have generated multiple receipts i.e. one receipt for each vendor/supplier/third party. It may please be ensured that only one receipt per bill is to be generated. Such bills will not be accepted during process and shall be returned for compliance.

d) DDO’s/Departments should view the status of bills submitted by accessing necessary menu from the software. In respect of successful transaction wherein the amount has been credited to the beneficiary through ECS system, it is required that the Department/DDO concerned after viewing the status report may communicate the details of such clearances i.e. bill no. of the supplier, gross amount of the bill, net amount paid i.e. ECS amount etc. along with unique ECS Transaction ID for confirmation of credit in their respective bank account. This would replace the existing cheque forwarding procedure.

e) The programme also provides for indication of “Rejected” entries if any in respect of bills presented previously. These need to be rectified immediately. It may also be noted that in respect of such entries the supplier is notified by SMS message to contact the DDO concerned.

The above guidelines are not exhaustive and for any further clarification / doubts in the matter the DDO’s are advised to scroll through the 11 page document under “ECS help” provided in the website.

5. It is once again brought to the notice of all the concerned that WITH EFFECT FROM 02-04-2012 DIRECTORATE OF ACCOUNTS SHALL ACCEPT ALL TYPES OF BILLS DULY PROCESSED FOR ECS CLEARANCE ONLY (EXCEPT IN CASE OF NON-GAZETTED ESTABLISHMENT SALARY AND ARREARS OF SALARY ONLY, TIME BOUND & UTILITY CLAIMS LIKE P.O.L. (to PWD) ELECTRICITY BILLS, OFFICE TELEPHONE BILLS, WATER SUPPLY BILLS, POSTAGE BILLS, RECOUPMENT OF PERMANENT ADVANCE BILLS, A.C. BILLS.)

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

Copies of this Circular can be also downloaded from the following website:
http://www.accountsgoa.gov.in/

( C. Patekar )
Director of Accounts

To,
1) All Heads of Departments.
2) O.S.D. to Hon’ble C.M.
3) P.A. to Principal Secretary (Finance)