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

No. DA/Control/7-2/2013-14/Tr-120/170/ Date:- 27/06/2013.

CIRCULAR

The streamlining of procedure regarding collection of energy charges, water charges and POL by the Electricity Department and Public Works Department respectively from the Government Departments / DDOs has been attracting attention of the Government for quite some time. It has been observed that under the presently prevailing system a PAO cheque is obtained from the Directorate of Accounts by the consumer i.e. the respective DDO/HOD and thereafter forwarded to the Electricity Department or Public Works Department for crediting to their Head of Account (Receipt Head concerned) which is tedious and time consuming process.

The matter has been examined and it has been decided that the following procedure shall be followed:-

1. The Department of Electricity and Public Works Department shall as usual issue bills to the user / Consumer Department / DDO concerned along with a separate slip indicating therein the detailed Head of Account to which the amount is to be credited by means of book adjustment through the Directorate of Accounts.

2. The Directorate of Accounts on scrutiny of the bill shall admit the bills, if in order, and credit the bill amount under the appropriate Head of Account by means of Book adjustment.

3. The Consumer Department /HOD/DDO concerned shall compulsorily intimate to the respective Department the details of settlement of bill with the relevant details such as voucher number, date of payment, amount of bill etc.

4. The Electricity and Public Works Department shall reconcile the receipts periodically as per the existing procedure.

5. This revised procedure comes into force with effect from 01/07/2013 and thereafter no PAO cheques will be issued for this purpose.

6. If the POL, Water & Electricity charges are not settled by the HOD/DDO within a time frame of 30 days, than the Electricity Department / Public Works Department shall intimate the details of amount and the name of the DDO/HOD; and the Directorate of Accounts, shall without any further intimation, proceed to settle the amount by means of Book adjustment from any Head of Account of the DDO/HOD concerned where funds are available.

All the Heads of Departments are requested to bring the contents of this circular to the notice of DDOs under their control for strict compliance.

Copies of this circular are also available at this Departments web site “http://accounts.goa.gov.in/"

This issues with the approval of Finance Department.

( G. S. Petkar )
Director of Accounts


To,
All the HODs/Heads of Offices