CIRCULAR

Government of Goa vide Circular no. 7/13/2011/Fin(Exp) dated 20/09/2018 had issued instructions for switching over from the system of issuing PAO (MICR) cheques to e-payment towards “third party payments” by authorizing the DDOs to open a current account in State Bank of India.

2. Government of Goa had further given directions to the Directorate of Accounts to issue separate guidelines as regards making payments for office telephone bills etc. through their DDO current account. Accordingly it has now been decided to discontinue the present system of issuing PAO (MICR) cheques towards payment of office landline telephone charges.

3. The following guidelines are hereby issued which would come into force from 1st June 2019:
   a) The DDOs shall prepare a Fully Vouched Contingent (FVC) Bill for settlement of the landline office telephone bill and the ECS Receipt will be in favour of the current account of the DDO opened in accordance with the above stated Circular dated 20/09/2018.
   b) Directorate of Accounts shall electronically transfer the amount to the respective current accounts of the DDOs after the verification and settlement of the FVC bill by the Directorate.
   c) The DDO concerned, in turn will make arrangements to transfer the funds to the telephone service provider i.e. BSNL etc in electronic mode only. For this purpose, the DDO concerned shall obtain and provide mandatory details such as name of service provider, bank account number, IFSC code and amount to their banks.
   d) The bank will then transfer the amounts into the bank account of the telephone service provider as per the details provided by DDOs and thereafter immediately inform the DDO concerned the unique transaction code/record details.
   e) The DDOs concerned shall then inform the details of the payment to the telephone service provider giving all details i.e. bill number, amount and unique transaction code/record details.

Cont.......2
f) The amount credited to the current account towards telephone charges shall be transferred to telephone service provider within 5 days from the date of credit in the account.

g) The certificate to be forwarded by the DDO concerned as per Para 4 (vii) of the Circular dated 20/09/2018 to the Directorate of Accounts in the monthly salary bill shall be modified as under:

"Certified that the amount credited to the current account other than payment of telephone charges, has been fully disbursed in favour of the respective parties and balance therein is NIL as on date."

4. The above guidelines are applicable only for payment of office landline telephone bills and not for telephone (landline) provided at the residence and/or mobile connections allotted to the Government Officers (which are to be settled as per reimbursement procedure/ instructions set out by the General Administration Department, Secretariat).

5. No PAO (MICR) cheque shall be issued for the purpose of payment of office landline telephone bill and/ or landline bill provided at residence/ mobile connections etc. from the month of June 2019.

6. All the Heads of Departments are requested to bring the contents of this Circular to the notice of all the Drawing and Disbursing Officers as well as Heads of Offices functioning under them. Copy of this circular is available on this Directorate website www.accountsgoa.gov.in.

7. This issues with the approval of Finance Department vide their U.O. no.1400065076 dated 06-05-2019.

(P. R. Pereira)
Director of Accounts & Ex-Officio
Joint Secretary to Government

Copy to:-

1. All Head of Departments