



125-1206
24/11/17



**Government of Goa
Directorate of Accounts**

Fazenda Building, Panaji, Goa - 403 001

No. DA/Control/7-9/2017-18/TR-329/244

Date:- 13 November, 2017

Saka:- 22 Kartika, 1939

OFFICE MEMORANDUM

Sub:- Timely presentation of monthly pay and allowances bills.

Reference is invited to this Department's Circular No. DA/Control/7-2/2012-13/253/TR-220 dated 09-11-2012 whereby instructions were clearly given, to present the monthly pay and allowances bills of the Gazetted as well as non-Gazetted Government employees on or before the 15th of every month (instead of 20th of the month) in order to ensure timely credit of the salary of all Government employees. It was also stated that Directorate of Accounts shall not be responsible for delay in crediting the salary, due to presentation of bills after 15th of the month.

Inspite of the above instructions, it has been noted that a large number of Drawing & Disbursing Officers (both Gazetted & non-Gazetted) do not submit their monthly pay and allowances bills in time, resulting in late credit of salary to the bank account of the employees.

It is therefore once again enjoined upon all the Departments to ensure that the monthly pay and allowances bills are presented, on or before the 15th of the month, and further to take note that the Directorate of Accounts shall not be responsible for crediting the salary in time due to delay in presentation of bills by the concerned Departments.

All the Heads of Department are requested to bring the contents of this O.M. to the notice of all the Heads of Offices as well as Drawing & Disbursing Officers functioning under them.

The Director (IT),
Department of Information & Technology, 2nd Floor,
Alcon Construction, "IT HUB" opp. ITI
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(P.R. Pereira)
Director of Accounts

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27/11
DD (ACH)

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