

125-1299  
01/12/17



Government of Goa  
Directorate of Accounts  
Fazenda Bldg., Near old Secretariat, Panaji-Goa.  
Tel.: 2225531/48/21/2224069 (Extn. 225/226) Fax: 2226410

No.DA/Admn/ 10-154 /2017-18/ TR-2188/1837

Date: 24/11/2017

## CIRCULAR

The Directorate of Accounts is the custodian of important confidential records of Government employees and other records of the Government which are to be preserved and kept secure. Certain instances have come to light wherein unwarranted interference is caused by the members of public and Government officials who visit the Directorate of Accounts thereby disrupting the smooth functioning of the respective sections of the Directorate.

1. Therefore in order to streamline the visits of general public and Government officials, it has been decided that the visiting hours for the general public during working days shall be from 4.00 p.m. to 5.00 p.m. only. The general public during their visit during the visiting hours cited above shall have to enter their names in the register maintained for the purpose at the entry counter and obtain an official visitors card which shall be prominently displayed during his/her visit to the office and which has to be returned to the security personnel once the purpose of visit is over/upon exit.
2. The officials from other Departments (other than Accounts cadre) shall also have to follow the same timings and process as indicated at (1) above.
3. The officers/officials of Directorate of Accounts and that of the common Accounts Cadre shall be permitted to visit the O/o the Director of Accounts during working hours only if they possess valid cards issued by the Director of Accounts and upon production of the same at the security counter. Any other individuals having prior appointments or any meeting with the Officers or other designated officers of the Directorate of Accounts shall be permitted to visit the office and shall be issued visiting cards accordingly.


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4. The Heads of Departments are requested to bring the contents of this circular to the Heads of office/D.D.Os under their control.

The instructions issued as above shall be strictly followed with effect from 01/01/2018.

This issues with the approval of Government vide U.O.No. 1400041102 dtd. 07/09/2017.

  
( P. R. Pereira )  
Director of Accounts

1. All Heads of the Departments.
2. The Director of Information & Publicity, Panaji-Goa.
3. The Addl. Secretary Finance (R&C), Secretariat, Porvorim-Goa
4. The Jt. Director of Accounts, South Branch Office, Margao.
5. The Accountant General, Audit Bhavan, Green Valley, Alto- Porvorim-Goa.
6. All Sub Treasury Offices, North and South Goa
7. All Sections of this Directorate.

To,  
Dept. of Information Technology  
Panjim-Goa (Aurinho)