Government of Goa
Directorate of Accounts
Fazenda Building, Panaji - Goa. 403 001.

No. DA/Control/7-25/2017-18/TR- 4/88/4/12. Date:- 08 March, 2018
Saka:- 17 Phalgun, 1939

CIRCULAR

Sub:- Accounting procedure for procurement of printing & stationery
items through the Department of Printing & Stationery – reg.

The Department of Printing & Stationery vide Circular no. 8/1(A)/2008/GPP/2246 dated 25/10/2010 issued instructions to all indenting departments to compulsorily furnish a certificate authorising them to adjust the bill amount towards supplies by book transfer. This procedure necessitated the proposing of Transfer entries by this Directorate thereby giving credit to the receipt head of the Department of Printing and Stationery and debit to the respective expenditure head of the indenting departments. The adoption of this procedure resulted in proposing a huge amount of transfer entries leading to unnecessary generation of paper work which is against the green initiative policy of the Government.

Streamlining of this procedure to fall in line with Government Accounting Rules and initiatives was under the consideration of Government for quite some time.

The Government has now decided that for settlement of inter departmental transactions as far as indenting the material and supplies from the Department of Printing & Stationery is concerned, the following procedure shall be adopted:-

a) The Consumer Department/ DDO will make a requisition to the Department of Printing & Stationery for supply of stationery items.
b) The Department of Printing & Stationery on supply of the stationery items will issue bills to the Consumer Department/ DDO concerned indicating therein the detailed Receipt Head of Account to which the amount is to be credited by means of book adjustment through the Directorate of Accounts.
c) The Consumer Department will prepare a Fully Vouched Contingent Bill and submit the same to the Directorate of Accounts.

d) The Directorate of Accounts on scrutiny of the bill, if in order, will settle the bill and credit the amount under the appropriate Receipt Head of Account by means of Book Adjustment.

e) Subsequently the Consumer Department/ DDO concerned will intimate to the Department of Printing & Stationery the details of settlement of bill with the relevant details such as voucher number, date of payment, amount of bill etc.

This procedure shall come into force with effect from 01st April 2018.

This issues with the concurrence of Finance (R&C) Department vide U.O. No. 186/F (FMS:1400045188) dated 16/01/2018.

All the Heads of Departments are requested to bring the contents of this Circular to the notice of Heads of Offices/ Drawing and Disbursing Officers under their control for strict compliance.

Copy of this Circular is available at this Directorate website www.accountsgoa.gov.in

( P. R. Pereira)  
Director of Accounts