



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

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No. DA/Control/7-25/2017-18/TR- 488/412

Date:- 08 March, 2018
Saka:- 17 Phalguna, 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:-

- The Consumer Department/ DDO will make a requisition to the Department of Printing & Stationery for supply of stationery items.
- 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.

