

PROFORMA FOR WEBSITE

Sr.No.	Type of information required	
1,	Name of the Department	Directorate of Accounts, Diu Branch, Diu.
2,	Head of Department / Contact Person	Shri Manoj R. Kamalia, Asstt. Accounts Officer & Treasury Officer, Diu.
3,	Contact Address	Directorate of Accounts, Diu Branch, Diu, Firangiwada, Diu-362520.
4,	Telephone Numbers	02875 252152
5,	Fax Number	02875 255240
6,	Email Address	accounts_diu@hotmail.co
7,	Any Other Contact Details	9825782333 (Manoj)
8,	The Brief description about the functionality of the department.	Enclosed in the separate sheet
9,	List and description of the services / schemes to the public.	Selling Counter of Stamps and Stamp Papers in the Treasury Section of this office.
10,	Major Achievements so far.	100 % Booking of Expenditure for fund allotted to Diu District every year since this office is establish.
11,		
	* The list of task/activities	As per Brief Note Enclosed.
	* The required procedures for different tasks	As per Rules
	* The list of pre-requisites for certain procedures.	- N.A. -
	* The Required forms (in MS-WORD / PDF Format) with instructions like how to fill and whom to submit etc.	- N.A. -
	* The Visiting hours for public.	Opened for 9:30 am to 6:00 pm
12,	Any other details of public interest not covered in above.	- N.A. -
13,	Citizen Charter of the Department	Enclosed herewith
14,	Picture/Photographs of the Department Office/Building	Enclosed herewith
15,	All the information Sought Under RTI Act, Categorically.	Available with this office.

Place :DIU

Date :19-09-2008

Signature

* All above information to be sent in digital form / soft copy.

No. DA/DIU/5-137/2008-09/610
U.T. Admn. of Daman and Diu,
Directorate of Accounts,
Diu Branch, Diu,
Dated :- 19/09/2008.

To,
The District Information Officer,
National Institute of Computer,
Secretariat,
Daman – 396 220.

Sub: Information pertaining to the Department in addition
to the information sought under the RTI Act on web
site.

Ref : Circular No. 2/289/08-PER/IT/646 dated 05/09/2008
from the Dy. Secretary, (Per), Secretariat, Daman.

Sir,

With reference to the above, please find enclosed herewith
information asked therein regarding Right to information Act in
respect of this office, for further necessary action at your end.

Yours faithfully,

(MANOJ R. KAMALIA)
Assistant Accounts Officer,
Diu.

Encl : As above.

Copy f.w.cs. to :-

- 1) The Deputy Secretary (Per), Department of Personnel & Administrative Reforms, Secretariat, Daman – 396 220, with reference to your Circular No. 2/289/08-PER/IT/646 dated 05/09/2008.
- 2) The Superintendent, Collectorate, Diu with reference to your endorsement No.13-3-2008/RTI/Estt/08-09/2333 dtd.8-9-2008.

**BRIEF NOTE ON ESTABLISHMENT, FUNCTIONS ETC.
OF DIRECTORATE OF ACCOUNTS, DIU BRANCH, DIU.**

This Branch Office of the Directorate of Accounts, has been established w.e.from 01-01-1972 from the U.T. Administration of Goa, Daman and Diu. This Branch Office is having two Top ranking sections of this Administration i.e. Directorate of Accounts and Treasury Office for Diu District.

This is Pay and Accounts Office, which is having pre-audit payment system. Entire expenditure from top to bottom for Diu District is admitted for passing by this office which includes salary of all employees; wages; Travel Expenses; Office Expenses; Other Expenses; Capital; Revenue; Plan and Non-Plan expenditures including Central Transactions. Similarly entire credit also been observed by this Office in Treasury Section. Major Collective Department are Sales Tax and Excise. Similarly major expensive department are Education, P.W.D. and Police.

Treasury Section is keeping Receipt side records and credit for this District and all Deposits such as Revenue, Capital, Loans and Lapse Deposit etc. is maintain by this office. P.L.A. for Hon'ble District Collector, Hon'ble Civil Judge & Educational Institutions such as I.T.I. and Govt. Hr. Sec. School, Diu. Total Revenue for the year 2007-08 were Rs. 57.15 Cores.

This Office have to carry out audit of all the Panchayats in Diu District and conducting of Audit of Diu Municipal every year as and when ordered by the Director of Accounts, Daman. Major work is considered as the financial maters. Plan and Non-Plan Schemes expenditure are settled by this office for this District. Entire credits alongwith concerned statements tallied with Monthly Account such as G.P.F., Insurance, P.L.I. and various recoveries of Loans and Advances paid, are regularly forwarded to the Directorate of Accounts, Daman by 3rd day of every month. Suspense Slip for various purchase made from this District are settled by payment through this office with connected P.A.Os. any where in India, in time. The Total Payment made by PAO Cheque are Rs. 37.26 Cores.

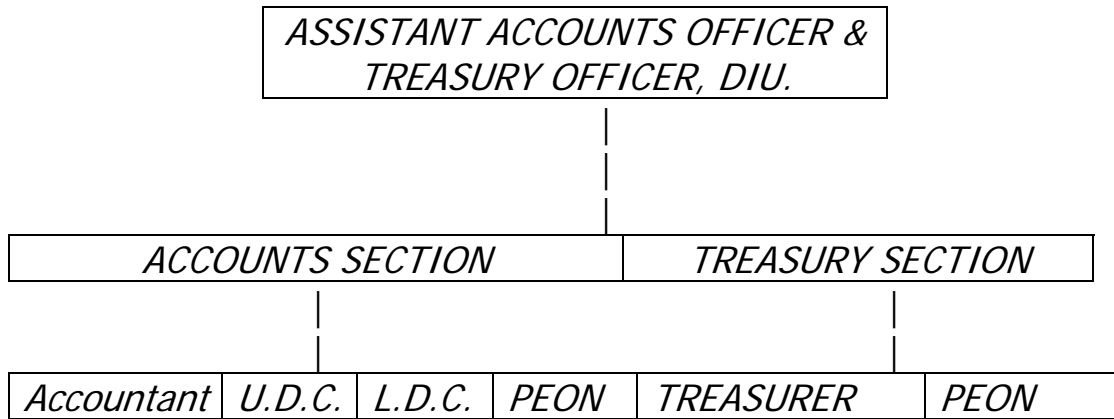
In short this office can be considered as mini Finance Department for this tiny Diu District at a far distance of i.e. 807 km. from Head quarter i.e. Daman.

The following staffs are doing their best and efficient services for this Branch Office & District. Actually this office is having very short strength of staff members but any how we always try our level best efforts for timely payment and timely submission of all returns for H.O. as well as U.T. Admn. of Daman and Diu.

Accountant..... 1
UDC/Accts Clerk..... 2.
Treasurer.....1
L.D.C.....2 (1 Post Vacant)
Peon.....2
Total :..... 8

(MANOJ R. KAMALIA)
Assistant Accounts Officer,
& Treasury Officer, Diu.

CITIZEN CHARTER



*(MANOJ R. KAMALIA)
Assistant Accounts Officer,
& Treasury Officer, Diu.*