

No.3/38/89/FD/2015-16/ 200
U.T. Administration of Daman & Diu,
Finance Department,
Secretariat, Daman.

Dated: 29/04/2015.

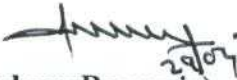
C I R C U L A R

It has come to the notice that quarterly return on actual expenditure incurred on Pay and various types of allowances of regular Central Government civilian employees and information in respect of civilian posts and scales of pay for the quarter ended on 31st March, 2015 is awaited from most of the Departments/DDO's. The last date of submission of return has been prescribed as 7th of succeeding month of the quarter. The Finance Department has to send consolidated report to the Ministry of Finance for U.T. of Daman & Diu. Due to non submission of returns in time, the consolidated report of the U.T. gets delayed.

The Head of office/DDO's of UT Daman and Diu are once again requested to furnish the requisite information for quarterly return on actual expenditure incurred on Pay and various types of allowances of regular Central Government civilian employees and information in respect of civilian posts and scales of pay in format prescribed by the Government of India **within 7 days** of the close of every quarter to this office for Daman District and Block Development Office, at Diu for Diu District without any delay.

Those department who have not submitted the quarterly return for the quarter ended on 31st March, 2015 shall submit the same latest by 5th May, 2015 positively.

The above instructions should be strictly adhered to by all Head of Office of Daman & Diu.


(Kishore Baman)
Joint Secretary (Finance)

To,
All Head of Office/DDO
in UT of Daman & Diu.