

URGENT

No: 3/1/2014-FD/ 839

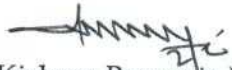
Administration of Daman & Diu (UT),  
Office of the Finance Secretary,  
Secretariat, Moti Daman,  
DAMAN - 396 220.

Dated: 03/02/2015.

CIRCULAR

All the Head of Offices/Departments/Drawing & Disbursing Officers are requested to submit their proposal in respect of Savings/Surrender of funds & Re-appropriation of funds. Head of Offices at Daman are also requested to consolidate their proposal with the allocation made to their counterpart offices at Diu.

To support this re-appropriation by saving or excess expenditure, it is necessary that detailed justifications/reasons is furnished for each item of expenditure. The proposal should reach this office on or before 16/02/2015. The proposal received after due date shall, not, in any circumstances, be considered. Any lapse on the part of Head of Offices/Departments & Drawing & Disbursing Officers will be viewed seriously and responsibility for lapse of funds will be fixed against the officers. As such, due care should be taken for timely submission of the proposal to this office.

  
( Kishore Bamania )  
Joint Secretary (Finance)

To,  
All Head of Offices/Departments/DDOs. in Daman & Diu.

Copy to :-

1. The Collector, Daman.
2. The Collector, Diu for information & necessary action in the matter please.
3. The SJO/DIO, NIC, Daman/Diu to upload the same on official website.