



GOVERNMENT OF PUDUCHERRY

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CITIZENS' / CLIENTS' CHARTER

OF

DIRECTORATE OF ACCOUNTS AND

TREASURIES,

NEW MUNICIPAL ROAD,

KUMARAGURUPALLAM

PUDUCHERRY – 605 001

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CITIZENS'/CLIENTS' CHARTER OF DIRECTORATE OF ACCOUNTS AND TREASURIES

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PREFACE

The Directorate of Accounts and Treasuries is under the direct control of the Finance Department of Government of Puducherry. This Directorate is responsible for accounting the Government Receipts and Government Payments after authorizing all payments with reference to the provisions under Central Government (Receipts and Payments) Rules 1983, Delegation of Financial Power Rules 1978, Fundamental Rules, General Financial Rules 2005, etc. after exercising the usual checks as enunciated in the Civil Accounts Manual in respect of all Government Departments. This Directorate submits the Monthly Accounts to the Government. This Directorate is responsible for preparation of Annual Accounts viz. Finance Accounts & Appropriation Accounts by relieving the Comptroller & Auditor General of India. This Directorate is the Pension Authorizing Authority for payments of gratuity, Commuted value and pension in respect of retired government servants of this UT Administration and Authority for family pension in respect of deceased government servants/pensioners with reference to the provisions of Central Civil Services (Pension) Rules, 1972 and as per the instructions issued by Government of India from time to time.

This Directorate is headed by the Director who functions as Principal Accounts Officer of Government of Puducherry. There are 7 Deputy Directors of Accounts and Treasuries, 3 Junior Accounts Officers and one Programmer in the Directorate at Puducherry. There are 3 Branch Offices

headed by Deputy Directors at Karaikal, Mahe and Yanam. There are 8 pay sections, doing Pre-checks which are required to be exercised under Civil Accounts Manual, before authorizing the Government Payments. One Accounts Section for compilation, one Cash Section for issue of cheques, ECS & e-payments advice. The Books & Appropriation Section prepares the Monthly & Annual Accounts of the Government of Puducherry.

The Director of Accounts and Treasuries is the Superintendent of Stamps and custodian of Judicial and Non-judicial stamps taken from India Security Press, Nasik/Hyderabad.

The Director of Accounts & Treasuries is the Examiner of Local Funds administered by the Government of Puducherry. The Treasury Office, Puducherry, Villianur and Karaikal and its Sub offices at Bahour, Mahe and Yanam, which is under the direct control of the Directorate of Accounts and Treasuries, is responsible for the sale of Judicial and Non Judicial Stamp Papers, Revenue Stamps and other valuable adhesive stamps to the licensed Stamp Vendors and to the Public and for payment of monthly Pension and Pensionary benefits to Pensioners.

This Directorate maintains the General Provident Fund Accounts in respect of all regular employees of the UT Administration in accordance with Central Service (GPF) Rules 1960. The Payments of advance and Part-final withdrawals from the General Provident Fund are authorized as per sanction

under Central Service (General Provident Fund), Rules 1960. The Final Payment is authorized by the Directorate based on the application received from the individual Government employees through Head of Office. At the end of the financial year after the accounts are closed, GPF statements to each subscriber are hosted in the official website of this Directorate.

The Public Accounts of Government of Puducherry was operationalized with effect from 17.12.2007.

Inter-departmental transactions with other departments of Central Government/Ministries are carried out through Pay and Accounts Office Suspense account.

This Directorate does not deal directly with the Citizen. However, a minuscule of its service delivered in relation to retirement/death benefits of the Government Servant, retired from this UT of Puducherry and payment to the vendors/suppliers of Goods and Services.

This Citizens'/Clients' Charter has been revised keeping in view the observation of the Administrative Reforms Wing, Chief Secretariat, Puducherry.

VISION

To maintain the accounts of Receipts and Payments of the Government of Puducherry after authorizing the Government Payments in a transparent manner.

MISSION

To compile the receipts of the Government of Puducherry under consolidated fund and public account according to the classification in the List of Major and Minor Heads of accounts.

To authorize Government Payments in a time bound manner after observing the usual Pre-audit checks as enunciated in the Civil Accounts Manual.

To compile the payment accounts in accordance with the classification of Heads of Accounts listed in the Major and Minor Heads.

To render the monthly accounts of Receipts and Payments to the Government before 22nd of the every succeeding month.

To prepare the Annual Accounts viz. Finance Accounts & Appropriation Accounts which are presented to the Legislative Assembly by Comptroller & Auditor General.

To authorize the pension/family pension and pensionary benefits payments based on the sanctions issued by various Heads of Offices under Government of Puducherry.

To retain the service books of retired officers/officials of Government of Puducherry, who have been authorized for payment of pension.

To authorize the revision of Pension Payments in respect of the Pensioners of Government of Puducherry as per the instructions issued by Government of India from time to time.

To maintain the General Provident Fund Accounts of Government Employees.

To make refunds and payments from the amounts deposited under Public Accounts made by the Government Departments and public. To maintain the Accounts of HBA, MCA, PCA, Cycle Advance etc. of the Government Officials and issue of Clearance.

To maintain accounts of the Loans raised through Government Security Auction by the Reserve Bank of India and periodical repayment of its principal & interest thereon.

To conduct Internal/Special Audit of Accounts of the Government Departments/Undertakings.

To conduct Audit of the accounts of Temples and Mosques under the control of Hindu Religious Institutions and Wakf Board.

To authorize payments of Local Bodies, (Municipalities and Commune Panchayats) maintenance of GPF Account of employees of local bodies and authorization of pension sanctioned by the local bodies in respect of its employees.

To function as the cadre controlling authority in respect of Group 'C' Store Keeping personnels.

To function as the Nodal Office to the National Pension System in respect of the Government Employees of Union Territory of Puducherry.

To maintain the Accounts of the UTGEGIS and Group Insurance Schemes through LIC/NIC.

To pre check the Final Work Bill of PWD and Port before Authorizing the payment by the Divisional Officers of PWD and Port.

To check and maintain the E-Stamp sales and to procure stamp from the India Security Press, Nasik, Hyderabad in respect of the stamp papers which are not covered under the E-Stamping Rules.

To pre check, authorize the payments and Audit the
Accounts of the Municipality and Commune Panchayat

Redress of Grievance

In case of non compliance of the service standards, the service recipients / stakeholders can contact the following Public Grievance Officer for redresal of their grievance: -

S. UDAYASANKAR,
Director,
Directorate of Accounts and Treasuries,
New Municipal Road,
Kumaragurupallam,
Puducherry – 605 001
Telephone : 0413 – 2214340
Email : dat@py.gov.in

Escalation of Grievance

In case the grievance is not redressed finally, the same can be taken up at higher level to the following nodal authority:

Secretary to Government (Finance),
Chief Secretariat,
Government of Puducherry,
Puducherry
Telephone: 0413-2334144
Email: secyfin@py.gov.in

List of Stakeholders

Sl. No.	Stakeholders
1.	Government Departments in Puducherry
2.	Local Bodies
3.	Budget Officer, Finance Department, Government of Puducherry.
4.	Accountant General's Office, Chennai.
5.	Other Accounts circles in various Ministry of Government of India / Other State Accountant Generals.
6.	RBI, CAS Nagpur/ RBI PAD Chennai.
7.	Agency Banks namely – State Bank of India, Indian Bank , Indian Overseas Bank, IDBI, Bank of Baroda
8.	Suppliers of Goods/Services/Grant-in-Aid Institutions.
9.	Government employees.
10.	Pensioners /Family Pensioners.

**List of Responsibility Centers / Attached /
Subordinate Organizations**

Sl. No.	Responsibility Centers and Subordinate Organizations	Address	Landline Number	Email
1.	S. Udayasankar, Director of Accounts and Treasuries.	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2214340 0413- 2213313 Extn.200	dat@py.gov.in
2.	H. Sheik Moideen Deputy Director, Pension –I and Pension –II.	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2213313 Extn.209	dat@py.gov.in
3.	K. Sasirekha, Deputy Director, Head of Office, Estt Section, Service matters pertaining to the Store Keeping Personnel and Treasury.	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2213313 Extn.205	dat@py.gov.in
4.	S. Tamil Selvi, Deputy Director, Pay Section-II, LFA Section, LIC/NIC Cell, OBA Section.	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2213313 Extn.210	dat@py.gov.in
5.	G. Jagannathan, Deputy Director, Pay Section- V,VII, Temple Audit Wing, Pre- Pension 2016 Cell.	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2213313 Extn.202	dat@py.gov.in

Sl. No.	Responsibility Centers and Subordinate Organizations	Address	Landline Number	Email
6.	S. Chadjahan Sheik, Deputy Director, Pay Section-VI, Pay Section- VIII, B&A Section, Accounts Section & Cash Section.	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2213313 Extn.203	dat@py.gov.in
7.	U. Ilango , Deputy Director, Budget Officer.	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2213313	dat@py.gov.in
8.	G.R. Ramani, Junior Accounts Officer, Pay Section –I & NPS Section.	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2213313 Extn.204	dat@py.gov.in
9.	D. Badmanaban, Junior Accounts Officer, GPF Section & Work Audit Section	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2213313 Extn.208	dat@py.gov.in
10.	R.Koumaravel, Junior Accounts Officer, Pay Section-III & DDO	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2214340 Extn.201	dat@py.gov.in
11.	P. Ragupathy, Programmer,	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413- 2214340 Extn.242	datprg@py.gov.in

Sl. No.	Responsibility Centers and Subordinate Organizations	Address	Landline Number	Email
12.	S.Udayasankar, Superintendent of Stamps	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413-2214340	dat@py.gov.in
13.	S.Udayasankar, Examiner of Local Fund Accounts	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413-2214340	dat@py.gov.in
14.	S. Tamil Selvi, Assistant Examiner, Local Fund Accounts	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413-2213313 Extn.210	dat@py.gov.in
15.	A. Mohamed Jahaber Maricar, Deputy Director of Accounts and Treasuries, D.A.T Branch Office Karaikal	No.80, Dupliex Street, Karaikal-609 602.	04368-222406/ 225502	dat.kkl@py.gov.in
16.	V. Sudish, Deputy Director of Accounts and Treasuries, D.A.T Branch Office Mahe	No.17, National Highways, Mahe-673 310.	0490-2332298	ddat.mahe@py.gov.in
17.	Vinakotti Usharani, JAO, Deputy Director of Accounts and Treasuries, D.A.T Branch Office Yanam	Vishnu Street, Yanam – 533 464.	0884-2321263	dat.yanam@py.gov.in

CITIZENS'/CLIENTS' CHARTER OF DIRECTORATE OF ACCOUNTS AND TREASURIES

Sl. No.	Responsibility Centers and Subordinate Organizations	Address	Landline Number	Email
18.	A. Henry Thomas, Treasury officer, Treasury Office, Puducherry.	New Municipal Road, Kumaragurupallam, Puducherry – 605 001.	0413-2213313 Ext.211	dattop@py.gov.in
19.	M. Umaparvathy, Treasury Officer, Treasury Office, Villianur.	Sub -Treasury Office, No.1,South Car Street, Villianur , Puducherry 605 110.	0413-2666296	dattov@py.gov.in
20.	C. Tamby Souguna, Sub Treasury Officer, Sub Treasury Office, Bahour.	Sub - Treasury Office, Church Street, Bahour Puducherry	0413-2633402	dattob@py.gov.in
21.	O. Pragala, Treasury Officer, Treasury Office, Karaikal.	Karaikal Treasury, No.80, Duplex Street, Karaikal-609 602	04368-225502	dat.kkl@py.gov.in
22.	V.Mohamed Anepha Pachamkandy, Sub Treasury Officer, Sub Treasury Office, Mahe.	Sub -Treasury, No.17, National Highways, Mahe - 673 310.	0490-2332298	dat.mahe@py.gov.in
23.	B.Seethamahalakshmi, Sub Treasury Officer, Sub Treasury Office, Yanam.	Sub -Treasury, Vishnu Street, Yanam - 533 464.	0884-2321263	dat.yanam@py.gov.in

Indicative Expectations from Service Recipients/ Stakeholders

- Applications / proposals are to be submitted in the formats prescribed, if any.
- Prescribed formats for services relating to payments/ reimbursements of Claims, etc.
- Relevant documents/ enclosures
- Time lines stipulated, if any for completion of formalities for the service delivery are to be adhered to.
- Cross-checking for information/latest position in the matter with concerned officials before raising a query/grievance.

PUBLIC INFORMATION OFFICERS		
K. SASIREKHA	Deputy Director of Accounts and Treasuries	Public Information Officer Phone No. 0413-2213313 Extn.205
S. TAMILSELVI	Deputy Director of Accounts and Treasuries	Public Information Officer Phone No. 0413-2213313 Extn.210
H. SHEIK MOIDEEN	Deputy Director of Accounts and Treasuries	Public Information Officer Phone No. 0413-2213313 Extn.209
G. JAGANNATHAN	Deputy Director of Accounts and Treasuries	Public Information Officer Phone No. 0413-2213313 Extn.202
U. ILANGO	Deputy Director of Accounts and Treasuries	Public Information Officer Phone No. 0413-2213313
G.R. RAMANI	Deputy Director of Accounts and Treasuries	Public Information Officer Phone No. 0413-2213313 Extn.204
D. BADMANABAN	Deputy Director of Accounts and Treasuries	Public Information Officer Phone No. 0413-2213313 Extn.208
R. KOUMARAVEL	Programmer	Public Information Officer Phone No. 0413-2213313 Extn.201
K. MOHAMED JAHABER MARICAR	Deputy Director of Accounts and Treasuries	Public Information Officer Phone No. 04368-222406 04368-225502
V. SUDISH	Deputy Director of Accounts & Treasuries	Public Information Officer Phone No. 0490-2332298
VINAKOTI USHARANI	Junior Accounts Officer	Public Information Officer Phone No. 0884-2321263
A.HENRY THOMAS	Treasury Officer, Puducherry	Public Information Officer Phone No. 0413-2220852 Extn.211
M. UMAPARVATHY	Treasury Officer, Villianur	Public Information Officer Phone No: 0413-2666296
C. TAMBY SOUGUNA	Sub- Treasury Officer, Bahour	Public Information Officer Phone No: 0413-2633402

O. PRAGALA	Treasury Officer, Karaikal	Public Information Officer Phone No. 04368-222406 04368-225502
V. MOHAMED ANEPHA PACHAMKANDY	Sub- Treasury Officer, Mahe	Public Information Officer Phone No.0490-2332298

FIRST APPELLATE AUTHORITY

Thiru. S. UDAYASANKAR

Director

Ph.No.0413-2214340

**Month and Year for the next Review
of the Charter**

May 2025

Composition of the Task Force for reviewing of Citizens'/Clients' Charter of Directorate of Account and Treasuries

1. Thiru. S. Udayasankar, Director.
2. Tmt. K. Sasirekha,
Deputy Director (Estt.)
3. Thiru. G. Sendil Coumar,
Superintendent

INDEX OF SERVICES

Chart showing the Pay Sections in which the Departments Bills are dealt

Name of the pay section	Name of the Department
PAY SECTION-I	Electricity, Animal Husbandry and Labour
PAY SECTION-II	Health
PAY SECTION-III	Tourism ,Information and Publicity, Government Guest House, Chennai & New Delhi, Transport and Government Automobile Workshop, Planning & Research, Information Technology, Local Administration , Chief Secretariat, Law, UTPLSA, consumer Forum, Election, Stationary and Printing, Jail, State Election Commission, Commercial Tax, Accounts and Treasuries, Civil Supplies & Consumer Affairs, Food Cell, Fire Service ,Fisheries & Fisherman Welfare.

Name of the pay section	Name of the Department
Pay Section-IV	PWD, Lt. Governor Secretariat, Legislative Assembly Secretariat, Office of the Council of Ministers, Port Department, Town & Country Planning, Directorate of Rural Development, Block Development Office (Villianur, Ariyankuppam, Oulgaret) and Science, Environment & Technology.
Pay Section-V	Department of School Education, Directorate of Education, All Primary, Middle, and High Schools, office of Chief Education Officer, Deputy Director (Women Education), All Zones in Puducherry region i.e Zone I, II, III, IV, V

Name of the pay section	Name of the Department
Pay Section-VI	Agriculture, Social Welfare, Women & Child Development, Registrar of Co-opertive Societies, Adi-Dravidar Welfare and Rajya Sanik Board.
Pay Section-VII	All Government Higher secondary schools, all Government colleges, Polytechnic, NCC, Arts & Culture, Jawahar Bal Bhavan.
Pay Section-VIII	Judicial, Economics & Statistics, Vigilance & Anti-Corruption police unit, Industries & Commerce, District Industrial Centre, HRI, Commissioner of Payments, Police , Revenue, Registration, Excise, Survey & Land Records and Indian Reserve Battalion.

Name of the pay section	Name of the Department
Pension	All Government Departments of U.T. of Puducherry
National Pension System	All Government Departments of U.T. of Puducherry
LIC/NIC	All Government Departments of U.T. of Puducherry
Deposits & Advances	All Government Departments of U.T. of Puducherry
Local Fund Accounts	All Local Bodies of U.T. of Puducherry
Work Audit	All Divisions of Public Works Department & Port Department of U.T. of Puducherry
Books & Appropriation	All Government Departments of U.T. of Puducherry

DIRECTORATE OF ACCOUNTS AND TREASURIES

CITIZENS'/CLIENTS' CHARTER

PAY SECTIONS

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
1	Authorizing the Payments						
	a. Pay Bills	Payment will be made on the scheduled dates if the Bills are presented within the date prescribed for submission. In case the Bills are presented after the notified date the payment will be authorized within 7 clear working days excluding the date of presentation and sending the instrument for making payments through ECS.	Concerned Deputy Directors of the Pay Sections	30%	Scrutinizing as per the provisions contained in the Civil Accounts Manual	Authority for creation of post, sanction for continuance of Temporary Post, schedules for recoveries and Pay Bill certificate. In respect of new incumbent necessary posting orders with Medical Fitness Certificate and in case of transfer claim with LPC.	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
	b. Medical Reimbursement Bills	15 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in the Civil Accounts Manual and Medical Attendance Rules, 1944.	Application, Claim vouchers, Certificate A in the case of treatment undergone as outpatient / Certificate B in the case of treatment undergone as inpatient in Hospital and Bill Certificate. Sanction of the Head of Department under DFPR, 1978 in case the treatment is undergone in the Hospitals outside the U.T. of Puducherry/Private institutions.	NA
	c. Tuition fee Bills	15 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Children's Educational Assistance Orders, 1988	Tuition Fee Vouchers issued by the institutions and Bill certificate. Bill shall be duly countersigned by the Head of Office.	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
	d. Leave encashment on LTC	7 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Leave Rules, 1972	Sanction of the Leave sanctioning Authority and Bill certificate	NA
	e. Leave Travel concession	15 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Leave Travel concession Rules, 1988.	Bill for LTC, tickets, Boarding pass in case of Ship/Air Travel duly signed by the Government Servant along with the controlling officer Certificate.	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
	f. Travelling Allowances on Tour	15 working days	Concerned Deputy Directors of the Pay Sections	5%	Scrutinizing as per the provisions contained in T.A Rules	Bill for TA duly filled and countersigned by controlling Authority. Certificates furnished by the individual and Drawing Officer in the cases of TA claimed as per OM dated 17-4-1998. Cash Vouchers towards Hotel accommodation and food in cases of claim made as per revised rules. Tour approval of the competent authority in the cases of claims preferred by the self controlling officer. Permission of the competent Authority for using Government vehicles for travel outside UT of Puducherry	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
	g. Travelling Allowances on Transfer	15 working days	Concerned Deputy Directors of the Pay Sections	2%	Scrutinizing as per the provisions contained in T.A Rules	Bill for TA on transfer, carriage Vouchers for transportation of personal effects, transfer order copy, certificate of the individual and the DDO duly countersigned by the controlling officer.	NA
	h. pay arrear Bills	20 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Civil Accounts Manual	Sanction of the Authority, Arrear statement and pay Bill certificate	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
	i. DA arrear Bills	7 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Civil Accounts Manual	Sanction of the Authority, Arrear statement and pay Bill certificate	NA
	j. Bonus Bills	7 working days	Concerned Deputy Directors of the Pay Sections	3%	Scrutinizing as per the provisions contained in Government of India Orders.	Sanction of the Authority, statement of the Claimants and Bill certificate	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
2	Authorizing the payments for the contingent Bills						
	a. POL Bills	3 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Civil Accounts Manual, General Financial Rules 2005 and Delegation of Financial Powers Rules 1978.	Invoices, Sanction order and Bill Certificate	NA
	b. Electricity charges	5 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Civil Accounts Manual, General Financial Rules 2005 and Delegation of Financial Powers Rules 1978.	Bills and Bill Certificate duly countersigned by the Head of Office.	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
	c. Water charges	5 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Civil Accounts Manual, General Financial Rules 2005 and Delegation of Financial Powers Rules 1978.	Bills and Bill Certificate duly countersigned by the Head of Office.	NA
	d. Telephone charges	3 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Civil Accounts Manual, General Financial Rules 2005 and Delegation of Financial Powers Rules 1978.	Bills and Bill Certificate duly countersigned by the Head of Office.	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
	e. Supplies for various services and goods/ Payment of Rent	5 working days	Concerned Deputy Directors of the Pay Sections	30%	Scrutinizing as per the provisions contained in Civil Accounts Manual, General Financial Rules 2005 and Delegation of Financial Powers Rules 1978.	Bills/Invoices, advance Stamped receipts and Bill Certificate Sanction/countersignature from Concerned.	NA
	f. Grant-in-Aid Bills	5 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Civil Accounts Manual, General Financial Rules 2005 and Delegation of Financial Powers Rules 1978.	Bills with Bill Certificate. Sanction from Government.	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
	g. Any type of advance Bills	5 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Civil Accounts Manual, General Financial Rules 2005 and Delegation of Financial Powers Rules 1978.	Bills with Bill Certificate. Sanction from Government.	NA
	h. Authorizing the payments of stipend for trainees and scholarship Bills under various scheme of Government.	5 working days	Concerned Deputy Directors of the Pay Sections	10%	Scrutinizing as per the provisions contained in Civil Accounts Manual, General Financial Rules 2005 and Delegation of Financial Powers Rules 1978.	Authority of Sanction	NA

PENSION SECTION

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
1)	Authorisation of Pension/ Family Pension in respect of Government Servant & Municipalities/ Defence Pension/ Ex-Serviceman/Freedom Fighter (Central & State)/ Ex-French Pension	Authorisation of Pension <u>Not later than</u> one month in advance of the date of the Retirement of the Government Servant, if the Department present the Pension proposal not later than 6 Months of the date of Retirement.	DDAT (Pension), DAT, Puducherry.	50%	Pension sanctions in Form 7 and other documents will be scrutinized. Pension Authorisation will be issued with reference to the provisions of Central Civil Services (Pension) Rules 1972.	1. Revised Form 3,5,7,8,10,11,12,13, 14,18,19,20,21,22, 23,24 as applicable and Pension calculation Sheet. 2. Revised common nomination form for retirement benefits in Form 1 and common nomination form for arrears of pension and commutation of pension in Form A as communicated in I.D.Note / Office Memorandum No.G.12011/1/2010 /F3 dated 13.05.2014	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
	b) Defence Pension/Ex-Serviceman/freedom Fighter (Central & State)/Ex-French Pension.	30 working days	DDAT (Pension), DAT, Puducherry.	10%	Based on the Orders issued by the Government of India/ Government of Puducherry every now and then.	Government Orders	NA
2)	Revision of Pension	30 working days	do-	10%	Examination of revised Form 7.	Revised Form 7	NA
3)	Transfer of Disbursing authority from Treasury to Bank	10 working days	do-	5%	Examination of relevant documents	Requisition & Descriptive roll	NA
4)	Payment to Other State Pensioners/ Inter State Pensioners	10 working days	do-	5%	Examination of authorisation Order issued by the concerned AG's Circle	Descriptive roll, Order from AG concerned	NA

Sl. No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
5)	Leave salary & Pension Contribution	20 working days	DDAT (Pension), DAT, Puducherry.	5%	Examination of proposal received from Department along with relevant order/ Sanctions and in Form - CAM 57	Service Book, CAM 57, Sanction for deputation order and challan	NA
6)	Verification of Qualifying Service	30 working days	do-	10%	Examination of entries made from the Date of Appointment to till date of service	Service Book along with required proforma	NA
7)	Forwarding of Service Book to the requesting Department and making UTGEGIS entries	15 working days	do-	5%	Examination of option made by the Government Servant & duly approved by the Head of Office/ Department	service Book along with the Claim Bill	NA

NATIONAL PENSION SYSTEM SECTION

Sl.No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage(%)	Process	Documents required alongwith the prescribed Bill Format	Fee
1)	Processing and forwarding of application (S1 form) to NSDL, Mumbai for the allotment of Permanent Retirement Account Number (PRAN) to the Government Servants appointed on or after 01.01.2014	40 working days	Deputy Director (NPS), Directorate of Accounts and Treasuries, Puducherry. email id : datnps.pon@nic.in	20%	Scrutinization of application. Master entry of subscribers' personal and employment details. Forwarding to NSDL, Mumbai for the allotment of PRAN.	Application should be forwarded through the Head of office with the attestation of the DDO concerned.	NA
2)	Communication of PRAN with PRAN kit to the subscribers through the DDO of the concerned office.	5 working days	Deputy Director (NPS), Directorate of Accounts and Treasuries, Puducherry.	10%	Entry of PRAN in the master details. Forwarding of the PRAN and PRAN kit to the subscriber through the DDO concerned.	-	NA

Sl.No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage(%)	Process	Documents required alongwith the prescribed Bill Format	Fee
3)	Monitoring the updation of subscribers month – wise contribution details to the NSDL and transfer of monthly contributions (Government Servants and matching contribution of Government) to the NPS Trust Account.	30 working days	Deputy Director (NPS), Directorate of Accounts and Treasuries, Puducherry.	30%	Verification of employees' contribution with the schedules enclosed with the pay bill. Transfer of contributions to the NPS TRUST ACCOUNT within 48 hours of the generation of contribution submission form.	Schedules enclosed with the pay bills.	NA

Sl.No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage(%)	Process	Documents required alongwith the prescribed Bill Format	Fee
4)	Request for changes / corrections in the Subscriber master details (personal, bank and nomination) and re- issue of I – pin, T – pin and PRAN card.	30 working days	Deputy Director (NPS), Directorate of Accounts and Treasuries, Puducherry.	10%	Verification of the details provided by the subscribers. Authorization and approval of changes with NSDL through e- mail.	Subscribers request in the prescribed format (S2 form) with the approval of DDO concerned.	NA

Sl.No	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
5)	Forwarding of proposal for the withdrawal of accumulated pension wealth on superannuation and exit before the age of normal superannuation (resignation) by the Government Servants and by the Claimant due to the death of subscriber.	45 working days	Deputy Director (NPS), Directorate of Accounts and Treasuries, Puducherry	30%	Scrutinization of the withdrawal proposal. Forwarding of the proposal to NSDL, Mumbai.	Withdrawal proposal should be submitted with the authorization of DDOs concerned in the following prescribed format. Superannuation -Form 101-GS Resignation – Form102-GP Death – Form 103- GD Documents:- PRAN card in original or Notary affidavit in case of non-submission of PRAN card. Cancelled Cheque / bank certificate. Address proof. Identification proof.	NA

Sl.No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required along with the prescribed Bill Format	Fee
						In addition to above death certificate in original, certificate/copy of family members issued by Executive Magistrate and legal heir certificate for the claim made in case death of subscriber.	

DEPOSITS AND ADVANCES SECTION

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
1	Authorisation for payment of advance as Immediate Relief to the family of the deceased Government servants died while in service.	1 working Day	Deputy Director (D&A) Tel.No.0413-2213313 (Extension) 202	5%	Verification of the Sanction issued by the Sanctioning Authority.	Sanction issued by the Sanctioning Authority. Bill in simple form showing relevant details of the recipient i.e., family member details to whom the advance is paid.	NA

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
2	Authorisation for payment to bills under Loans and Advances to Government servants such as: a) House Building b) Motor Car c) Personal Computer d) Motor Cycle e) Bi-cycle	7 working Days	Deputy Director (D&A) Tel.No.0413-2213313 (Extension) 202	10%	Verification of the sanction order issued by the Competent/ Sanctioning Authority for drawal of the advance.	Sanction issued by the Competent Authority for payment of advance. Bill in Form GAR - 36 / GAR-37 Bill Certificate. Certificate for execution of deed in Form II as per Compendium of Rules on advances to Government servants in respect of Personal Computer Advance.	NA

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
3	Authorisation for payments in respect of Refund of Deposits Bills on : a) Security Deposits b) Court Deposits - Civil/Criminal c) Electricity Deposits d) Other Deposits e)Lapsed Deposits	15 working Days	Deputy Director(D&A) Tel.No.0413-2213313 (Extension) 202	10%	Verification of the Sanction Orders/Note approval for the refund by the Competent Authority. Verification of the remittances with Challan Register of the particular year with original/copy of the challan in case of part refund.	Sanction Orders/Note approval issued by the Competent Authority for the refund. Bill in Form GAR-43 with Bill certificate. Original challan with refund notings written overleaf for full refund. Copy of challan with refund notings written overleaf in respect of part claim along with statement of Remittance, Previous claim and balance amount. Advice Slip (if applicable).	NA

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
4	Authorisation for payments of various "Deduct Refund" bills such as - Sales Tax, Road Tax, Hospital Stoppages, Forfeiture of Court Fee , Spoiled Stamps etc.	15 working Days	Deputy Director(D&A) Tel.No.0413-2213313 (Extension) 202	10%	Verification of the Sanction issued for the refund by the Competent Authority. Verification of the Remittance with original/copy of the challan in the Treasury section.	Sanction issued by the Competent Authority for the refund. Bill in Form GAR-33. Original Spoiled Stamps Original/copy of challan. Advice Slip (if applicable)	NA

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
5	Authorisation for payment of bills on Refund of Rebate on House Building Advance and Excess Refund of Principal / Interest on Loans to Government servants	15 working Days	Deputy Director(D&A) Tel.No.0413-2213313 (Extension) 202	5%	Verification of the Sanction issued for the refund by the Competent Authority.	Sanction issued by the Competent Authority for the refund. Bill in Form GAR-33. Advice Slip (if applicable)	NA

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
6	Authorisation for payment of bills on UTGEGIS 1984 and CGEGIS 1977	One Month	Deputy Director(D&A) Tel.No.0413-2213313 (Extension) 202	10%	Verification of the Sanction issued for the payment of Savings Insurance Fund and Savings Fund (Minus credit) by the Head of Office. Sending the bills to Pension Section II for verification and recording entries in the Service Book of the retired government servants. Examination of Service Book in the case of deceased government servants on receipt of service book from the Pension Section II and recording entries for the claim.	Sanction issued by the Head of Office for payment of Savings /Insurance Fund and Savings Fund (Minus credit). Bill in Form G.A.R. 44. Bill Certificate Advice Slip.	NA

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
7	Authorization for payments in respect of settlement of Inward Claims, Railway Warrants, DGS & D & Pension vouchers	10 working Days	Deputy Director(D&A) Tel.No.0413-2213313 (Extension) 202	10%	Verification of Form CAM - 54 (referred in para 8.2.1) received with vouchers for settlement.	DGS & D Bill in original. Pension vouchers / payment certificate in original from the concerned Accountant General Office (A&E). Railway Warrants in original. Foreign Tour approval / orders issued by the competent authority and bills in original forwarded by Ministry of External Affairs, New Delhi.	NA

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
8	Issue of Clearance Certificate in respect of advances on House Building, Motor Car, Motor Cycle and Personal Computer	Three Months	Deputy Director(D&A) Tel.No.0413-2213313 (Extension) 202	10%	Examination of the clearance proposal. Examination of recoveries for Principal and interest with the Computerised Broad Sheet in respect of the concerned loanees' account. Calling for recovery particulars/ intimation of shortfall of interest if need be.	Proposal from the Head of Department/Office for the clearance along with recovery details.	NA
9	Confirmation of 2.5% Rebate in interest on the House Building Advance	Two Months	Deputy Director(D&A) Tel.No.0413-2213313 (Extension) 202	10%	Examination of the proposal received from the Department. Verification of the certificate issued by the Competent Authority.	Proposal from the Department. Certificate issued by the Competent Authority.	NA

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
10	Confirmation of Interest on the House Building Advance availed by Government servants.	Two Months	Deputy Director(D&A) Tel.No.0413-2213313 (Extension) 202	10%	Verification of the sanction issued by the sanctioning authority. Examination of recoveries with the Computerised Broad Sheet in respect of the concerned loanee. Preparation of IBB statement for confirmation of interest.	Proposal from the Head of Department/Office along with the IBB Statement	NA

Sl. No.	Services	Service/ Performance Standards	Contact details of the responsible officer	Weightage %	Process	Documents Required	Fee
11	Receipts of Valuables from deputationist of Govt. of Puducherry to foreign service.	Two Months	Deputy Director(D&A) Tel.No.0413-2213313 (Extension) 202	10%	Making entry in the BRR for the valuables received for the recoveries effected by the foreign employers in respect of deputationists of UT of Puducherry. Preparation of bank statement for realisation of valuables.	Valuables from the foreign employer with statement of recoveries effected for such deputationists.	NA

LOCAL FUND ACCOUNTS

Sl.No.	Services	Service/ Performance standards	Contact details of the Responsible Officer	Weightage (%)	Process	Documents required alongwith the prescribed Bill Format	Fee
1)	The major functions of Local Fund Accounts are post auditing the annual accounts of the Local Bodies every year in addition to pre- auditing and effecting payment of all kinds of bills viz. Pay Bills, Arrear Bills, TA Bills, MR Bills, Contingent Bills including the bills for carrying out civil works, laying of roads and drains, desilting of canals, garbage clearance, catching of stray dogs, pigs and cattles, in respect of the Local Bodies of Puducherry region viz. 2 Nos. of Municipalities and 5 Nos. of Commune Panchayats. Apart from the above claim bills, the service matters of the staff of the Local bodies such as Pay & Allowance, HBA, MCA, GPF accounts, Pay Fixation, Pension Payment Orders, Retirement benefits, etc. are also looked after by this Office.	All the claim bills preferred are settled on priority basis by proper scrutiny on the basis of the Delegation of Financial Powers 1978, Expenditure Sanction, Government Orders etc.	Assistant Examiner, Local Fund Accounts, Directorate of Accounts and Treasuries, New Municipal Road, Kumarakurupallam, Puducherry-605001. Tel: 0413 -2213313.	100%	Bills are processed on the basis of the supporting documents, Government Orders, Expenditure Sanctions, production of original vouchers etc.	All documents pertaining to the nature of claim are insisted for passing the claim such as Government Orders, Expenditure sanctions, Technical Sanctions, Work Completion Certificates, original invoice, stamped receipts, Performance Guarantee Certificate, Bank Guarantee certificate, etc.	NA

WORK AUDIT SECTION

Sl. No.	Services	Service / Performance Standards	Contact details of the Responsible officer	Weightage %	Process	Documents required	Fee
1	Pre- Auditing of Final Work Bills of PWD and Port Department	3 Months	Deputy Director (Works Audit), Directorate of Accounts & Treasuries, Puducherry.	70%	Verification of Final Bills and connected M.Books whether the Government Orders and Codal provisions are adopted for executing the works.	G.Os., Estimates, Agreements, M. Books and other related documents.	NA
2	Issuance of Letter of Credit to PWD and Port Department	1 Week	Deputy Director (Works Audit), Directorate of Accounts & Treasuries, Puducherry.	5%	Letter of Credit applications are verified with Budget allocation.	Budget Allocations of concerned Divisions and Expenditure incurred statement.	NA

Sl. No.	Services	Service / Performance Standards	Contact details of the Responsible officer	Weightage %	Process	Documents required	Fee
3	Compilation of PWD and Port Departments Monthly Accounts	15 working days	Deputy Director (Works Audit), Directorate of Accounts & Treasuries, Puducherry.	10%	The Monthly accounts furnished by Divisional officers are verified regarding the actual receipts and payments schedules. Then, the Monthly accounts are compiled by making Division wise entries in the computer.	Monthly Accounts related to Works Expenditure furnished by 12 Divisions of PWD and 1 Division of Port Department	NA
4	Post Auditing of PWD Works Vouchers	3 Months	Deputy Director (Works Audit), Directorate of Accounts & Treasuries, Puducherry.	15%	The part bill vouchers paid by Divisional officers verified.	Original Vouchers produced by 12 Divisions of PWD and 1 Division of Port.	NA

LIC/NIC

Sl. No.	Services	Service / Performance Standards	Contact details of the Responsible officer	Weightage %	Process	Documents required	Fee
1	Enrolment of Govt. Servants as Subscribers under the Group Personal Accident Insurance Cover Scheme of N.I.C and Group Savings Linked Insurance Scheme of L.I.C and allotment of Employee code Nos. to them, once a year i.e. at the time of renewal of the Schemes.	40 working Days	Deputy Director (LIC/NIC), Directorate of Accounts & Treasuries, Puducherry. Ph. No.0413-2213313 Extn. No.206	20%	Scrutinization of Applications. Master entry of Subscribers' personal and employment details. Communication of Employee Code Nos. to concerned Departments/ Offices for recovery of premium amount. This will be sent in the month of December & February of every year for NIC & LIC, respectively.	Based on the applications in the prescribed form received from the official through their employer.	No

Sl. No.	Services	Service / Performance Standards	Contact details of the Responsible officer	Weightage %	Process	Documents required	Fee
2	Payment of Premium dues to Insurance Companies (National Insurance Company Ltd., Puducherry and Life Insurance Corporation of India, Vellore) within the last date as prescribed by them.	25 working Days	Deputy Director (LIC/NIC), Directorate of Accounts & Treasuries, Puducherry. Ph. No.0413-2213313 Extn. No.206	10%	Necessary approval will be got from the Government for payment of premium due to the Insurance Companies. Thereafter, payment will be made by way of Demand Draft / Cheque in time. It will be adjusted by way of recoveries from the salaries of the Subscribers.	--	No
3	Monitoring of Subscribers' contribution details month wise as per Schedules / Chalans.	35 working Days		40%	Verification of Subscribers' contribution with the Schedules attached with the Pay Bills.	As per the Schedules of L.I.C. and N.I.C. sent by the Departments / Offices along with Pay Bills.	No

Sl. No.	Services	Service / Performance Standards	Contact details of the Responsible officer	Weightage %	Process	Documents required	Fee
4	Request for Revision / Correction in Subscribers' Master details (change of Designation, Revision of Premium due to change of Group, change of Nominee, etc.)	15 working Days	Deputy Director (LIC/NIC), Directorate of Accounts & Treasuries, Puducherry. Ph. No.0413-2213313 Extn. No.206	10%	Verification of details provided by the Subscribers.	Based on the Subscribers' request in the prescribed applications for revision.	No

Sl. No.	Services	Service / Performance Standards	Contact details of the Responsible officer	Weightage %	Process	Documents required	Fee
5	Preparing / Sending of proposals to the Insurance Companies for settlement of Insurance benefits / Savings Fund accumulations due plus interest to the beneficiaries, in the case of Subscribers who Died / Retired / Voluntarily Retired / Resigned, etc.	20 working Days	Deputy Director (LIC/NIC), Directorate of Accounts & Treasuries, Puducherry. Ph. No.0413-2213313 Extn. No.206	20%	Scrutinization of Proposals received from Departments / Offices for settlement of Insurance benefits, etc. Sending of Claims to the Insurance Companies for settlement to Nominees / Individuals.	The following documents will be furnished by Departments / Offices for Death / Retirement Claims:- Cause of Death; Death Certificate in original Date of Joining in Service Recovery Certificate Name of Nominee with Relationship Bank Account details Attested copies of F.I.R. Post Mortem Certificate and Claim Form as prescribed by National Insurance Company Ltd., Puducherry.	No