

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES**

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No.DAT/D&amp;A/U.V/2026/

Puducherry, dt:23/01/2026

**CIRCULAR**

Sub: DAT - D&A - UTGEGIS 1984 – Particulars in Form "Annexure-A" –  
Called for – Reg.

- Ref: 1. Finance Department's G.O. Ms.No.66/83/F3 dt.20-05-1983.  
2. Finance Department's G.O.Ms.No.1/F3/2013-14 dt.26-4-2013.  
3. Finance Department's G.O.Ms.No.2/F3/2013-14 dt.26-4-2013.  
4. Finance Department's Circular No.33035/F3/2014-15 dt.03-12-2014

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Kind attention of all Drawing and Disbursing Officers is invited to the accounting procedure in respect of UTGEGIS 1984 communicated in the references cited.

2. As per para 3 of the accounting procedure, particulars of recovery of subscription towards the said scheme in the prescribed Form "**Annexure- A**" should be attached with the Pay Bills claiming salary for the month of January every year. This Directorate has to submit "Annual Report" to the Government based on the particulars furnished by the Drawing and Disbursing Officers in **Annexure-A**. In the absence of full particulars from Drawing and Disbursing Officers, it will not be possible for this Directorate to consolidate and prepare the report.

3. All the Drawing and Disbursing Officers are therefore requested to look into this matter personally and ensure that the Annexure-A, with full particulars, is enclosed with the Pay Bill for **January 2026** without fail. Further, number of subscribers contributing at the old rates and at the enhanced rates should also be shown separately in the Annexure. It may please be noted that the **Pay Bill for January 2026 without Annexure-A in full shape will not be admitted for payment.**

H. Sheik Moideen

**(H. SHEIK MOIDEEN)
DIRECTOR OF ACCOUNTS AND TREASURIES**

Encl.: 'As stated'

To

All the Heads of Offices/Departments.

All the Drawing and Disbursing Officers, Puducherry /Karaikal/Mahe/Yanam.

Copy to:

1. The Deputy Director / Junior Accounts Officers

Dte. of Accounts and Treasuries, Puducherry ---- **For information and necessary action**

2. The Dy. Directors of Accounts and
-
- Treasuries, Karaikal/ Mahe/ Yanam.

It is requested to prepare the consolidated Annual Report for 2025 in respect of their regions in Forms "Annexure-D", Part-I, II & III of Section II, Group Insurance Schemes under Chapter 4 and send to this Directorate early **on or before 23-02-2026**.

3. The Superintendent,
-
- Pay Sections
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- Directorate of Accounts & Treasuries
-
- Puducherry.

Pay Bills for January 2026 should be admitted only if Annexure-A are attached with them. Further, as already done in previous years after auditing the pay bills, Annexure-A attached in the pay bills may be **detached DDO-wise and sent to D&A section, directly with an abstract so as to avoid missing of Statements in transit on or before 23-02-2026 without fail.**

4. The Superintendent,
-
- Accounts Section,
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- Directorate of Accounts & Treasuries,
-
- Puducherry.

The undetached **Annexure-A**, if any found in the pay bills (paid vouchers) for January 2026 may be sent to D&A section without fail.

5. The Dy. Director of Accts. & Treasuries, B&A Section, DAT, Puducherry – For information.

6. The Programmer, EDP Section, DAT, Puducherry – To upload in the Official Website.

.....P.T.O.

ANNEXURE – A

**SCHEDULE PERTAINING TO THE UNION TERRITORY
GOVERNMENT EMPLOYEES’ GROUP INSURANCE SCHEME – 1984**

At the composite rates

Name of the Office / Department:

D.D.O. Code No:

Attached to Pay Bill of January 2026 Pay Bill No._____

Sl. No.	Particulars	Group-wise			
		A	B	C	Total
1.	Number of employees subscribing to Union Territory Employees’ Group Insurance Scheme 1984 in the month of January-2026 at OLD RATE (i.e. ₹10/20/40/80)				
2.	Number of employee subscribing to Union Territory Employees’ Group Insurance Scheme 1984 in the month of January-2026 at NEW RATE (i.e. ₹15/30/60/120)				
Grand Total					

**SIGNATURE OF THE DRAWING AND
DISBURSING OFFICER WITH SEAL**