

Regarding information under section – 4 of the Right to Information Act.,2005.

Accounts Branch (Stamp Wing and Valuation Department), Office of the Superintendent of Stamps , Stamps and Registration Bhavan, KH-5, Sector – 14, Gandhinagar. Phone Number : 23288630

Point No. 1

Details of functions and duties of Branch:

Accounts Branch (Stamp Wing) :- All types of functions pertaining to financial issues like BTR, GTR, Rules of Contingency Expenditure, Delegation of Financial Powers, Resolutions and Rules issued by Finance department time to time and all accounts related work under head of 2030 and 0030.

Accounts Branch (Valuation Department): All functions mentioned above and all accounts related work pertaining to financial issues of Valuation Offices.

Point No. 2

Duties and Powers of Officers and Employees:

- (1) Accounts Officer, Class – 1, Stamp Wing , 116 D.D.O
- (2) Accounts Officer, Class -2, Valuation Department, 118 D.D.O

Details of Employees

- T. K. Patel ;- Monitoring of all work. Orders and Payment of Nasik , Haydrabad bills. Files related work of Postal Commission and verification of Salary Bills.
- S.B. Limbachiya : To write Cash Book of Stamp and Valuation Department on daily basis. Registration of Letters and Worksheets. To register the Cheques received from various branches in register and to prepare Challan and submit them in Bank. To tally challans in District Treasury.

- Nareshbhai Bagla : To prepare Salary Bills of Stamp Wing and Valuation Department. Work of Online Bills and to tally at P.O. office.
- Nareshbhai Bagla : To prepare Salary Bills of Stamp Wing and Valuation Department. And to prepare Contingency Bills of both wings.

Point No. 3

Procedure followed in decision making process, Regulations, Monitoring and Responsibility.

Accounts Branch (Stamping and Valuation Department) Clark will submit the issue to Deputy Accountant. Deputy Accountant will submit the issue to Accounts Officer through Office Superintendent.

Accounts Officer will submit the issue to Superintendent of Stamps through Additional Superintendent of Stamps and Superintendent of Stamps takes the decision.

Point No. 4 :- Fixed Standards of Work.

Accounts Branch (Stamps wing and Valuation Department) follows Gujarat Financial Rules, Gujarat Civil Services Rules, Gujarat Treasury Rules and Circulars/Instructions issued by the Government time to time as per rules and other additional work assigned by the office.

Point No. 5

Rules, Regulations and Permanent Instructions' Record maintained under Branch:

Accounts Branch (Stamp Wing and Valuation Department) maintains Gujarat Budget Rules, Gujarat Rules, Mumbai Treasury Rules, Contingency Expenditure Rules and Instructions/Circulars issued by Department.

Point No. 6

Documents/ details of records maintained by Branch :

Accounts Branch (Stamp Wing and Valuation Department) maintains Salary Bills, Contingency Bills, Paid Vouchers, Challan Registers, Salary Bill Registers, Cheque Register, Salary Roll, Abstract Bill Registers, Contingency Expenditure Register, Salary Allowance's Bills, U D R Register, Cash Book and Pay and Accounts Office Gandhinagar and Accountant General Receipt Register.

Point No. 7

Exchange of thoughts with members of public for policy or its construction and implementation, Or details of any existing mechanism for their representation.

Accounts Branch (Stamp Wing and Valuation Department) :- Since it is an administrative issue, the same is not applicable to any Accounting Branch.

Point No. 8

Whether, as part of it or for the purpose of consultation, meetings of any Board, Councils, Committees and other congregation consisting of two or more persons is open for public? Or minutes of such meetings are available for public or not ?

Accounts Branch (Stamp Wing and Valuation Department) :- There is no issue as such.

Point No. 9 and Point No. 10

List of Officers and Employees and their Monthly Remuneration.

Accounts Branch (Stamp Wing)

Sr. No.	Name	Post	Basic Salary as on 01.08.2018.
1	Mrs. S.P. Khavdiya	Accounts Officer, Class-1	65000/-
2	Mr. C. H. Danak	Research Assistant	70150/-
3	Mr. N.L. Bagala	Sub – Auditor	19950/-

Accounts Branch (Valuation Department)

Sr. No.	Name	Post	Basic Salary as on 31.07.2017.
1	Mr. T. K. Patel	Deputy Accountant	44045/-
2	Mrs. S.B. Limbachiya	Clark	29475/-

Point No. 11

Details showing all schemes, suggested costs and distribution report of allocated budget of its each agency.

Accounts Branch (Stamp Wing) :- Year 18-19, 251.26 (crores)

Accounts Branch (Valuation Department) :- Year 18-19, 2267.32 (crores)

Point No. 12

Details pertaining to method of implementation of economical aid programs including details of allocated fund and beneficiaries of such programs.

Accounts Branch (Stamp Wing and Valuation Department) :- There is no program as such.

Point No. 13

Details of recipient of relaxation, permissions or approvals.

Accounts Branch (Stamp Wing and Valuation Department) :- Nil Information

Point No. 14

Details of in formation available to it or maintained by it in electronic form.

Accounts Branch (Stamp Wing and Valuation Office) :- Nil Information

Point No. 15

Facilities provided to public for availing information.

Accounts Branch (Stamp Wing and Valuation Department) : - Nil Information

Point No. 16

Name, Post and other details of Public Information Officer.

Accounts Branch (Stamp Wing) : - Public Information Officer –

1. Accounts Officer (I.C), Shri T. K. Patel
2. Appellate Officer, Smt. S.P. Khavadia

Accounts Branch (Valuation Department) : - Public Information Officer –

1. Accounts Officer (I.C), Shri T. K. Patel
2. Appellate Officer, Smt. S.P. Khavadia

Point No. 17

Other useful information

Accounts Branch (Stamp Wing and Valuation Department) : - Nil Information

Account Officer
Office of the Superintendent of Stamps
Gandhinagar