



GOVERNMENT OF KERALA

Abstract

Integrated Financial Management System (IFMS) – Maintenance of Acquittance roll and cash book in offices – Detailed instructions issued.

Finance (Streamlining) Department

G.O.(P) No.138/2016/Fin.

Dated, Thiruvananthapuram, 23.09.2016

Read: 1. G.O.(P)No.402/2011/Fin. Dated 23.9.2011.
2. G.O.(P)No.57/2013/Fin. Dated 30.1.2013.
3. G.O.(P)No.50/2014/Fin. Dated 16.4.2016.
4. Minutes of the meeting held by Additional Secretary, Finance (Streamlining) Department on 25.8.2016.

ORDER

As per the Government Order 1st read above, Government Employees, including Gazetted Officers were permitted to draw their salary and other entitlements through their accounts with Public Sector Banks, if they so desire. In the detailed guidelines issued vide G.O. read 2nd above, it was ordered that no stamped acquittance need be maintained for employees drawing salary through their bank account and the credit confirmation statement obtained from treasury/bank shall be treated as legal acquittance for the purpose of payment of money.

2. As per G.O. read 3rd above, the treasury payment system has been integrated with RBI's e-Kuber portal which facilitates direct credit of the amount payable to any bank account of the beneficiary. With this integration, pay and allowances of employees opted disbursement through public sector banks will be credited by the Reserve Bank of India directly to the respective bank account and individual banks have no role in crediting the money. Hence the credit confirmation statement as ordered in the G.O. 2nd cited cannot be obtained from a single bank. In the above scenario, the meeting referred 4th above has discussed these issues and the following instructions are issued for the maintenance of acquittance roll and cash book in the offices.

i. The DDO wise credit information on all bills credited into the bank/treasury account will be made available in the SPARK application. To facilitate this, treasuries shall furnish credit confirmation data received from RBI to SPARK electronically. The DDO shall download the details from SPARK and keep a print out of the same in proof of payment for audit purpose. In the case of cash payments, the existing acquittance roll system will continue. All employees will also be given login facility during 10-20th of every month in SPARK to view their pay and allowances.

ii. The cash book shall be used to record all receipts and payments of cash/DD/cheque, etc. in an office. Apart from this, net amount received/paid through each bill by way of transfer credits to bank/treasury accounts shall also be included in the cash book. The details of transfer credits shall be recorded in a separate subsidiary register also. The transactions relating to the amount transferred to the special TSB account of DDO shall also be recorded in the same subsidiary register.

iii. Since salary claims of temporary employees are taken from SPARK without showing the detailed break up of the eligible claims, a separate register showing such break up shall be maintained by each DDO before processing bills of temporary employees through SPARK.

3. The new guidelines shall be followed with effect from the transactions starting from 1st October 2016 onwards.

(BY ORDER OF THE GOVERNOR)

A.R. AJAYAKUMAR
ADDITIONAL SECRETARY TO GOVERNMENT

To

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
All Heads of Departments.
All Departments of the Secretariat.
All District/Sub Treasury Officers (Through Director of Treasuries).
The Regional Director, Reserve Bank of India, Thiruvananthapuram -33.
The State Informatics Officer, NIC, Thiruvananthapuram.
The Director, Information & Public Relations Department (for Press release).
✓ The Nodal Officer, www.finance.kerala.gov.in
Stock File/Office Copy

Forwarded/By Order


Section Officer



GOVERNMENT OF KERALA

Abstract

Disbursement of salary and other entitlements of Government employees through Treasury / Bank Accounts - further orders- issued.

FINANCE (STREAMLINING) DEPARTMENT

G.O. (P) No. 57/13/Fin.

Dated, Thiruvananthapuram, 30.01.2013.

- Read:-1. G.O. (P) No. 658/10/Fin dated 3.12.2010.
2. G.O. (P) No. 402/11/Fin dated 23.09.2011.
3. Minutes of meeting held by Chief Secretary on 11/12/2012.
4. Circular No.65/12/Fin dated 1/11/2012.

ORDER

As per Government Order first read above, it was ordered that salary and other entitlements of all Self Drawing Officers in the State shall be disbursed only through their Treasury Savings Bank accounts. In the G.O. second cited, all Government employees including Self Drawing Officers were permitted to draw their salary and other entitlements through their accounts with Public Sector Banks if they desire so.

2. It has come to the notice of Government that, still huge amount of physical cash on account of salaries, is being handled in many offices. The meeting referred third cited has expressed concern over the risk involved in handling bulk cash for salary disbursement in offices and treasuries. It has also come to the notice of Government that, Drawing and Disbursing Officers are facing problems in handling huge amount of cash due to growing volume of salary and also the risk in retention of undisbursed amount in cash chests.

3. In the circular referred fourth above, use of SPARK has been made mandatory for all Government employees including those working in cheque-drawing departments. The SPARK is already enabled with the provision for drawing salary through banks.

4. In the above circumstances, all Govt employees including Self Drawing Officers who desire to draw their salary through their bank accounts are advised to make use of the facility provided in SPARK.

5. Those employees who prefer to claim their salary through bank accounts may furnish the details of their bank account to the Drawing and Disbursing Officers (DDOs) concerned who in turn shall upload the details of bank accounts into SPARK data base so as to generate necessary bank statements to facilitate crediting of salary to the respective accounts. Along with the salary bill the DDOs shall prepare and present to treasury, a consolidated statement of bank accounts (in duplicate) showing name of

employee, name of bank branch (with IFS code) and net amount payable. The SDOs shall directly enter the details of bank accounts in the SPARK and submit a bank statement as above to Treasury along with the salary bill.

6. The Treasury Officers, after verifying and passing the salary bill, shall ensure transfer credit, net amount of salaries payable, to the bank account of the employees as per the list furnished by the DDOs/SDOs. In the case of non- banking treasuries, the treasury officer shall obtain a consolidated POC for the amount to be transferred to bank from the treasuries to which such treasuries are attached to, and ensure credit the amount to the respective account electronically. After crediting the payments, Treasury officer shall return the duplicate copy of the statement to DDO/SDO recording confirmation of credit.

7. If the pay and allowances of the Government employees of an office are paid under this scheme by credit to the concerned bank account of the employee, the confirmation of credit issued by the treasury to DDO/SDO shall be a legal quittance for the purpose of payment of salary to that employee and no stamped acquittance need be maintained for this purpose.

8. The detailed procedures as envisaged in the Government Orders 1st and 2nd read above shall be followed while opening TSB accounts/bank accounts and disbursing salary and other entitlements.

9. Necessary amendments in codal provisions will be issued separately

BY ORDER OF THE GOVERNOR
Dr. V. P. JOY
Principal Secretary (Finance)

To

The Principal Accountant General (Audit) Kerala, Thiruvananthapuram.
The Accountant General (A&E) Kerala, Thiruvananthapuram.
All Heads of Departments.
All Departments of the Secretariat
The Director of Treasuries, Thiruvananthapuram.
All District / Sub Treasury Officers (through the Director of Treasuries)
✓The Nodal Officer, www.finance.kerala.gov.in
Stock file/Office copy

Forwarded/By Order,



Section Officer.



മഹാത്മാഗാന്ധി സർവകലാശാല

പുറത്തെഴുത്ത് നം. 927/CITAD-ASSISTANT/2018/CITAD

തീയതി. 30.01.2019

സർക്കാർ ജീവനക്കാർ ബാങ്ക് വഴി ശമ്പളവും മറ്റു അലവൻസുകളും വാങ്ങുമ്പോൾ റവന്യൂ സ്റ്റാമ്പ് ഉപയോഗിക്കേണ്ടതില്ല എന്ന് പരാമർശിക്കുന്ന സർക്കാർ ഉത്തരവ് GO(P) No. 57/2013/Fin Dated 30.01.2013, അക്വിറ്റൻസ് റോളും ക്യാഷ് ബുക്കും ഓഫീസുകളിൽ സൂക്ഷിക്കുന്നത് സംബന്ധിച്ചുള്ള സർക്കാർ ഉത്തരവ് GO(P) No. 138/2016/Fin Dated, 23.09.2016 എന്നിവ മഹാത്മാഗാന്ധി സർവകലാശാല ആക്ട് 1985 അദ്ധ്യായം III പരിച്ഛേദം 10.17 ൽ പ്രതിപാദിച്ചിരിക്കുന്ന അധികാരം ഉപയോഗിച്ച് സർവകലാശാലയിൽ നടപ്പിലാക്കുവാൻ വൈസ് ചാൻസലറുടെ ചുമതല വഹിക്കുന്ന പ്രൊഫസർ ഉത്തരവായിരിക്കുന്നു.

ഇതിൻപ്രകാരം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

MANOJ KUMAR K.S.
ASSISTANT REGISTRAR I ADMINISTRATION

പകർപ്പ് :

- 1.എല്ലാ വിഭാഗങ്ങളും ഡിപ്പാർട്ടുമെന്റുകളും സെന്ററുകളും
- 2.വൈസ് ചാൻസലർ പ്രോ വൈസ് ചാൻസലർ എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
- 3.രജിസ്ട്രാർ എഫ് ഒ സി ഇ എന്നിവരുടെ പേർസണൽ അസ്സിസ്റ്റന്റുമാർ
- 4.ജോയിന്റ് ഡയറക്ടർ , കേരളം സ്റ്റേറ്റ് ഓഡിറ്റ് ഡിപ്പാർട്ടുമെന്റ്, മഹാത്മാഗാന്ധി സർവകലാശാല
- 5.പി.ആർ.ഒ / സിസ്റ്റം അഡ്മിനിസ്ട്രേഷൻ / സി.എം.എസ് (വെബ്സൈറ്റിൽ അപ്ലോഡ് ചെയ്യുന്നതിനായി)
- 6.എഫ്.സി.സി./എ.സി.സി./ഫിനാൻസ് I / IV / ഓഡിറ്റ് I / IV / ഐ.ക്യൂ.എ.സി.
- 7.എഡി എ I /എഡി എ II /എഡി എ IV /എഡി എ V /എഡി സി. I/II/III
- 8.സ്റ്റോക്ക് ഫയൽ / റെക്കോർഡ്സ് സെക്ഷൻ/ ഫയൽ കോപ്പി

(ഫയൽ നം. 927/ADA3/2/2019/ADMN)

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ