



## മഹാത്മാഗാന്ധി സർവ്വകലാശാല

പുറത്തേഴുത്ത് നം. 20330/AD A3/4/2020/ADMIN

തീയതി 18.09.2020

ജീവനക്കാർ തെറ്റായി കൈപ്പറ്റുന്ന അധിക വേതനവും അലവൻസുകളും തിരിച്ചടയ്ക്കുന്നത് സംബന്ധിച്ച് സമ്മതപത്രം സമർപ്പിക്കുന്നതിനു നിർദ്ദേശിച്ചുകൊണ്ടുള്ള GO(P) No. 169/2019/Fin Dated, 13.12.2019 ഉത്തരവും ആയതിന്റെ സമയ പരിധി 30.09.2020 വരെ ദീർഘിപ്പിച്ചുകൊണ്ടുള്ള GO(P) No. 70/2020/Fin Dated, 02.06.2020 ഉത്തരവും സർക്കാർ പുറപ്പെടുവിച്ചിരുന്നു. ടി ഉത്തരവുകൾ, മിനിറ്റ്സ് ഇനം നം. 150/20.04/DDFS-20330/ADA3/4//2020 തീയതി 26.08.2020 പ്രകാരം സർവ്വകലാശാലയിൽ നടപ്പിലാക്കാൻ സിൻഡിക്കേറ്റ് തീരുമാനിച്ചിരിക്കുന്നു.

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

എ.എസ്. ചാവറ  
അസിസ്റ്റന്റ് രജിസ്ട്രാർ 1 (ഭരണം)  
രജിസ്ട്രാർക്ക് വേണ്ടി

പകർപ്പ്:

1. എല്ലാ വിഭാഗങ്ങളും ഡിപ്പാർട്ടുമെന്റുകളും സെന്ററുകളും
2. വി.സി./പി.വി.സി.എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
3. രജിസ്ട്രാർ/എഫ്.ഒ/സി.ഇ എന്നിവരുടെ പേർസണൽ അസിസ്റ്റന്റുമാർ
4. ജോയിന്റ് ഡയറക്ടർ ,കെ.എസ്.എ.ഡി.,മഹാത്മാഗാന്ധി സർവ്വകലാശാല
5. എ.ആർ./ഡി.ആർ./ജെ.ആർ.(ഭരണം/അക്കാദമിക്/ഫിനാൻസ്/പരീക്ഷ).
6. പി.ആർ.ഒ /സിറ്റാഡ്/സി.എം.എസ് (വെബ്സൈറ്റിൽ അപ്ലോഡ് ചെയ്യുന്നതിനായി)
7. എഫ്.സി.സി./എ.സി.സി./ഫിനാൻസ് 1/ഓഡിറ്റ് 1/5/ഐ.ക്യൂ.എ.സി.
8. എഡി എ1/എഡി എ2/എഡി എ4/എഡി എ5/എഡി സി.1/2/3/
9. സ്റ്റോക്ക് ഫയൽ /റെക്കോർഡ്സ് സെക്ഷൻ/ഫയൽ കോപ്പി.



## GOVERNMENT OF KERALA

### Abstract

FINANCE DEPARTMENT – THE KERALA SERVICE RULES –  
UNDERTAKING AGREEING TO REFUND EXCESS PAY AND  
ALLOWANCES MISTAKENLY PAID TO THE EMPLOYEES -  
FURNISHING OF – ORDERS ISSUED.

---

### FINANCE (RULES – A) DEPARTMENT

G.O.(P) No.169/2019/Fin

Dated, Thiruvananthapuram, 13/12/2019

### ORDER

During the service of an employee there may occur certain circumstances which lead to recovery of excess monetary benefits wrongfully extended to him due to various reasons such as irregular fixation of pay on promotion, revision of pension, grant of a status or grade which the employee concerned was not entitled to, payment of salary on a higher scale and other cases. When the excess payment is detected by the authorities, the excess amount will be recovered from him.

2. In certain cases such as, revision of pay and pension consequent on revision of pay scales, grant of time bound higher grade, sanction of pension etc., an undertaking is obtained from the employees to the effect that the excess pay and allowances/pension, if any, made to them will be refunded. But there are several other instances such as wrongful grant of increment, fixation of pay on promotion, payment of leave salary etc. where such prior undertaking agreeing to refund the excess payment is not obtained.

3. The Government have examined the matter in detail and are pleased to issue the following orders:

(i) All Non Gazetted employees, including those on deputation will furnish the undertaking in duplicate in the Form appended and one copy will be pasted in the service book of the employee with supporting entries in the service book and the other copy will be kept under the safe custody of Drawing and Disbursing Officer/Head of office. The Gazetted officers including those on deputation will furnish the undertaking in duplicate and one copy will be sent to the Accountant General through their Drawing and Disbursing Officers concerned and the other copy will be kept under the safe custody of Drawing and Disbursing Officer/Head of office. All the employees will submit the undertaking within three months from the date of this order. Increments accruing after three months from the date of this order will be sanctioned only after the undertaking is furnished.

(ii) The employees who are on leave or under suspension will furnish the undertaking within three months from the date of rejoining duty. Increments accruing after three months from the date of rejoining duty will be sanctioned only after the undertaking is furnished.

(iii) In the case of those who retire before the accrual of their next increment, their terminal surrender of earned leave will be sanctioned only after the undertaking is furnished.

(iv) In the cases not covered under Para 3 ( i), (ii) and (iii), last month's salary will not be processed until the Undertaking is furnished.

4. The Chief Project Manager, SPARK will ensure compliance of these directions in SPARK.

5. Necessary amendments to the Kerala Service Rules will be issued separately.

(By order of the Governor)  
**SANJEEV KAUSHIK IAS**  
**Principal Secretary (Finance)**

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram  
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy  
Secretaries and Under Secretaries to Government  
All DDOs

The Chief Project Manager, SPARK  
All Heads of Departments  
All Departments and Sections of the Secretariat.  
The Director of Treasuries, Thiruvananthapuram.  
The Secretary, K.P.S.C, Thiruvananthapuram (with C.L.).  
The Registrar, University of Kerala/Kochi/Calicut/MG/Kannur/Kerala  
Agricultural University, Thrissur/Kerala Veterinary University/Health  
University (With C.L.)  
The Registrar, High Court (With C.L)  
The Private Secretaries to the Chief Minister and other Ministers.  
The Private Secretary to Speaker, Deputy Speaker. the Leader of  
Opposition and Government Chief Whip.  
The Director of Public Relations, Thiruvananthapuram.  
The Secretary to Governor.  
All District Treasuries/Sub Treasuries  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
The Stock File/Office Copy. (E.No. 1168356)

Forwarded / By order,



Accounts Officer.

**ANNEXURE**

**UNDERTAKING (vide G.O.(P) No.169/2019/FIN dated 13/12/2019)**

*I hereby undertake that in the event of my pay, leave salary or pension or any other item having been fixed in a manner contrary to the provisions contained in the rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payment due to me or in cash.*

*Date:*

*Place:*

*Signature :*

*Name :*

*Designation:*

*PEN :*

*Countersignature of Drawing and Disbursing officer/Head of office with date*

*Name :*

*Designation:*

*PEN :*



## GOVERNMENT OF KERALA

### Abstract

FINANCE DEPARTMENT –KERALA SERVICE RULES – UNDERTAKING AGREEING TO REFUND EXCESS PAY AND ALLOWANCES MISTAKENLY PAID TO THE EMPLOYEES  
-SUBMISSION OF UNDERTAKING – TIME PERIOD EXTENDED-ORDERS ISSUED.

---

### FINANCE (RULES – A) DEPARTMENT

**G.O.(P) No.70/2020/Fin**

**Dated, Thiruvananthapuram, 02/06/2020**

---

Read 1: G.O(P).No.169/2019/Fin dated 13/12/2019

### ORDER

Government have directed all employees by the G.O cited to submit an undertaking within three months from the date of that order, agreeing to refund payment of excess pay or leave salary or pension or anyother item mistakenly paid to them.

Government are now pleased to extend the time limit for submission of the undertaking till 30.09.2020. Increments accruing after 30.09.2020 will be sanctioned only after the undertaking is furnished. All other conditions in the Governement order read above will remain unchanged.

The G.O cited will stand modified to this extent.

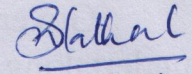
(By order of the Governor)

**RAJESH KUMAR SINGH IAS**  
**ADDITIONAL CHIEF SECRETARY**

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram  
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy  
Secretaries and Under Secretaries to Government  
All DDOs  
The Chief Project Manager, SPARK  
All Heads of Departments  
All Departments and Sections of the Secretariat.

The Director of Treasuries, Thiruvananthapuram.  
The Secretary, K.P.S.C, Thiruvananthapuram (with C.L.).  
The Registrar, University of Kerala/Kochi/Calicut/MG/Kannur/Kerala  
Agricultural University, Thrissur/Kerala Veterinary University/Health  
University (With C.L.)  
The Registrar, High Court (With C.L)  
The Private Secretaries to the Chief Minister and other Ministers.  
The Private Secretary to Speaker, Deputy Speaker. the Leader of  
Opposition and Government Chief Whip.  
The Director of Public Relations, Thiruvananthapuram.  
The Secretary to Governor.  
Web and New Media  
All District Treasuries/Sub Treasuries  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
The Stock File/Office Copy. (E.No. 1490206)

Forwarded / By order,



Accounts Officer.