

GOVERNMENT OF KERALA

Finance (FBS) Department

CIRCULAR

No. 78/80/Fin.

Dated, Trivandrum, 7th November, 1980.

Sub:- Family Benefit Scheme- Maintenance and reconciliation of accounts relating to the scheme- Reg.

*Ref:-*1. G.O. (P) 405/77/Fin. dated 19-10-1977.

2. G.O. (P) 412/78/Fin. dated 11-4-1978.

3. G.O. (MS) 413/78/Fin. dated 11-4-1978.

4. G.O. (P) 700/78/Fin. dated 18-9-1979.

5. Letter No. Co-ord. III/15-102/346/266 dated 28-6-1978 from Accountant General, Kerala.

6. Letter No. Co-ord. III/15-102/479/701 dated 3-11-1978 from Accountant General, Kerala.

7. D.O. letter No. Co-ord. III/15-102/II/507/934 dated 1-1-1979 from Senior Deputy Accountant General (Accounts), Kerala.

8. Letter No. Co-ord. III/15-102/71/526 dated 21-6-1979 from Accountant General, Kerala.

As per the orders in vogue, all Drawing and Disbursing Officers have to maintain the Register-cum-Broadsheet for accounting the monthly deductions of subscriptions and payments made in respect of subscribers under Family Benefit Scheme (both Gazetted and Non-gazetted) attached to their offices and the total amount of deductions as well as payments made as per the Register-cum-Broadsheet have to be reconciled every month with the Treasury figures under attestation of the Drawing and Disbursing Officer concerned. The Accountant General, Kerala has also pointed out with reference to paragraph 74 of the Kerala Budget Manual, the necessity for the reconciliation of monthly transactions under the Scheme and requested to formulate a system for the prompt and regular reconciliation of the departmental figures with those booked in his office.

2. After examining the question in detail, following instructions are issued for the guidance of all Drawing and Disbursing Officers and others concerned, in order to facilitate the reconciliation promptly and properly.

(i) All The Drawing and Disbursing Officers should report to the Finance Department the details of receipts and disbursements as per the Register-cum-Broadsheet in respect of each month after proper reconciliation of those figures with the figures booked in the Treasury before 15th of the next month in the form attached. The Finance Departments, in turn, will post the figures received from the departmental officers Treasury-wise and also the figures received from the Accountant General in the registers maintained by this Department. The Treasury-wise statements thus consolidated will be checked with the statements received from the Accountant General

and the discrepancies, if any, found will be got rectified by taking appropriate actions and the final reconciliation certificate will be issued by the Finance Department to the Accountant General.

- (ii) With the help of the Treasury-wise statements, Finance Department will also prepare the District-wise figures and check them with the statement received from the Director of Treasuries. The discrepancies found out in this process will be got rectified by taking necessary action by the Finance Department.
- (iii) For the Prompt action as indicated above, it is necessary to ensure that the Register-cum-Broadsheet is maintained properly in the prescribed register obtained from the Government Press. So all the Drawing and Disbursing Officers should take proper care for the maintenance of accounts under the Family Benefit Scheme in the prescribed register and for the reconciliation of their figures with the figures of the Treasury every month under their attestation. The Treasury Officers will give necessary facilities for the staff who contacts them for reconciliation. The Heads of Departments and Offices/Drawing and Disbursing Officers should make available all records in respect of Family Benefit Scheme and should give all co-operation and facilities for the conduct of the inspection in their office as and when the officers of this Department call at their offices.

3. All Heads of Departments may also furnish to this Department within a fortnight positively a complete list of all Drawing and Disbursing Officers now under their control, indicating their designations and official addresses.

4. The Accountant General, Kerala, Trivandrum as promised in letter fifth cited, will arrange to furnish to the Finance Department the Treasury- wise break up of credits and debits booked in his office after the close of accounts for each month.

5. The Director of Treasuries will however continue to furnish all the statements that are being sent to this Department. The Treasury-wise figures should include both credits and debits.

By order of the Governor,
S.PADMAKUMAR,
Special Secretary (Finance).

To

The Accountant General, Kerala, Trivandrum
All Heads of Departments and Offices
All Departments and Sections of the Secretariat
The Registrar, High Court, Ernakulam (with C.L.)
The Registrar, University of Kerala/Cochin/Calicut (with C.L.)
The Registrar, Agricultural University, Mannuthi, Trichur (with C.L.)
The Advocate General, Ernakulam (with C.L.)
The General Manager, Kerala State Road Transport Corporation, Trivandrum
(with C.L.)

The Secretary, Kerala Public Service Commission (with C.L.)
The Secretary, Vigilance Commission (with C.L.)
The Secretary, Kerala State Electricity Board, Trivandrum (with C.L.)
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and
Under Secretaries to Government.
The Private Secretaries to the Chief Minister and other Ministers
The Secretary to the Governor.
The Stenographer to the Chief Secretary
The Director of Public Relations.

FORM

(Vide para 2 of the Circular No. 78/80/Fin. dated 7-11-1980)

Family Benefit Scheme-Reconciliation Statement for the Month of

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|--|------------------------------|
| 1. Head of Account | 811(b) Family Benefit Scheme |
| 2. Name of Department | |
| 3. Name, Designation and Address of the
Drawing and Disbursing Officer | |
| 4. Name of District | |
| 5. Name of Treasury in which transactions made | |
| 6. Details of receipts (Subscriptions) | |
| (a) Amount deducted in the Establishment bill in
respect of Non-Gazetted Officers | Rs. |
| (b) Remittance of receipts in respect of Non-
Gazetted Officers on deputation | Rs. |
| (c) Amount deducted in the salary bills in respect
of Gazetted Officers | Rs. |
| (d) Remittance of receipts in respect of Gazetted
Officers on deputation | Rs. |
| Total receipts (a+b+c+d) | |
| 7. Details of disbursements: | |
| (a) <i>Payment made in death cases:</i> | |
| (i) Gross Amount | Rs. |
| (ii) Amount adjusted | Rs. |
| (iii) Net amount paid | Rs. |
| (b) <i>Payment on closure of accounts on retirements:</i> | |
| (i) Subscriber's share | Rs. |
| (ii) Government contribution | Rs. |
| (c) <i>Refunds with details</i> | Rs. |
| Total disbursements (a+b+c) | Rs. |
| 8. Date of reconciliation | |
| 9. Remarks | |

Signature

*With Name and Designation of the
Drawing and Disbursing Officer.*

Place:

Date: