



GOVERNMENT OF KERALA  
Abstract

Finance Department- Bringing establishment claims of Cheque Drawing Departments such as PWD, Forest Department, etc. under bill system - orders issued.

FINANCE (STREAMLINING) DEPARTMENT

G.O. (P) No. 265/2014/Fin.

Dated, Thiruvananthapuram, 7.7.2014.

- Read :- (1) G. O. (P) No. 298/2010/Fin. dated 24.05.2010.  
(2) G. O. (P) No. 20/2013/Fin. dated 7/01/2013.  
(3) G. O. (P) No. 622/2013/Fin. dated 19/12/2013.

ORDER

At present, cheque drawing departments such as Public Works Department, Irrigation Department, Forest Department, Harbour Engineering Department, etc. are not submitting bills relating to various claims for the scrutiny of treasuries before passing. Instead, designated officers of these departments, act as treasury officers and bills are prepared and passed by themselves. After passing of such bills, the cheque issuing officer, issues treasury cheque for the payment against which treasury officer issue Pay Order Cheques (POC) to banks.

2. With the introduction of National Pension Scheme (NPS) for State Government Employees vide Government orders read above, employee contribution along with Government contribution has to be deducted and deposited to the pension account through a trustee bank. As per the G.O. third cited detailed accounting procedures were issued in respect of NPS transactions in the state. Accordingly Treasury officers have been designated as nodal officers responsible for transmitting the contributions of employees with matching Government contribution to the trustee Bank. This necessitates

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routing of salary claims of staff working under cheque drawing departments also through treasuries to upload the NPS details of staff under these departments to Central Record keeping Authority (CRA) and Trustee Bank.

3. Further, electronic submission of bills to treasuries has been made mandatory and treasuries have been directed to furnish details of deductions made from salary bills electronically to stakeholder departments/Agencies such as AG, LIC, State Insurance Department, etc. The consolidation of accounts at a single point is required for easy compilation and onward submission to stakeholder departments.

4. In view of the above, Government hereby order that, establishment claims of all cheque drawing departments will be brought under bill system with effect from the salary claims of August 2014 onwards. Director of Treasuries shall instruct all treasury officers not to honor any cheques received from cheque drawing departments relating to establishment claims from 1/09/2014 onwards and make necessary assistance for smooth changeover to the new system.

5. The following instructions are issued for the smooth transition to the new system.

1. The Heads of cheque drawing departments shall furnish the details of heads of accounts operated by them for drawing their establishment claims to Director of Treasuries.
2. The Director of Treasuries, upon the receipt of such details, shall make necessary arrangements to populate these heads of accounts in Treasury Information System so as to facilitate online submission of these bills to Treasuries.

3. All DDOs/SDOs shall submit the prescribed application form and obtain DDO code from the treasuries to which they are attached.
4. All DDOs in cheque drawing departments shall also obtain bill books from the respective treasuries.
5. The DDOs shall maintain separate cash books prescribed in Kerala Treasury Code for bills claimed through treasuries.
6. The Chief Controlling Officers of cheque drawing departments shall submit necessary allotment letters to respective Treasuries for honouring bills relating to non salary establishment payments.
7. The DDOs shall furnish copies of LPC of SDOs and a copy of pay slips of SDOs duly countersigned by them to the treasuries so as to verify the salary claims at treasury end.
8. The SDOs not having any Treasury /bank account shall open an account for crediting their salary claims.
9. The Director of Treasuries shall submit the list of offices come under cheque drawing departments attached to each treasuries to Accountant General who in turn shall forward copies of fresh pay slips of SDOs to the respective treasuries.
10. Hereafter deductions under NPS in respect of employees working under cheque drawing departments shall be done by the Treasury officers as in the case of other employees. Separate orders will be issued in respect of recovery of arrears of contribution to National Pension Scheme.
11. The DDOs shall liaise with concerned treasury officers and sort out any residual issues that may crop up in this regard.

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6. The above instructions should be strictly complied so that the new dispensation can be made operational with effect from September 2014.

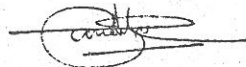
By order of the Governor,

V. SOMASUNDARAN  
Additional Chief Secretary (Finance).

To

- The Principal Accountant General (A&E/ G&SSA) Kerala, Thiruvananthapuram
- The Accountant General (E&RSA) Kerala, Thiruvananthapuram
- All Heads of Departments.
- All Departments of the Secretariat
- The Director of Treasuries, Thiruvananthapuram.
- All District / Sub Treasury Officers
- The Chief Engineer, PWD/Irrigation/Harbour Engineering, Thiruvananthapuram
- The Principal Chief Conservator of Forests, Thiruvananthapuram
- The Senior Divisional Manager, LIC Divisional Office, Thiruvananthapuram
- The Chief Post Master General, Kerala, Thiruvananthapuram
- The Director of Insurance Department, Thiruvananthapuram
- The Director, I & PRD, Kerala (for press release)
- ✓The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)
- Stock File /Office Copy

Forwarded/ By Order,



Accounts Officer.

അയ്യപ്പൻ മേനോൻ നമ്പ്യാ, PCA 7583/2012 തീ. 15-7-2014

- മുഖ്യ PCUF മന്ത്രി
- മുഖ്യ APUF മന്ത്രി
- മുഖ്യ CUF മന്ത്രി
- മുഖ്യ CF മന്ത്രി
- മുഖ്യ DFO മന്ത്രി

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15/7/14  
APUF (FMIS)