



GOVERNMENT OF KERALA  
Abstract

Kerala Treasury Code Volume I – Disbursement of entitlements of Non-Gazetted employees of all Government Department through Banks - sanctioned – Revised orders issued.

FINANCE (STREAMLINING) DEPARTMENT

G.O.(P) No. 439/09/Fin.

Dated Thiruvananthapuram 12.10.2009.

Read:- 1) G.O.(MS) No.571/2007/Fin dated 29.11.2007

2) Letter No.Co-ordnVI/17-46/Vol58/131 dated 4.2.2008 from the  
Accountant General (A&E), Kerala.

**ORDER**

In the Government Order 1<sup>st</sup> paper above sanction has been accorded to operationalise the system of disbursement of entitlements except retirement benefits of the non-gazetted employees of the High Court of Kerala through bank. The Accountant General (A&E), Kerala in the letter cited has suggested certain modifications to be made in the Government Order. Now several Head of Departments have also requested sanction for disbursement of pay and allowances of the Non-Gazetted employees through Nationalised banks.

2.Government have examined the matter in detail and are pleased to issue the following revised orders to operationalise the system of disbursement of entitlements except retirement benefits of Non-Gazetted employees of all Government Departments who are willing to switch over to the new system of payment through Banks.

The existing Rule 163 (k) Kerala Treasury Code Volume I shall be modified as follows:

"Recoveries from the salary of government servants on account of dues to co-operative societies registered under the various Co-operative Societies Acts where such Acts impose a statutory obligation on the Government to make such deductions shall be made by the drawing and disbursing officers or **the authorized banks** in the case of Non-Gazetted Government servants who do not draw their own bills, and in other cases by

the Treasury Officers or other disbursing officers concerned, as the case may be, in accordance with such procedure as may be laid down by Government from time to time".

3. First paragraph of Rule 432 (a) Kerala Treasury Code Volume I shall be modified as follows:

"The head of an office is personally responsible for all moneys drawn as pay, leave salary, allowances etc on an establishment bill signed by him or on his behalf until he has paid them to the persons who are entitled to receive them **or credited them to the bank account of the persons who are entitled to receive them** and has obtained their acknowledgement, duly stamped when necessary. **If disbursement of the amount drawn in the bill is through the authorised bank by crediting the amount to the savings bank account of the persons who are entitled to receive them, the Drawing and Disbursing Officer shall be personally responsible for obtaining the details of amount credited to the savings bank account of the employees concerned.** These acknowledgements shall be taken as a rule on the office copy of the bill. When the head of the office concerned considers that an establishment is so large, or scattered that the payees acknowledgements cannot, without undue inconvenience, be obtained on the office copy of the bill, he shall maintain a separate acquittance roll in Form TR 95 and obtain the payees' acknowledgements in it. **In offices where the entitlements are disbursed through banks, acknowledgements shall be obtained on the office copy of the bill or on the acquittance roll in Form TR 95 after getting the credit details from the Bank.**"

4. In order to implement the system of disbursement of entitlements except retirement benefits of non-gazetted employees through an authorized bank, the following procedures shall be followed.

i. The Drawing and Disbursing Officer concerned shall present the bills relating to the above personal claims of Non-Gazetted employees through the bill book to the Treasury Officer for passing the bills after exercising the prescribed checks, together with the authorisation in favour of the Bank Manager to encash and credit the proceeds of the bill in accordance with the statement attached. Together with the bill, the Drawing and Disbursing Officer will present a statement containing the details relating to each employee such as full name with initials, designation, Savings Bank account No, Net amount due to the individual as per the bill, details of amount to be deducted from the net amount, (such as Co-operative recoveries, Profession tax etc), the name and address of those to whom these amounts are payable, and the mode of payment (DD/account transfer etc) and the final amount to be credited to the savings bank account of the persons concerned. If required by the bank, these details shall be made available in a floppy disk/CD also.

ii. The Drawing and Disbursing Officers shall ensure that the net amount, after co-operative and other recoveries, due to the employees is credited to the individual account concerned and also that recoveries effected from the net amount of the bill are remitted by the bank to the societies or other agencies concerned under proper acknowledgement.

iii. The procedure now followed by Treasury will continue and will issue Pay Order Cheque to the Bank. In the Pay Order Cheque "Pay Rs. .... in cash" shall be replaced by "Pay Rs. ....by crediting to SB account and Rs. .... by DD / account transfer"

iv. After effecting the deductions from the net amount towards dues to the Societies or other agencies in accordance with the statement furnished by the Drawing and Disbursing Officer, the bank will credit the amount to the Savings Bank account of the employees concerned. The Bank will ensure, in the case of pay and allowances, that credit is allowed only on the date due for disbursement of salary.

v. The Bank will furnish to the Drawing and Disbursing Officer, a certified statement containing the details of credit particulars, and

remittances of deductions made as per the statement in respect of each employee after remitting the deductions made from the 'net amount' to the institutions concerned, in the format in which the details were furnished by the Drawing and Disbursing Officer.

vi. The services rendered by the banks will be free of service charges.

vii. The Drawing & Disbursing Officer, and the authorised Bank will enter into a comprehensive agreement before introducing the system.

5. The procedure mentioned above will be made applicable to the Non-Gazetted employees of the High Court of Kerala also. The Government order dated 29.11.2007 read above is modified to the above extent.

6. Suitable amendments to the relevant rules in Kerala Treasury Code will be issued separately.

BY ORDER OF THE GOVERNOR,

ISHITA ROY  
SECRETARY, FINANCE (EXPENDITURE)

To

The Principal Accountant General (A&E/Audit) Kerala, Thiruvananthapuram.  
The Accountant General (A&E/Audit) Kerala, Thiruvananthapuram.  
All Heads of Departments.

The Director of Treasuries, Thiruvananthapuram.

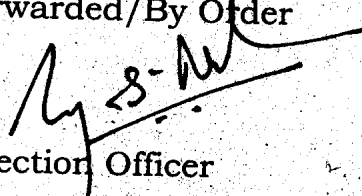
The Chief Manager, State Bank of India, Thiruvananthapuram / State Bank of Travancore, Thiruvananthapuram

The Manager, State Bank of India, Ernakulam / Thiruvananthapuram

All District Treasury Officers / Sub Treasury Officers (through the Director of Treasuries).

The Nodal Officer, Finance Department  
Stock file/Office copy.

Forwarded/By Order

  
Section Officer