GOVERNMENT OF KERALA

Abstract


FINANCE (STREAMLINING) DEPARTMENT


Read:-  
(1) Circular No. 92/2009/Fin dated 2.11.2009
(2) G. O. (P) No. 76/2014/Fin dated 21.2.2014.
(3) Minutes of the meeting on IFMS held on 3.06.2015

ORDER

The Government have already embarked upon the implementation of IFMS (Integrated Financial Management System), which envisages automation and integration of treasury related transactions of all the stakeholder departments and Agencies like Government of India, RBI, AG, Banks, Treasuries, LIC, etc. As a part of this, e-treasury, online budget preparation, etc. have already started functioning. The salary processing through SPARK and online submission of salary bills have been made mandatory since October 2014. The Government also took in principle decision to switch over to a centralised salary processing system for the disbursement of salary and other entitlements of all state Government employees.

2. The compilation of treasury accounts is now done electronically and stakeholder departments and agencies can access the electronic data once IFMS is fully operational. The total number of account generating points has to be brought down to bare minimum for effective compilation of accounts. Further, the number of treasury bills has also to be reduced for efficient management of treasury transactions. In consonance with the above objectives, the Government now decided to bring down the number of drawing and disbursing officers to bare minimum. Further, majority of Self Drawing Officers (SDO) like Doctors, Engineers, Teachers, etc. often depend other staff members for preparation of their salary bills due to their professional engagements and they can better focus on their core activities, if they are relieved of this routine activity. Government of India and many State Governments have already dispensed with SDO system long ago. Since salary bills of all staff members are processed in an automated environment through SPARK, preparation of SDO bills using this system will not involve any substantial additional work load. Considering all the above, weekly review meeting on IFMS held with Director of Treasuries, Accountant General, etc. vide reference third cited has decided that the drawal and disbursement of salary and other entitlements of all employees, including SDOs in an office shall be brought under the respective Drawing and Disbursing Officer (DDO) of each office.

3. In view of the foregoing, Government are pleased to dispense with SDO system in a phased manner as shown in the Annexure. Hereafter the drawal and disbursement of salary and other entitlements of all staff members, including gazetted officers in an office is entrusted with the respective DDO of that office. The treasuries shall not accept the bills prepared by Gazetted Officers from the date specified in the annexure. Consequent to the introduction of new system, the DDOs shall prepare separate salary bills, one for Non Gazetted Officers and the other for Gazetted Officers both in the slightly modified TR 51 bill form appended to this order. The simplified bill form TR 46 (a) introduced vide Government Order read second above, to prepare salary claims of Gazetted officers will stand withdrawn from the date of changeover into the new system.
4. The salary bills of Gazetted Officers shall continue to be prepared based on the pay slip authorised by AG. The Gazetted Officers shall make available a copy of their latest pay slip to the DDO of the office in which they are now working, to prepare their salary claims. In future AG shall send pay slip directly to the DDOs concerned instead of sending the same to treasury. However, no authorisation from AG is required for claiming annual increments as ordered in the circular read first above.

5. Hereafter issuance of NLC, LPC, effecting Co-operative recovery, filing of TDS returns, etc. in respect of all staff members including Gazetted Officers shall be the responsibility of the DDOs concerned.

6. The detailed guidelines for the implementation of the new system are attached as Annexure to this order.

7. Necessary amendments to codal provisions will be issued separately.

By Order of the Governor,
Dr. K.M. ABRAHAM
Additional Chief Secretary to Government

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 Sub Treasury Officer, Secretariat Sub Treasury, Thiruvananthapuram
The District Treasury Officer, Thiruvananthapuram.
The Secretary, General Administration Department
The State Informatics Officer, NIC, Thiruvananthapuram
The Chief Project Manager, SPARK, Uppalam Road, Thiruvananthapuram
The Senior Divisional Manager, LIC, Divisional Office, Pattom, Thiruvananthapuram.
The Chief Post Master General, Kerala, Thiruvananthapuram.
The Director of Insurance, Thycud, Thiruvananthapuram.
The Director, I&PRD (for press release)
Finance (Accounts - A&B) Department
The Nodal Officer, www.finance.kerala.gov.in
Stock File /Office Copy

Forwarded/By Order,

Section Officer.
Annexure

1) The new system will be put into operation in a phased manner as detailed below.
   From 15/09/2015 Finance Department in Government Secretariat.
   From 01/10/2015 all offices under Sub Treasury, Secretariat.
   From 01/11/2015 all offices under District Treasury, Thiruvananthapuram
   From 01/12/2015 all departments and offices in the State.

2) After 01/12/2015, the bill generation facility provided for self drawing officers in SPARK will
   be fully withdrawn. However Gazetted Officers can view their claims using the SPARK login
   facility.

3) The NIC shall make necessary modifications in the SPARK application to generate single bill
   of all Gazetted Officers for each DDO.

4) From December 2015 onwards, the Accountant General shall send copies of the payslip
   (including surrender leave salary slip, etc.) in respect of all Gazetted Officers directly to the
   DDOs of the office in which the gazetted officer is presently working along with a copy to
   the officer concerned.

5) All personal claims of Gazetted Officers such as TA, GPF, Medical reimbursement, etc. will
   also be preferred by the DDOs concerned under the new system.

6) The arrear claims, if any pertaining to the period prior to 1/12/2015 shall also be preferred by
   the DDO concerned.

7) The salary deduction statements pertain to SLI, LIC, GIS, GPF, FBS, etc. generated from
   SPARK and attested by DDOs shall be accepted by all account keeping authorities as proof of
   remittance to set right missing credits.

8) The establishment claims of both Gazetted and non Gazetted officers shall be prepared and
   presented to the Treasury by the Account Sections of Department / Offices concerned.

9) The DDO concerned shall draw and credit the salary and other entitlements of Gazetted
   officers including AIS officers to their existing bank / treasury account.

10) Any clarification in this regard shall be addressed to Government in Finance (Streamlining)
    Department.
Below Rs.

Form TR 51
[Vide GO (P) No.39/1/2015/Fn dated, 07.09.2015]

DETAILED PAY BILL OF GAZETTED/ NON-GAZETTED
ESTABLISHMENT WAGES

Name Of Treasury: ____________________________

Computer Sequence No./Token No. ____________ Date: __________

Scroll No.: ___________

Dept Code: ___________

Name of Office: Bill No: ___________

Head of Account: ___________

DDO Code: ___________

Plan(P)/Non-Plan(N): ___________

Voted(v)/Charged(c) V

CPS/SS: ___________

Received for the Period (From) ____________ (To) __________

ABSTRACT OF THE BILL

<table>
<thead>
<tr>
<th>CODE</th>
<th>A. DUES</th>
<th>Total in Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay</td>
<td>701</td>
</tr>
<tr>
<td>22</td>
<td>DA</td>
<td>129</td>
</tr>
<tr>
<td>23</td>
<td>HRA</td>
<td>324</td>
</tr>
<tr>
<td>20</td>
<td>Other Allowances 20</td>
<td>303</td>
</tr>
</tbody>
</table>

Total A Gross: ___________

Total B: ___________

Total = A - B: ___________

Received: ___________

Rupees: ___________

Signature, Name and Designation of Drawing and Disbursing Officer: ____________________________

FOR TREASURY USE ONLY

Pay: ____________ (Rupees) only

In Cash/Cheque: ____________ (Rupees) only

by RRR and ____________ (Rupees) only

POC No: ____________

Accountant: ____________

Treasury Officer: ____________

Received Pay Order Cheque: ____________

Signature of Recipient: ____________________________

Accountant: ____________________________

Receiver Pay Order Cheque issued by ____________________________

Signature of messenger: ____________________________

Signature of the Drawing Officer: ____________________________

Signature of countersigning Authority with Name, Designation and Date: ____________________________

SPACE FOR COUNtersIGNATURE

Signature of Countersigning Authority with Name, Designation and Date: ____________________________

Allotment Details (For wages claim): ____________________________

Total Number of Employees, Category wise: ____________________________

Appropriation for current year: ____________________________

Expenditure excluding the bill: ____________________________

Expenditure including the bill: ____________________________

Balance: ____________________________

Signature: ____________________________

Commonly used Dues and Deduction and Deductions: ____________________________

Signature: ____________________________

Space for endorsement

Please pay the amount to Sri./Smt. ____________________________, whose signature is attested.

Contents received

Signature of the messenger: ____________________________

Signature of the Drawing Officer: ____________________________

Signature of messenger: ____________________________

NB: If any certificate is required to be attached in the bill, it should be written, giving SLNo. starting from (vii)