

# GOVERNMENT OF KERALA

Finance (Establishment-B) Department

## C I R C U L A R

No.69/94/Fin.

Dated, Thiruvananthapuram, 7<sup>th</sup> December, 1994.

Sub:- Duties and Powers of Financial Assistants/Finance Officers Instructions – Reiterated.

Ref:- G.O.(P) No.388/92/Fin dated 6-5-1992.

As per the Government Order cited, Government have prescribed the duties and powers of Financial Assistant/Finance Officers in the various Departments to enable them to discharge their functions purposefully and effectively. In the third paragraph of the Government Order it is specifically stated that all files involving financial aspects should be marked to the Financial Assistants. Finance Officers for their opinion at the appropriate stage and should have the benefit of their scrutiny.

2. It has however been brought to the notice of Government that in certain Departments the Financial Assistants/Finance Officers are not given the necessary facilities to discharge their duties properly. It is reported that in certain departments files having financial implications are not shown to them by the other departmental officers. Nor are they associated with the formulation and implementation of plan schemes in these Departments. Proposals having huge financial implications are some time disposed of by the other departmental officers without consulting the finance wing.

3. It has been specifically brought to the notice of Government that in certain Departments the departmental officers are not routing files through the financial Assistants. Finance officers in respect of the following items.

- (i) Formulation of new schemes and projects
- (ii) Allocation of funds for various schemes
- (iii) Investigation sanction for schemes/works
- (iv) Administrative sanction of new schemes
- (v) Acceptance of quotations or tender for works or supplies
- (vi) Waiving of tender formalities in special cases.

4. It may be seen that if the files relating to the above mentioned items are not scrutinized by the financial Assistants/Finance Officers, the very purpose of appointing them in the Departments will be totally defeated.

5. It is hereby reiterated that all the Heads of Departments should ensure that the Financial Assistants. Finance Officers working in their Departments are enabled to perform their duties and exercise their powers effectively. If any failure in this regard, comes to the notice of Government it will be viewed most seriously and will invite stringent action against the heads of departments and other departmental officers who are responsible for the laps.

By order of the Governor,

R. RAMACHANDRAN NAIR,  
Chief Secretary.

To

All Heads of Departments/Officers etc.

**Endt. on No.D1-1861/95 (K.Dis) Dated 25-1-1995**

Copy Communicated to all Sub Officers of the department.

Copy to All Branch Officers, Senior Finance Officer

Copy to Senior Administrative Officer and Administrative Assistant.

Stock file