

# GOVERNMENT OF KERALA

## Finance (P.F) Department CIRCULAR

*No 75/93/Fin*

*Dated, Thiruvananthapuram 9th November, 1993*

Sub:-Deficiencies noticed in the inputs received in Accountant General's Office from the Heads of Departments/Controlling Officers/Drawing and Disbursing Officers- Instructions issued

Ref:-1. Circular No.66/91/Fin dated 27-12-1991.  
2. Circular No.61/92/Fin dated 1-12-1992  
3. Circular No.15/93/Fin dated 11-3-1993  
4. Letter No.FM 11/9-451/93-94/26 dated 18-5-1993 from the Accountant General (A & E) Kerala, Thiruvananthapurampuram.

The Accountant General in his letter cited has reported that the following defects/omissions have been noticed in the input materials in respect of Chalan Remittance and N.R.A. sanction received in his office.

### *A. Chalan Remittances:*

The remittances made by foreign employers like D.R.D.A etc., in respect of educationists it is often found that remittances in favor of several subscribers who have come from different departments are included in a single chalan. Invariably this results delay in accounting the credits in subscribers individual General Provident Fund accounts maintained in different sections. This difficulty can be avoided if recoveries from each deputationist is remitted to treasury in separate chalan. So in respect of deputationists, remittance must be made for each subscriber separately

### *B.N.R.A. sanctions:*

1. Statements of recoveries/withdrawals attached to the N.R.A. sanctions/Closure application are incomplete.

2. The purpose for which the N.R.A. is sanctioned, is not seen specified in some sanction order; where as in certain other cases designation, address etc. of the drawing officer and the name of treasury where payment is to be authorized are not specified, as well

3. In some cases, the statements of recoveries/withdrawals attached to N.R.A sanctions are prepared in a vague manner, without giving the month wise details of remittances, details of the withdrawals made (viz. No. & date of sanction, amount, date of encashment of bill, name of treasury etc.), details of D.A. credited to General Provident Fund etc. since the last credit card. The Heads of Department/Sanctioning Officers are

directed to furnish the details in the Performa annexed to this circular to facilitate speedy processing of N.R.A./Closure cases.

4. Complaints are often received from the subscribers working in the Police Department that the missing credits as noted in the latest credit card are not taken into account for arriving at the balance at credit for sanctioning N.R.A. Department officers are directed to take into account the missing credits which are specifically noted in the officers last credit card for reckoning the balance at credit for sanctioning N.R.As.

The heads of departments/sanctioning authorities are instructed to incorporate a clause in the N.R.A. sanction to the effect that the amount of advance sanctioned is subjected is subject to the availability of balance as per the records of the Accountant General (A & E) and the records made available which include certified statements of credits and debits (certified by the Treasury Officer in the case of Gazetted Officers and the Drawing and Disbursing Officers in the case of Non Gazetted Officers) being sent along with such sanctions.

All Heads of Departments, Controlling Officers, Drawing and Disbursing Officers are requested to avoid the defects pointed out by the Accountant General in Government Circular No 66/91 Fin.dated 27.12.1991 and circular no.. 61/928/Fin. dated 1-12-1992, Circular No. 15/93/Fin. dated 11-3-1993 and scrupulously follow the instructions in the circular also while preparing the input materials relating to General Provident Fund.

E.K. PRAKASH,  
*Additional Secretary to Government*

To

The Accountant General (A & E) Audit, Kerala, Thiruvananthapuram

All Heads of Departments and Officers

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, Gandhiji University, Kottayam (with C.L)

The Advocate General, Kerala, Ernakulam (with C.L)

The Register. Agricultural University, Mannuthy, Trissur (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, Thiruvananthapuram

The General Manager, Kerala State Road Transport Corporation,  
Thiruvananthapuram.

The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government

The Secretary to Governor

The Private Secretaries to Chief Minister and other Ministers

The Private. Secretary to the Leader of Opposition,

The Under Secretary to the Chief Secretary

The Stock file