

GOVERNMENT OF KERALA

Finance Department

CIRCULAR

No. 55/78/Fin

Dated, Trivandrum, 19 th July, 1978.

Sub:- Family Benefit Scheme for the Government Employees Inspection of Accounts-
Instructions-Issued.

Ref:-1. G.O.(P) 405/77/Fin.dated 19-10-1977

2. Circular No.8/78/Fin.dated 31-1-1978

3. G.O.(P) 412/78/Fin.dated 11-4-1978

In the Government order read as third paper above, detailed instructions have been issued regarding the procedure for the maintenance of accounts relating to the subscriptions made by the employees under the Family Benefit Scheme. In order to ensure that the accounts are maintained properly, the following instructions are issued:-

(i) All Controlling Officers in the course of their inspection of subordinate offices should verify the accounts relating to Family Benefit Scheme and ensure that they are maintained strictly in accordance with the instructions issued by the Government in the matter and also that the deductions and payments as per the register-cum-broadsheet are reconciled with Treasury figures every month.

(ii) The Internal Audit party attached to each department should also verify the accounts of the Family Benefit Scheme maintained in each office with reference to the basic records such as establishment pay bills, schedules of deduction furnished by self-drawing officers and vouchers and ensure that the accounts have been correctly maintained. If any case of non-maintenance or improper maintenance of accounts has been noticed in the course of internal audit, the position should be brought to the notice of the Head of the Department for immediate remedial action.

M.MOHAN KUMAR,
*Additional Secretary to Government,
Finance (Expenditure) Department.*

To

The Accountant General Kerala, Trivandrum
All Heads of Departments and Offices
The Registrar, High Court, Ernakulam (with C.L)

The Registrar, University of Kerala/Cochin/ Calicut (with C.L)
The Advocate General Kerala, Ernakulam (with C.L)
The Registrar, Agricultural University, Mannuthy, Trichur (with C.L)
The Secretary, Kerala Public Service Commission (with C.L.)
The Secretary, Vigilece Commiission (with C.L)
The Secretary, Kerala State Electricity Board, Trivandrum (with C.L)
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and
Under Secretaries to Government
The Private Secretaries to the Chief Minister and other Ministers.
The Secretary to Governor.
The stenographers to the chief Secretary
