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GOVERNMENT OF KERALA

Finance (FBS. A) Department

CIRCULAR

No. 76/99/Fin.

Dated, Thiruvananthapuram, 8th December, 1999

Sub.—FBS—Maintenance and reconciliation of accounts—Further instructions—Issued.

- Ref.—1. G.O. (P) No. 405/77/Fin. dated 19-10-1977.
 2. G.O. (P) No. 412/78/Fin. dated 11-4-1978.
 3. G.O. (P) No. 1463/98/Fin. dated 16-5-1998.
 4. Cr. No. 3/99/Fin. dated 8-1-1999.

It has come to the notice of Government that inspite of repeated instructions, the Heads of Offices/Drawing and Disbursing Officers do not pay the required attention to the maintenance and reconciliation of the departmental accounts of subscriptions to the Family Benefit Scheme. This creates much delay and procedural complications in the final settlement of claims. Subscribers/legal heirs of the deceased subscribers do not get the monetary benefit of the Scheme immediately after the retirement/expiry of the subscriber, as envisaged by the Scheme. Government are constrained to view this unhealthy situation very seriously and issue the following instructions for strict compliance by the Heads of Offices/Drawing and Disbursing Officers concerned. They will be held personally responsible for any lapse or laxity in the matter and action will be taken against them.

- (i) All the Heads of Offices/Drawing and Disbursing Officers shall maintain a Register-cum-Broadsheet in the prescribed format for entering the monthly subscriptions recovered in the establishment pay bills, Money Orders/Cash/Chalan recieved towards subscription from deputationists and also the monthly deductions made by the self drawing officers in their salary bills. For this purpose, all self drawing subscribers shall furnish a copy of the statement of Family Benefit Scheme deduction attached to the bill, to the Drawing and Disbursing Officer attached to the Establishment every month.

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- (ii) As and when a subscriber is transferred to a new station, the Drawing and Disbursing Officer concerned will transfer the progressive accounts of subscription, after reconciliation, to the new Head of Office/Drawing and Disbursing Officer. Heads of Offices/Drawing and Disbursing Officers of both the offices shall watch the timely transfer of accounts of the transferred employee.
- (iii) All the Heads of Offices/Drawing and Disbursing Officers shall reconcile the Departmental accounts of subscription with those booked in the treasury, every month.
- (iv) The Treasury Officers and staff shall render assistance and co-operation in the reconciliation work by the Departmental Authorities.

All the Heads of Departments are directed to ensure that all the Heads of Offices/Drawing and Disbursing Officers under their administrative control carry out the above instructions without fail in future. All the departmental inspection teams shall verify all the registers and records relating to Family Benefit Scheme during routine inspections.

K. I. RAMAKRISHNAN,
Additional Secretary (Finance).

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A&E), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
All Sub Treasury Officers and District Treasury Officers.
All Heads of Departments/Offices.
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 Advocate General, Ernakulam (with C.L.).
The General Manager, Kerala State Road Transport Corporation,
Thiruvananthapuram (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 (with C.L.).
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries
and Under Secretaries to Government.
The Private Secretary to the Chief Minister and other Ministers.
The Secretary to the Governor.
The Stenographer to the Chief Secretary.
The Registrar, Malabar University, Kannur/M. G. University, Kottayam
(with C.L.).
The Registrar, Sreesankaracharya Sanskrit University, Kalady (with C.L.).