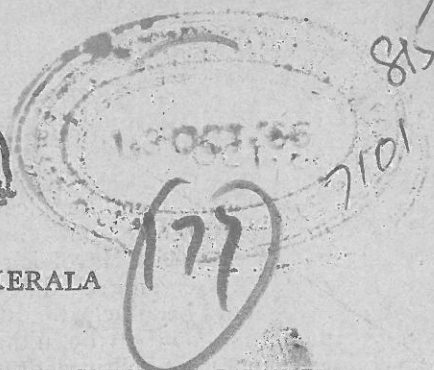


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GOVERNMENT OF KERALA

Abstract

ADVANCES—INTEREST BEARING ADVANCES—COMMUNICATION OF BALANCES—
INSTRUCTIONS—ISSUED.

FINANCE DEPARTMENT

G. O. (P) 306/66/Fin.

Dated, Trivandrum, 12th July 1966.

Read : Letter No. TM. IV/12-55/41 dated 7-5-1966 from the Accountant General.

ORDER

A detailed account of interest bearing advances to Government servants is kept in the office of the Accountant General to watch, inter alia, the recoveries of the advances. The outstanding balances of such advances at the end of the year are communicated by the Accountant General to the individuals (through the heads of offices in the case of Non-Gazetted Government Servants) and their acceptance of balance are obtained by him. Now the Accountant General in his letter cited has brought to the notice of Government that in a large number of cases, acceptances are not received either due to apathy or ignorance and in some cases, the balances remain unaccepted due to transfer etc. of the officials. As a result of this, much correspondence has to be entered into by the Accountant General with the drawing officers/Gazetted officers. Sometimes the discrepancies are pointed out at the end of the year and reconciliation has to be effected with reference to individual vouchers, deduction statements etc. for the whole year, which is rather time consuming.

2. In order to ensure that acceptances of individual Government servants are received in all cases and discrepancies are reconciled as and when they occur without waiting till the end of the year when the balance are communicated, the Accountant General has suggested to make provision in the Kerala Treasury Code to the effect that a schedule of the recoveries of the advances indicating the balance outstanding after a month's recovery, should be attached to the salary/establishment bills. This procedure will enable the Accountant General to verify the balance every month and to spread out the work of reconciliation evenly throughout the year.

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3. Government are pleased to accept the above suggestion of the Accountant General and they order accordingly. In cases of all salary/ establishment bills involving recoveries of interest bearing advances to Government servants schedule of recoveries as in the form appended to this G. O. should be attached. In the case of Non-Gazetted Officers, the drawing officers should certify in the recovery schedules attached to the pay bill for the month of February drawn in March that the balance shown as outstanding in the recovery schedules have been accepted as correct by the individual Government servants. Then the Accountant General will send an intimation to the drawing officer(s)/Gazetted Officer(s) that the balances shown by them in the recovery schedules attached with the bills for the month of February, as accepted, agree with those worked out in his office and in cases of discrepancies he will pursue action to reconcile them.

4. Relevant rules in the Kerala Treasury Code will be amended to codify the above orders.

By order of the Governor,
G. K. PARUKUTTY AMMA,
Assistant Secretary;

To

The Accountant General, Kerala, Trivandrum.
All Heads of Departments and offices.
All Departments and Sections of the Secretariat.
The Secretary, Public Service Commission (with C. L.).
The Secretary, Vigilance Commission (with C. L.)
The Registrar, University of Kerala (with C. L.)
The Registrar, High Court of Kerala (with C. L.)
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Assistant Secretaries to Government.
The Secretary to Governor.
The Private Secretaries to Advisers.
The Stenographer to Chief Secretary.

Schedule of recoveries of month of 196
 advances for the

| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
|----------------------|-------------------------------------------|----------------------------|---------------------------------|------------------------------------------------------------|-------------------------------------|---------------------|-------------------------------------------------------------------------------------|
| Name and designation | Month in which original advance was drawn | Amount of original advance | No. of instalments of recovery. | Amount deducted in the bill against Principal/ Interest ** | Total recovered to end of the month | Balance outstanding | Remarks regarding transfer and leave of official, non-recovery of instalments, etc. |

181

718

* Type of advance.

** Strike out whichever is not applicable.

Signature of the Head of the Office.
 Designation: