

# GOVERNMENT OF KERALA

Finance (S.L.) Department

## CIRCULAR

No.27/83

Dated, Trivandrum, 12<sup>th</sup> May, 1983.

Sub:- Enforcing Control over expenditure – Improvements to existing procedure – Further Instructions issued.

Ref:- 1. Circular No.73/82/Fin. Dated 30.10.1982  
2. Letter No. DO.O&M/1-3/82-83/36 dated 4-1-1983 from the Accountant General, Kerala, Trivandrum.

The Accountant General had suggested earlier among other things that the bills relating to all classes of claims of an establishment should be routed through the Treasury Bill Book maintained in TR. 74 whether presented directly in the Treasury or not. The matter was examined by Government in detail and it was decided that instead of adopting a wholesale change in the procedure, it would be sufficient if the self drawing officers are prompt enough in reporting the claims made by them to the controlling officers. Accordingly strict instructions were also issued by Government in the circular cited 1<sup>st</sup> that all self drawing officers under the state Government should reported all claims made by them on each month to the controlling officers before the close of that month itself in the pro forma prescribed in it.

The Account General in his letter cited 2<sup>nd</sup> has suggested that atleast those non-gazetted officers who present separate bills countersigned by their controlling officers may be asked to route their bills through the treasury bill book of their office.

It is also brought to the notice of Government that while in the case of Gazetted Officers the treasury officer keeps track of the payments with reference to the pay slips issued by the Accountant General, the self-drawing non-gazetted officers escape control through the treasury bill book as also through the pay slip system. The Accountant General has also pointed out an instance of a recent defalcation that took place and was detected in the Police Department, in which bogus bills were prepared in the names of non-existent Sub Inspectors from 1976 onwards.

The matter was examined by Government in detail. The number of self drawing non-gazetted officers who present the bills countersigned by their controlling officers are very few. There will not be any substantial distortion of the existing procedure if the change is restricted to this class of bills and it would be a positive step towards avoidance of such defalcation noticed recently atleast in future.

In view of the above circumstances, Government are pleased to direct that all non-gazetted officers who present separate bills countersigned by their controlling officers should route their bills through the treasury bill book of their office.

P.SAHADEVAN,  
Additional Secretary (Finance).

To

The Accountant General, Kerala, Trivandrum  
All Head of Departments and Offices.  
The Registrar of High Court, Ernakulam (with C.L.)  
The Secretary, Kerala Public Service Commission (with C.L.)  
The Registrar of High Court of Kerala, Ernakulam  
The Registrar, University of Kerala/Cochin/Calicut (with C.L.)  
The Registrar, Kerala Agricultural University, Trichur (with C.L.)  
The Secretary, Kerala State Electricity Board (with C.L.)  
The General Manager KSRTC, Trivandrum (with C.L.)  
The Secretary to Governor.  
All Private Secretaries to the Chief Minister and other Ministers.  
The Director of Treasuries, Trivandrum.  
The Deputy Secretary to the Chief Secretary.  
All Special Secretaries, Additional Secretaries, Joint Secretaries.  
Deputy Secretaries and under Secretaries  
The Private Secretaries to the Leader of Opposition Room No.28 Legislator's Hostel (old block)  
Trivandrum.