

IMPORTANT / PERSONAL ATTENTION.

No.F3-10747/TC/91

Office of the  
Transport Commissioner,  
Thiruvananthapuram,  
Dated: 9-9-94.

CIRCULAR NO.4/94.

Sub: Delay in getting Demand Drafts - credited to Government account - regarding -

Ref: Circular No.B1-18447/TC/91 dt.6.5.1994.

Attention of Secretary, State Transport Authority, Regional Transport Officers, Joint Regional Transport Officers are invited to the fact that delay in getting Demand Drafts credited to Government account still persists despite instructions issued earlier as revealed through inspection of Internal audit wing and local audit of Accountant General in various offices. Another aspect where their immediate attention is to be given is the delay noticed in crediting the Demand Drafts to Government account by banks in respect of those presented in banks. What is revealed is that there is no effective system invague to monitor or pursue timely crediting. Instead of routine formal references to banks, chasing of the matter personally by some designated persons will fetch better results. It is therefore ordered that hence forth the Head Accountant of the Unit Office will be the nodal officer. In the case of State Transport Authority, the Superintendent of the cash counter will be the nodal officer. They will review the position every fortnight and submit a report to the head of office.

Wince ours is a major revenue earning department of Government, priority or thrust of work should be both for timely realisation of dues to Government and its accounting in Government account.

In the above circumstances it is hereby directed that ;

- i) All Demand Drafts received in a working day is to be presented for collection in the next working day. The nodal Officer will ensure that all Demand Drafts received are presented to the bank promptly.
- ii) The nodal officer is entrusted with the task of liaison work with the banks to ensure that demand drafts sent for collection are credited to Government account forthwith. Any delay more than 7 days is to be brought to the notice of the Branch Manager through D.O.letters by the Unit Head (Joint R.T.O. / RTO / Secretary, S.T.A.).
- iii) This work is to be given top priority by suitably re-arranging work distribution. Dearth of staff will not be taken as valid ground or justification for the delay in future.
- iv) Any abnormal delay noticed in banks should be brought to the notice of this office.

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v) Demand Drafts requiring revalidation is to be sent for revalidation and its revalidation watched through a periodical or register and banks are reminded in cases where it is not received back after revalidation within a fortnight.

A statement showing details of demand drafts received in a month, such as date of receipt of Demand Drafts, date of the despatch of Demand Drafts to banks, Date of receipts of chalan, Demand drafts not yet credited etc may be sent to this office by 10th of the succeeding month. Monitoring in this office will be done by the section dealing with revenue collections. Deputy Transport Commissioners and Regional Transport Officers may review this item of work during monthly meetings.

SD/-  
TRANSPORT COMMISSIONER.

To

The Secretary, S.T.A.  
All RTOs Joint RTOs  
All sections in T.C.'s office.  
The Accountant General, Kerala with reference to  
SRA(HQ)IV)MVT|22-600/91-92/698 dt.25.6.91.

Approved for Issue.

Senior Superintendent.

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