

9/6/03 5387

GOVERNMENT OF KERALA
FINANCE (STREAMLINING) DEPARTMENT

CIRCULAR

No.17/2003/Fin.

Dated, Thiruvananthapuram,
20-1-2003.

Sub:- Observance of rules regarding the maintenance of cash book, routing fund, disbursal of Government money etc. by Departmental Officers Instructions issued.

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The Finance Inspection Wing, on the basis of inspections made in various departments, has detected many lapses in the matter of keeping Cash Book, routing of funds, management and disbursal of Government money etc. by various Government Offices. Several Drawing and Disbursing Officers are maintaining more than one Cash Book simultaneously with equal number of savings bank accounts and also they are reluctant to keep contingent registers. Instances of remitting collections in Nationalised banks have also been brought to notice. All these practices are against the codal provisions.

In order to avoid such irregularities, the following instructions are issued for strict compliance by all the officers concerned.

- i) Single cash book for one office system should be followed strictly and all allotments, Demand Drafts and cheques should be accounted in that Cash Book.
- ii) Funds from various Government Agencies and Autonomous Agencies should strictly be routed through the immediate departmental heads as DDs/cheques.
- iii) Funds from PTA account, Hospital Development Committee account or any such account should be credited on the next day of collection itself to their S.B. account and if the funds are to be withdrawn that should be done through cheques only.
- iv) Since the beneficiaries may not be turning up on the very next day of drawal of money from Treasury, and also in order to ensure that the amounts are disbursed to actual beneficiaries, all such disbursements, especially of Integrated Education for Disabled Children (IED), Quality Improvement Programme (QIP), Lumpsum Grant (LSC) and monthly stipend for SC/SC students, payments should be made only through cheques.

contd....2.

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Any laxity in observing the above instructions will be viewed seriously.

SUDHA PILLAI
PRINCIPAL SECRETARY

To

All Head of Departments and Officers etc.

- Copy to: 1. The Principal Accountant General,
(Audit), Kerala, Thiruvananthapuram (with C.L).
2. The Accountant General (A&E) Kerala,
Thiruvananthapuram (with C.L).
3. The Finance Inspection Wing
(Vide U.O. File No. 51155/FIW.A1/2002/Fin).

Approved/By Order
Sd/-
Section Officer.

Endt. on K1.6090/TC/2003 dtd: -3-2003.

Copy of the circular communicated to all sub offices.

Sd/-
Finance Officer
For Transport Commissioner.

Approved for issue,

Sr. Superintendent.

gr.21.3.