



GOVERNMENT OF KERALA
Finance (SS) Department

CIRCULAR

No.17/2022/Fin.

Dated, Thiruvananthapuram, 09.03.2022.

Sub:- Streamlining Treasury Transactions – Rushing of bills , drawing of advance and hasty and imprudent expenditure towards close of the financial year - Avoidance of - Instructions issued.

- Ref:-*
1. Circular No.6/1996/Fin. dated 22.01.1996.
 2. Circular No.7/1999/Fin. dated 21.01.1999.
 3. G.O.(P.) No.147/2017/Fin. dated 16.11.2017.
 4. Circular No.83/2017/Fin. dated 24.11.2017.
 5. G.O.(P.) No.62/2018/Fin. dated 16.04.2018.
 6. G.O.(P.) No.88/2018/Fin. dated 11.06.2018.
 7. Circular No.53/2018/Fin. dated 16.06.2018.
 8. G.O.(P.) No.100/2018/Fin. dated 03.07.2018.
 9. G.O.(P.) No.118/2018/Fin. dated 03.08.2018.
 10. G.O.(P.) No.138/2018/Fin. dated 30.08.2018.
 11. G.O.(P.) No.127/2020/Fin. dated 28.09.2020.
 12. Circular No.1/2021/Fin. dated 04.01.2021.

Presentation of large numbers of bills, cheques, chalans, etc. to the treasuries towards the end of the financial year with an intention to avoid lapse of budget provision is seen resorted to by some Drawing and Disbursing Officers of various Departments/Institutions. Presenting the bills, cheques, chalans (either for encashment or for adjustment) at the fag end of the financial year may cause difficulty in scrutinising them properly and completing the work in time before close of the financial year. Since both the agencies viz., banks and treasuries have switched over entirely to a computer-based system, the banking transactions on the last working day of the current financial year (31.03.2022) will have to end at the latest by **midnight on the same day**. Hence the treasuries will not be able to pass bills presented after the prescribed time **under any circumstances**.

2. In order to avoid such instances, the following guidelines are issued with immediate effect for the remaining period of the current financial year: -

- (i) All Heads of Departments and Drawing and Disbursing Officers have to present bills, cheques, challans etc. to the treasuries latest by **5 P.M.** on **30/03/2022**. Any treasury instrument submitted after the above time limit would not be accepted.
- (ii) All controlling officers should ensure that the copies of letters of allotment to sub controlling officers, made out of the existing budget provisions, are submitted to the respective treasuries latest by **26/03/2022**. Therefore, Re-appropriation proposals preferred thereafter shall not be accepted in Finance Department.
- (iii) The cheques for drawing from STSB/PSTSB/PD/TP and bills would be accepted at treasuries with token assigning sequence and time of receipt from 26/03/2022 onwards during the current financial year. The priority of honoring of such instruments will be solely on the basis of the order of the token issued. Such cheques will be cleared in the subsequent days. **There would not be any queue system for uncleared bills / cheques during this financial year.**
- (iv) Advance drawal for the purchases on the basis of invoices/proforma invoices for which the formalities of purchase cannot be completed or for which the supply could not be materialised and final vouchers could not be obtained before the close of financial year, will not be permissible.
- (v) However, if the Drawing and Disbursing officer wants advance drawal for any unavoidable expenditure, it can be incurred with the prior approval from Finance Department. This restriction would not be applicable to advances permitted vide para 26 of the Govt Order cited 6th above.
- (vi) Treasuries would not be authorised to allow any exemption to the above instructions without specific directions from the Finance Department.
- (vii) In case any doubt persists regarding any advance claim/issues related to treasury regulations, the Sub Treasury Officers /District Treasury Officers have to get in touch with the Director of Treasuries who in turn shall consult the Additional Secretary, Finance (Secret) Department before allowing or rejecting the claim.

- (viii) Drawing and Disbursing Officers and Treasury Officers are directed to follow strictly the guidelines/instructions issued under the Govt Orders and Circulars referred above while preparing/scrutinising the bills or cheques

3. All Heads of Department are requested to issue urgent directions to the Controlling Officers/Drawing and Disbursing Officers to comply with the above instructions scrupulously. The Director of Treasuries would take urgent measures to ensure strict adherence to the above directions by the Treasury Officers. Any lapse in this regard would be viewed seriously.

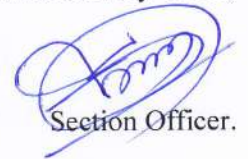
Rajesh Kumar Singh,
Additional Chief Secretary (Finance)

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.
The Principal Accountant General (Audit-II), Kerala, Thiruvananthapuram.
All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries/Additional Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries to Government.
The Secretary to Governor, Raj Bhavan.
The Private Secretary to Speaker/Deputy Speaker of the Legislative Assembly.
The Special Secretary to the Chief Secretary.
The Private Secretaries to the Chief Minister and other Ministers.
The Private Secretary to the Leader of Opposition.
All Heads of Departments / Offices.
All Departments and Sections of the Secretariat.
The Director of Treasuries, Thiruvananthapuram.
The Secretary, K.P.S.C., Thiruvananthapuram (with C.L.)
The Registrar, High Court of Kerala, Emakulam (with C.L.)
The Registrar, University of Kerala/Kochi/Calicut/Mahatma Gandhi/Kannur (with C.L.)
The Registrar, Kerala University of Fisheries and Ocean Studies (with C.L.)
The Registrar, Kerala Veterinary and Animal Sciences University (with C.L.)
The Registrar, Kerala University of Health & Allied Sciences (with C.L.)
The Registrar, National University of Advanced Legal Studies (with C.L.)
The Registrar, Central University of Kerala (with C.L.)
The Registrar, Thunchath Ezhuthachan Malayalam University (with C.L.)
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.
The Registrar, Kerala Agricultural University, Mannuthi.
The Registrar, Sree Sankara Sanskrit University, Kalady (with C.L.)
The Secretary, Ombudsman for Local Self Government, Thiruvananthapuram.
The Advocate General, Kerala, Ernakulam (with C.L.)
The Secretary, K.S.E.B., Thiruvananthapuram (with C.L.)
The General Manager, K.S.R.T.C., Thiruvananthapuram.
The Secretary, Human Rights Commission, Thiruvananthapuram.
The State Election Commissioner, Kerala, Thiruvananthapuram.
The State Chief Information Commissioner (with C.L.)

The Nodal Officer, www.finance.kerala.gov.in.
The Web and New Media, Information & Public Relations Department.
The Stock File / Office Copy (E 2016928 SS-1/67/2022-FIN).

Forwarded / By Order,



Section Officer.