

**Most Urgent**

OFFICE OF THE CHIEF ENGINEER  
LOCAL SELF GOVERNMENT DEPARTMENT  
3<sup>RD</sup> FLOOR, REVENUE COMPLEX  
PUBLIC OFFICE COMPOUND,  
THIRUVANANTHAPURAM -33

Phone : 0471-2324951  
0471-2325071  
TeleFAX:0471-2324951  
email: celsgd@gmail.com  
website: www.celsgd.com

No.E7/4059/14/CE/LSGD

Dated: 22.04.2015

**Circular**

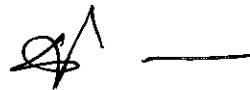
Sir,

Sub:- LSGD – Finalization of Finance Accounts and Appropriation Accounts  
2014-15 – Instructions – issued –

Ref:- Government Circular No.43/15/Fin dated 07.04.2015

You are strictly directed to take urgent necessary action as per the direction contained in the Government circular cited I<sup>st</sup>. You are directed to complete the reconciliation of departmental figures of both expenditure and receipts for the financial year 2014-15 and pending reconciliation of previous years if any. **Compliance report must be submitted to the undersigned on or before 10.05.2015.**

All Controlling Officers are hereby by informed that any laxity in compliance with these instructions will be viewed seriously and disciplinary action as per rules will be initiated against those who are responsible for their persistent laps in this regard.

  
Chief Engineer

Acc: 1) Government Circular No.43/15/Fin dated 07.04.2015

To

- 1) The Superintending Engineer, LSGD North/South Circle
- 2) Controlling Officers of Municipalities and Municipal Corporations
- 3) The Executive Engineers of all LSGD Divisions
- 4) The Assistant Executive Engineers of all Block Panchayaths



**GOVERNMENT OF KERALA**  
**Finance (Inspection Wing – Non Technical – K) Department**

**CIRCULAR**

**No. 43/2015/Fin.**

**Dated, Tvpm, 7th April, 2015**

***Sub : - Finalization of Finance Accounts and Appropriation Accounts 2014-15  
– instructions issued – Reg.***

- Ref: - 1. G.O (P) No. 476/2013/Fin. Dated 13/09/2013***  
***2. Circular No. 42/2014/Fin. Dated 15/05/2014***  
***3. D.O. Lr.No.AAD/I/53-6(B)/TS/14-15/3534 Dated 09/03/2015 from the  
Accountant General (A&E), Kerala, Thiruvananthapuram.***

In the Government Order cited, instructions were issued to all Heads of the Departments/Chief Controlling Officers/Controlling Officers to complete pending reconciliation of departmental figures of both expenditure and receipts up to 2012-13 before 30<sup>th</sup> September, 2013 and strictly follow time limit with regard to reconciliation henceforth by forwarding Quarterly Progress Reports to the District Finance Inspecting Officers and Government in Finance Department.

2. As per the circular cited, strict instructions were issued to comply with the Government Order cited scrupulously and to complete the reconciliation of departmental figures of both expenditure and receipts for the financial year 2013-14 and pending reconciliation of previous years if any before 30<sup>th</sup> May, 2014.

3. However, despite the repeated instructions in this regard, the Accountant General vide D.O. letter cited has reported severe slackness and laxity on the part of many Controlling Officers with regard to reconciliation of departmental accounts. It is informed that the Finance Accounts and Appropriation Accounts for the year 2014-15 will be finalized by the first week of July 2015. Therefore Accountant General desires to issue necessary instructions to all the Chief Controlling Officers, Controlling Officers and the respective Administrative Departments to carry out the reconciliation of the figures for 2014-15 by 29<sup>th</sup> of May 2015 and to point out the

discrepancies, if any, to the accounting sections concerned in the Office of the Accountant General by the first week of June 2015.

**4. In this circumstances the following instructions are issued for strict compliance:**

a. *All COs/HoDs/CCOs should comply with the instructions in the Government order cited scrupulously and complete reconciliation of departmental figures of both expenditure and receipts for the financial year 2014-15 before 29<sup>th</sup> May 2015 and pending reconciliation of previous years if any with those booked by the Treasury should be completed immediately without fail.*

b. *For obtaining the details of expenditure/receipts from the Office of the Accountant General, all COs/CCOs/HoDs should forward the request via Official E-mail ID with detailed classification of Head of Account, details of Treasury along with the name, designation, DDO code and contact no. of the COs/HoDs/CCOs.*

**Various branch offices dealing with reconciliation under the Accountant General (A&E), Kerala are listed below :**

Name of Office	Mail ID	Details of Compilation
Main Office – TVM	<a href="mailto:agaekertvm@gmail.com">agaekertvm@gmail.com</a>	DT -Thiruvananthapuram, Kattakada, Kollam
Branch Office - Kottayam	<a href="mailto:pfkottayam@gmail.com">pfkottayam@gmail.com</a>	DT - Alappuzha, Chengannur, Kottarakkara, Pathanamthitta, Kottayam, Palai, Idukki
Branch Office – Ernakulam	<a href="mailto:dagekmae@gmail.com">dagekmae@gmail.com</a>	DT - Ernakulam, Muvattupuzha
Branch Office – Thrissur	<a href="mailto:dagtcr@asianetindia.com">dagtcr@asianetindia.com</a>	DT - Thrissur, Palakkad, Cherpulassery, Irijalakuda
Branch Office - Kozhikode	<a href="mailto:pagaekde@gmail.com">pagaekde@gmail.com</a>	DT -Malappuram, Kozhikode, Thamarassery, Wayanad, Kannur, Mattanoor, Kasaragod.

c. *Discrepancies, with details of omissions, mistakes, misclassifications if any, should be pointed out to the Office of the Accountant General by the first week of June, 2015 without fail.*

d. *All COs/HoDs/CCOs are hereby directed to furnish a certificate to the Treasury concerned along with the salary bills for the month of June, every year to the effect that reconciliation works during previous financial year has been timely completed.*

e. *Similarly Quarterly Progress Reports as stipulated in the Government Order cited should be forwarded in time to the District Finance Inspecting Officers and Government in Finance (Inspection NT-K) Department by COs/HoDs/CCOs. Specific explanation regarding*

*delay along with the probable date of completion of reconciliation should also be forwarded with Quarterly Progress Reports.*

5. All COs/HoDs/CCOs are hereby informed that any laxity in compliance with the above instructions and the Government Order cited will be viewed seriously and stringent disciplinary action as stipulated in the Government Order read above including freezing of salary of Drawing and Disbursing Officers will be initiated against those who are responsible for their persistent lapse in this regard. Moreover Finance (Inspection Wing-Non Technical) Department and District Finance Inspection Squads will conduct surprise inspections in those offices, which have committed undue delay in reconciliation of accounts to fix responsibility against the delinquent officers for non-compliance of the above instructions in time.

**Dr. K.M. Abraham**  
**Additional Chief Secretary (Finance)**

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram  
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram  
All Additional Chief Secretaries, Principal Secretaries, Secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries, Under Secretaries to Government  
All Heads of Departments / Chief Controlling Officers and Controlling Officers for strict compliance  
All Departments (All Sections) of Secretariat including Law, Finance & Legislature  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with CL)  
The Registrar General, High Court of Kerala, Ernakulam (with CL)  
The Advocate General, Kerala (with CL),  
The Registrar, University of Kerala/Cochin/Calicut/Mahatma Gandhi/Kannur/  
Kerala Agriculture University/Sree Sankaracharya Sanskrit University/Kerala  
University of Fisheries & Ocean Sciences/Kerala University of Veterinary and  
Animal Sciences (with CL)  
The Registrars / Secretaries of various Commissions in Kerala  
The Director of Treasuries, Thiruvananthapuram  
All District Treasury / Sub Treasury Officers  
The Director, Information and Public Relations Department (for publishing in website)  
All District Finance Inspecting Officers  
✓ The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
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