



GOVERNMENT OF KERALA

**THE  
KERALA TREASURY CODE**

**VOLUME I**

**FOURTH EDITION**

**2013**

(Incorporating Amendments upto 31-12-2012)

Issued by the Authority of the Government of Kerala

**FINANCE DEPARTMENT**

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GOVERNMENT OF KERALA

**2013**

## **PREFACE**

Under Article (283) (2) of the Constitution of India, the custody of the Consolidated Fund of the State of Kerala, the Contingency Fund of the State, the payment of moneys into such Funds, the withdrawal of money therefrom, the custody of public moneys other than those credited to such Funds received by or on behalf of the Government of the State of Kerala, their payments into the public account of the State and the withdrawal of moneys from such account and all other matters connected with or ancillary to matters aforesaid shall be regulated by the law made by the Legislature of the State and, until provision in that behalf is made, shall be regulated by the Rules made by the Governor. In pursuance of this provision, immediately on the formation of the State of Kerala, i.e., on 1st November, 1956, the Governor by notification No. Fin. BG (5) 32727/56, dated 1st November, 1965 directed that the rules which were in force on the 31<sup>st</sup> day of October, 1956 in the territories concerned in respect of such matters would continue to regulate matter in relation to moneys received on account of the revenues of the State. Accordingly the treasury transactions in the Travancore-Cochin and Malabar areas of the State are being regulated by the rules in the Travancore Treasury Code and the Travancore Financial and Account Code and the rule in the Madras Treasury Code and the Madras Account Code respectively.

2. Since then the question of unifying these rules so as to bringing in uniformity of procedure in the monetary transactions of Government has been engaging the attention of Government. Accordingly this compilation, the Kerala Treasury Code, containing the unified rules, is being issued. This code, comprises two volumes the first containing the text of the Code, with its appendices and the forms in the second.

3. The rules in the Code primarily deal with the procedure which should be followed in treasuries, including the agencies of the Reserve bank of India conducting the cash business of the treasuries and by Government offices generally, in their dealings with treasuries and the Bank. As regards receipt, custody and disbursement of moneys in offices of the various departments, these Rules provide for vital principles and important safeguards of general applicability and special instructions to particular departments. Details of departmental instructions on matters of minor importance or on subjects special or peculiar to the department concerned have been left to be prescribed in the departmental manuals.

4. With regard to the procedure to be followed by Treasury Officers, etc., in connection with the payment of interest on Government securities, repayment of principal of loans, receipt of subscription to new loans and allied transactions, the relevant rules contained in the Government Securities in the Government Securities Manual should be followed.

5. The rules contained in this Code supersede all existing orders and instructions on matters with which they deal. Any officer who notices any error or omission in this Code should report it to the head of his department; if the head of department considers that there is a real error or omission requiring amendment, he should submit suitable proposals to the Government in the Administrative Department. Important proposals of this kind should be submitted through the Accountant General, who will forward them with his comments to the Government in the Administrative Department. The Administrative Department will pass on the proposals to the Finance Department with its remarks for final disposal.

Trivandrum,  
6th April 1963.

C. THOMAS,  
*Finance Secretary.*

## **PREFACE TO THE SECOND EDITION**

During the span of ten years after the issue of the first edition of the Kerala Treasury Code (Volume I) several amendments were issued to the rules in the Code, Consequent on the change of administrative control of treasuries from the Revenue Department to a newly formed Treasury Department under the Director of Treasuries, since August 1963 the rules of procedure in the working of the treasuries had undergone many changes. So a general review of the rules was conducted and amendments were issued wherever necessary. All these amendments have been incorporated in this new edition.

2. Wherever the Director of Treasuries or any other head of the Department considers that any existing rule requires modification in the keeping with the present practice or as a result of changes in the system rendered necessary in the course of actual working he may move the Government in the Finance Department through the Accountant General to amend the rules, furnishing the details of procedure in vogue and changes proposed with reasons therefor.

P. VELAYUDHAN NAIR,  
*Finance Secretary.*

## **PREFACE TO THE THIRD EDITION**

The present edition of the Kerala Treasury Code, Volume I contains all the amendments issued to the Rules till 19-5-1984.

Whenever the Director of Treasuries or any other Head of Department considers that any existing rule requires modification in keeping with the present practice or as a result of changes in the system rendered necessary in the course of actual working, he may move the Government in the Finance Department through the Accountant General to amend the rules, furnishing the details of procedure in vogue and changes proposed with reasons therefor.

Trivandrum,  
26th April 1963.

K. V. RABINDRAN NAIR,  
*Commissioner & Secretary,*  
*Finance.*

## **PREFACE TO THE FOURTH EDITION**

The third edition of Kerala Treasury Code Volume I was published incorporating corrections up to 19-5-1984. Several amendments have been issued to the Rules during the last 28 years. The rules in the code primarily deal with the procedure which should be followed in Treasuries, including the agencies of the Reserve Bank of India conducting the cash business of the Treasuries and by Government officers generally, in their dealings with the Treasuries and Bank.

As regards receipts, custody and disbursement of moneys in offices of various departments, these Rules provide the principles and important safeguards of general applicability and special instructions to particular departments. Details of departmental instructions on matters of minor importance or on subjects special or peculiar to the department concerned, have been left to be prescribed in the department manuals.

The rules contained in this code supersede all existing orders and instructions on matters with which they deal. Any officer who notices any omission in this Code should report it to the concerned department head. If the head of the department considers that there is a real error or omission requiring amendment, he should submit suitable proposals to the Government in the Administrative Department. The Administrative Department will pass on the proposals with its remarks to Finance Department for final disposal.

Thiruvananthapuram,  
31<sup>st</sup> December 2012.

DR. V. P. JOY,  
*Principal Finance Secretary.*



GOVERNMENT OF KERALA

**Finance Department**

NOTIFICATION

No.54282/CR/59/Fin.      *Dated, Trivandrum, 6th April 1963.*

In exercise of the powers conferred by Article 283(2) of the Constitution of India and in supersession of Notification No. Fin. (BG) 5-327-7/56, dated 1st November 1956, the Governor of Kerala hereby makes the following rules:—

By order of the Governor,

C. THOMAS,

*Finance Secretary.*



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# **THE KERALA TREASURY CODE**

## **VOLUME I**

### **MAIN RULES**

#### **PART I**

#### **GENERAL PRINCIPLES AND RULES**

##### **SECTION I**

##### **Short Title and Commencement**

1. These rules may be called the “Kerala Treasury Rules” and they shall come into force on the 1st July, 1963.

##### **SECTION II**

##### **Definitions**

2. In these rules, unless the context otherwise requires, the following expressions have the meaning hereby assigned to them, that is to say :—

(a) “The Accountant General” means the Head of the Office of Audit and Accounts subordinate to the Comptroller and Auditor General of India, who keeps the accounts of the State and exercise audit functions in relation to those accounts on behalf of the Comptroller and Auditor General of India.

(b) “The Bank” means any office or branch of the Banking Department of the Reserve Bank of India, any branch of the State Bank of India, acting as the agent of the Reserve Bank of India in accordance with the provisions of the Reserve Bank of India Act, 1934 (Act II of 1934), and any branch of a Subsidiary Bank as defined in section 2 of the State Bank of India (Subsidiary Banks) Act, 1959 (Act 38 of 1959), which is authorised to transact Government business as agent of the State Bank of India, or any other agency appointed by the Reserve Bank of India.

(c) “Cheque” means a written order (not expressed to be payable otherwise than on demand) addressed by a person called the “drawer” to a bank or a treasury to pay a specified sum of money to himself or a third party known as the “payee” and includes a demand draft drawn on any specified bank or banker (including the Reserve Bank of India).

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(d) “Collector” means the head of a district and includes any other officer for the time being authorised to discharge the duties of the Collector for the purpose of these rules.

(e) The “Constitution” means the Constitution of India.

(f) “Director” means the Head of the Department of Treasuries and includes any other officer for the time being authorised to discharge the duties of the Director for the purpose of these rules.

(g) “Government Account” means the total of the Consolidated Fund Account, the Contingency Fund Account and the Public Account of the State.

*NOTE.*—In this clause the expression “the Consolidated Fund Account”, “the Contingency Fund Account” and “the Public Account” shall have the meaning respectively assigned to them in the Constitution.

(h) “The State”, “the Governor” and “the Government” means respectively the State, the Governor and the Government of Kerala and “the President” means the President of the Indian Union.

(i) “Government servant” means any person serving in connection with the affairs of the State whether remunerated by salary or not, and includes every person who is authorised to receive, keep, carry or spend moneys on behalf of the Government.

(j) “Indian Audit Department” means the officers and establishment, being in India and subordinate to the Comptroller and Auditor General of India, that are employed upon the keeping and audit of the accounts of the Union and of the States or upon one or other of these duties.

(k) “Treasury” means any treasury of the State and includes a sub-treasury.



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**SECTION III****Location of Moneys standing in the Government Account**

3. Subject to the provision of sub-rule (2) of rule 6 and rule 7 money standing in the Government Account must be held either in the treasury or in the Bank. Moneys deposited in the Bank shall be considered as one general fund held in the books of the Bank on behalf of the State.

The deposit of such moneys in the Bank shall be governed by the terms of the agreement made between the Government and the Bank under section 21 of the Reserve Bank of India Act, 1934 (Act II of 1934).

*NOTE.*—The agreement between the Government and the Reserve Bank of India is given in Appendix I. The name of the Bank which conduct the cash business of the Government is given in Appendix 2.

**SECTION IV****General System of Control over Treasury****DISTRICT TREASURIES**

4. (1) Unless the Government, after consultation with the Accountant General, otherwise directs in any special case, there shall be a treasury in every district. If moneys standing in the Government Account are, in any district, not deposited in the Bank, the treasury of that district shall be divided into two departments; a department of accounts comprising of a number of sections each under the charge of a Section Head and a cash department under the charge of a Treasurer.

Subject as hereinafter provided in this rule, the general procedure for conduct of business in a district treasury shall be regulated by the provisions contained in Part II.

(2) The treasury shall be under the control of a Treasury Officer who shall be under the administrative control of the Director. The Treasury Officer shall be responsible for the proper observance of the procedure prescribed by or under these rules and for the punctual submission of all returns required from the Treasury by the Government, the Accountant General and the Reserve Bank of India.

Subject to the provisions of this rule, the respective responsibilities of the Director and the Treasury Officer for business of the treasury shall be defined in the provisions contained in Part II.

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(3) The duty of verifying and certifying the monthly cash balance, if any in the treasury in the manner prescribed in Part II of these rules and of submitting the monthly accounts of such balance in such form and after such verification as the Accountant General may require, shall be undertaken by the Treasury Officer or by such other officer as may be authorised by or under these rules to act in this behalf.

(4) [Deleted]

[G.O.(P) 111/76/Fin., dated 3rd April 1976]

(5) No portion of the responsibility for the proper management and working of treasuries shall devolve upon the officers of the Indian Audit Department. The inspection of treasuries by officers of the Indian Audit Department shall not relieve the Director of his responsibilities for management and inspection.

#### **SUB TREASURIES**

5. If the requirements of the public business make necessary the establishment of one or more sub treasuries under a district treasury, the arrangements for the administration thereof and for the proper conduct of business therein shall be as prescribed in Part II of these rules.

The daily accounts of receipts and payments at a sub treasury must be included in the accounts of the district treasury.

#### **SECTION V**

##### **Payment of Moneys into the Government Account**

6. (1) (i) All moneys received by or deposited with any officer employed in connection with the affairs of the state in his capacity as such other than revenues or public moneys, raised or received by Government shall be paid into the public account \*or by transfer credit of bills, cheques etc., payable at the same Treasury provided all the documents required for the opening of an account such as application, specimen signature card and transfer pay-in-slip are attached with the bill/cheque.

(ii) All moneys received by or deposited with any court to the credit of any cause, matter, account or persons, shall also be paid into the public account.

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\*Addition [G.O.(P) 1065/92/Fin. dated 14th December, 1992.]

(iii) The head of account to which such moneys shall be credited and withdrawal of moneys there from shall be governed by the relevant provisions of the Kerala Account Code, Volumes I and II or the Kerala Treasury Code or such other general or special orders as may be issued in this behalf.

(2) Save as hereinafter provided in this section, all moneys as defined in Articles 266, 267 or 284 of the Constitution received by or tendered to government servants in their official capacity shall, without undue delay, be paid in full into the treasury or into the Bank. Moneys received as aforesaid shall not be appropriated to meet departmental expenditure, nor otherwise kept apart from Government Account. No department of Government may require that any moneys received by it on Government Account be kept out of that account. If any question arises whether moneys received by government servants in any capacity form part of the Government Account or not, the question will be referred to the Government, whose decision shall be final.

(3) Notwithstanding anything contained in sub-rule (i) of this rule, direct appropriation of departmental receipts for departmental expenditure is authorized in the following cases:—

(a) Moneys received on account of the service of summons, diet money of witnesses and similar purposes in civil, revenue and criminal cases and in the Registration Department, for payment of charge for which the moneys have been received.

*NOTE.*—The following items are included within the scope of clause (a) of rule 6 (3):—

(1) Moneys received in civil courts on account of—

(i) Commissioner's fees,

(ii) Fees for copying maps, plans and genealogical trees

(iii) Judgment-debtors, subsistence money,

(iv) Petty items such as money order commission for the transmission of Commissioner's fees, tom-tom charges, charges for the conveyance of attached property, charges for feeding attached cattle, postage and other charges for calling for records for reference, and for the transmission of decrees to other courts for execution, and

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(v) Other similar items ordered by the High Court.

(2) Process fee levied under section 36 of the Indian Registration Act, 1908 (Indian Act XVI of 1908).

(3) Fees levied for the preparation of copies of maps, plans or records under Article 14 of the Registration Table of Fees.

(4) Process fee levied by village panchayat courts for payment to the establishment employed in the service of processes.

(5) Moneys received for batta to be paid to witnesses who have to give evidence in inquiries before the Commissioner and Deputy and Assistant Commissioners of Hindu Religious and Charitable Endowments (Administration) Department.

All such moneys should, however, be forthwith paid in full into the Treasury or the Bank, if the disbursement or refund is not likely to be made within a month. Amount not disbursed or refunded within a month from the date of receipt should also be paid in full into the treasury or the bank.

(a) With regard to item (4) mentioned above, viz., process fees levied by a Village Panchayat Court, the President of the Court should not keep with him more than ₹15 at any time and he should pay any amount in excess of the limit into the treasury or the bank at once.

(b) Maintenance amounts deposited in court under section 488 of the Code of Criminal Procedure, 1898 (V of 1898), for payment to the parties concerned.

(c) Fees received by Government Servants appointed as Notaries Public under the Negotiable Instruments Act, 1881 (XXVI of 1881) to defray legal expenses incurred by them in the discharge of their duties as such Notaries Public.

(d) Cash receipts in the Public Works Department to defray expenditure on current works which cannot be met from the imprest or permanent advance of the officer incurring the expenditure, or to defray pay and traveling allowance charges when this is necessary in exceptional cases to prevent abnormal delay in making payments.

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(e) Cash receipts of Range Officers in the Forest Department to meet immediate local expenditure when there is no treasury at the Range headquarters and the Divisional Forest Officer considers it necessary to permit appropriation of receipts.

(f) Cattle pound receipts, to meet feeding charges, disbursement of commissions to pound keepers, expenses connected with the sale of cattle and money order commission in accordance with the orders of Government.

(g) Value of stamps issued to licensed stamp vendors, to pay discount due to them.

(h) Initial deposits and earnest money deposits made by intending bidders at all auction sales in any department of the Government for returning the deposits of unsuccessful bidders at the close of the sale on each day.

(i) Moneys received by jail authorities, for the subsistence allowance of civil debtors.

(j) Moneys realised by the subordinates of the Fisheries Department of the Government on sale of fish, to meet urgent contingent expenditure in connection with the deep-sea fishing operations.

(k) Daily collection of hospital stoppages and pay ward charges for making refunds of excess collection of hospital stoppages and pay ward charges due to the discharged patients by the Superintendents and the Medical Officers-in-charge of the Government hospitals and other Government medical institutions in the State.

(l) Daily collection of veterinary hospital fee, for making refunds of excess collection of hospital stoppages due to the parties at the time of discharge of animals by the Principal, Veterinary College, Ollukara and other officers in charge of the veterinary hospitals or dispensaries.

(m) Revenue realised from the auction sale of unserviceable articles, etc., may be utilised for meeting such items of expenditure as tom-tom charges, cart-hire, etc., to be incurred in connection therewith.

(n) Cash property found on the person of a prisoner at the time of his admission to jail should be deposited in the Treasury for credit to the personal ledger account opened in the Treasury under "Transactions in connection with the cash property of prisoner in jails". But the Jailor may retain a small sum for immediate disbursement of similar sums due to other prisoners on their release and remit the balance into Treasury.

(o) Medical inspection fees realised from the students in the Government Colleges.

(p) Moneys received in the Government Press on account of sale of publications and advertisement charges may be utilised for refunding excess amounts realised from parties.

\*(pp) Moneys realised by the subordinates of the Dairy Development Department on the sale of milk and milk products to meet refund charge of advances received for which supply of milk and milk products has not been effected.

\*\**(ppp)* Sale proceeds of "Teacher's Hand Book" received by Assistant Educational Officers who have been authorised to distribute the book may be utilised by such officers to meet sundry expenses like packing, transport of books and expenses for remittances of sale proceeds of the books.

† *(pppp)* Payment of route-war batta to the crewmen of the State Water Transport Department from the daily collection.

‡ *ppppp* Sale proceeds of lottery tickets received by the District Lottery Officer, may be utilized for meeting the expenditure towards payment of prize money upto ₹ 5,000 (Rupees Five thousand only) subject to the following conditions:-

(i) The Departmental receipts shall be appropriated only for meeting the expenditure for the payment of prize money, agent's and Seller's prize and additional commission, which are now met from the permanent advance allotted for the purpose;

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\* Insertion [G.O.(P) No.368/73/Fin., dated 29th August, 1973]

\*\* Insertion [G.O.(P) 189/77/Fin., dated 17th June, 1977]

† Insertion[G.O. (P) No.3/81/Fin., dated 1st January, 1981]

‡ Insertion [G.O. (P) 1065/92/Fin. dated 14th December, 1992].

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(ii) The net sale proceeds of a day after defraying the above expenditure should be remitted in the Treasury on the succeeding day itself;

(iii) The Department should maintain subsidiary accounts for each draw, *category-wise* and *agent-wise*;

(iv) Gross receipts as per the sales account and payment as per subsidiary accounts should be entered in the cash book daily;

(v) The Director of State Lotteries shall take steps to check the transactions; and

(vi) The Director of State Lotteries shall present a consolidated bill every month in respect of all districts at the District Treasury, Thiruvananthapuram for transfer crediting the total amount paid from Departmental receipts during the previous month to the receipt head by debit to the departmental expenditure head concerned as provided in Rule 221 of the Kerala Treasury Code. The adjustment bill should be supported by detailed statements of payments made for each district with supporting vouchers and necessary certificates prescribed under Treasury Rules for audit by the Accountant General.

*NOTE.*—Amendment to Sub rule (3) of Rule 6 shall be deemed to have come into force from the 6th day of April, 1988.

*#(pppppp)* Sale proceeds of lottery tickets received by the Assistant District Lottery Officers may be utilized for the payment of prize up to ₹ 100 and for payment of commission to agents upto ₹ 100.

*#*This amendment shall be deemed to have come into force on 26th March, 1997.

*(q)* Any other cases where the rules and codes applicable to a particular department or departments of the Government permit the appropriation of departmental receipts for departmental expenditure:

Provided that the authority hereby given to appropriate departmental receipt for departmental expenditure shall not be construed as authority to keep the departmental receipts and expenses defrayed there from outside the account of payments into and the withdrawal from the Government Account.

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*#*Insertion [G.O. (P) 270/2007/Fin. dated 25th June, 2007.

7. A Government servant may not, except with the special permission of the Government deposit in a bank moneys withdrawn from the Government Account under the provisions of Section VII of this Part.

8. The procedure to be adopted by government servants in receiving moneys on account of the revenues of the State, granting receipts for such moneys and for paying them into the Government Account and by the Treasury and the Bank in receiving such moneys and granting receipts for them shall be regulated by the provisions contained in Part III.

#### SECTION VI

##### **Custody of moneys relating to, or standing in the Government Account**

9. (1) The procedure for the safe custody of money in the hands of government servants, or held in the Treasury shall be regulated by the provisions contained in Part IV.

(2) The Bank is responsible for the safe custody of government moneys deposited in the Bank.

#### SECTION VII

##### **Withdrawal of moneys from the Government Account**

###### **DEFINITION**

10. In this section “withdrawal” with its cognate expressions refers to the withdrawal of funds from the Government Account for disbursements of, or on behalf of, the State other than disbursements in the United Kingdom.

###### **GENERAL RULES**

11. Save as expressly provided by or under these rules, or unless the Government after consultation with the Accountant General otherwise direct in any case, moneys may not be withdrawn from the Government Account without the written permission of the Treasury Officer or of an officer of the Indian Audit Department authorised in this behalf by the Accountant General.



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**POWER OF THE ACCOUNTANT GENERAL**

**12.** The Accountant General may permit withdrawal for any purpose.

**13.** (a) Subject as hereinafter provided in this section a Treasury Officer may permit withdrawal for all or any of the following purposes, namely:—

(i) to pay sums due from the Government to the drawing officer;

(ii) to provide the drawing officer with funds to meet claims likely to be presented against the Government in the immediate future by—

(1) other government servants, or

(2) private parties;

(iii) to enable the drawing officer to supply funds to another government servant from which to meet similar claims;

(iv) to pay direct from the Treasury or from the Bank sums due by the Government to a private party;

(v) in the case of an officer or authority empowered to make investments of moneys standing in the Government Account for the purpose of such investments † ;

(vi) to pay sums on account of loans and advances; and †

\*(vii) to pay sums to the drawing officer on account of permanent advance sanctioned to his office.

(b) Unless expressly authorised by the Accountant General, a Treasury Officer shall not permit withdrawal for any purpose not specified in clause (a) of this rule.

**14.** Except as provided in rule 22 and 23, a Treasury Officer shall not permit withdrawal for any purpose unless the claims for withdrawal complies with the provisions contained in Part V as to the person by whom and the form in which, the claim shall be preferred and the checks to which the claim shall be submitted by the Treasury Officer before directing payment thereof.

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†“and” occurring at the end of item (v) deleted and added at the end of item (vi) [G.O.(P) 4/75/Fin., dated 3rd January, 1975]

\*Addition [G.O.(P) No.4/75/Fin., dated 3rd January, 1975].

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**SPECIAL INSTRUCTIONS TO TREASURY OFFICERS**

**15.** A Treasury Officer has no general authority to make payments on demands presented at the Treasury, his authority being strictly limited to the making of payments authorised by or under these rules. If a demand of any kind is presented at a Treasury for a payment which is not authorised by or under these rules, or is not covered by a special order received from the Accountant General, the Treasury Officer shall decline payment for want of authority. A Treasury Officer has no authority to act under an order of the Government sanctioning a payment, unless the order is an express order to him to make payment; and even such special order should, in the absence of urgency, be sent through the Accountant General.

*NOTE.*—See Rules 210(2)(m) and 306(a)(2) regarding payment of loans and advances and grants-in-aid.

\* No authorization from the Accountant General shall be necessary for the drawal of amounts by the Government for the repayment of principal or payment of interest in respect of loans raised by the Government.

**16.** A Treasury Officer shall not honour a claim which he considers to be disputable. He shall require the claimant to refer it to the Accountant General.

**17.** Except as provided by rules in Part V, a payment shall, unless the Government by general or special order otherwise direct, be made in the district in which the claim arises.

**18.** No withdrawal shall be permitted in order to meet the pay, leave salary, or allowances of a gazetted government servant or a reward or honorarium payable to a gazetted government servant or the transit pay and allowances of a non-gazetted government servant promoted as a gazetted government servant in respect of the period of transit availed of by him after relief from the non-gazetted post and before joining the gazetted post, or any pension, until the Accountant General has intimated to the Treasury Officer the rate at which payment shall be made: provided that the Government may, for special reasons and with the concurrence of the Accountant General waive the provisions of this rule.

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\* Exception added vide G.O. (P) 546/87/Fin. dated 23rd June, 1987.

*Exceptions.*—\*(a) for payment of honorarium of an occasional nature by government to a gazetted government servant.

(b) for payment of honorarium to gazetted government servant by the Kerala Public Service Commission.

(c) for payment of over-time allowance, where admissible to a gazetted government servant.

\*\**(d)* for payment of honorarium to the Teaching Staff of the Engineering Colleges and Polytechnics for conducting classes for part time courses, provided such claims are countersigned by the Heads of Institutions concerned.

\*\*\**(e)* For the payment of honorarium/ remuneration/ allowance to the Teaching Staff of Colleges;

(i) for taking classes under Indian Administrative Service coaching scheme;

(ii) for special remedial coaching to students belonging to Scheduled Caste and Scheduled Tribe subject to a maximum of ₹150 per month per teacher;

(iii) for taking classes in Pre-examination Training Centres subject to a maximum of † ₹ 300 per month per teacher;

†This amendment shall be deemed to have come into force from the 11th day of January, 1985.

(iv) for taking evening classes by the teachers of day colleges;

(v) for taking classes in Banking and Secretariat Practice in colleges where qualified staff are not available;

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\* Substitution [G.O.(P) No.36/75/Fin., dated 28th January, 1975]

\*\* Substitution [G.O.(P) No.716/82/Fin., dated 24th November, 1982]

\*\*\* Insertion [G.O.(P) 604/84/Fin. dated 20th October, 1984]

† Substitution[G.O.(P) 86/88/Fin. dated 3rd February, 1988].

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- (vi) for providing practical training to students of Government Colleges where facilities for the same are not available; and
  - (vii) for taking classes in English, Economics, Mathematics, Hindi etc. in Government Polytechnics/Engineering Colleges/College of Fine Arts:
  - (f) for payment of National Cadet Corps honorarium provided the bills in respect of the claims enumerated above are countersigned by the Head of the Institution concerned.

*NOTE.*—The sanctioning authority should authorise the Gazetted Officer to draw the amount of honorarium by debit to the proper head after deducting the income tax due.

**19.** No withdrawal shall be permitted on a claim for the first of any series of payments in a district of pay or allowances to a government servant, other than a person newly appointed to Government service unless the claim is supported by a last pay certificate in such form, as may be prescribed by the Comptroller and Auditor General of India. A Treasury Officer may not permit any withdrawal in respect of pay or allowances of a government servant to whom he has granted a last pay certificate unless the certificate is first surrendered.

*\*NOTE. 1*—The above provision will apply in the case of a non-gazetted officer promoted to a gazetted cadre also.

*\*\*NOTE. 2*—Exception (2) under sub rule (a) of rule 169 and the exceptions under the rule 182 shall be applicable in the case of a claim under this rule also.

**20.** The Treasury Officer shall be responsible to the Accountant General for acceptance of the validity of a claim against which he has permitted withdrawal and for evidence that the payee has actually received the sum withdrawn.

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\* Insertion [G.O.(P) No.7/73/Fin., dated 2nd January, 1973].

\*\*Addition [G.O.(P) No. 616/82/Fin., dated 22nd October, 1982].

**21.** The Treasury Officer shall obtain sufficient information as to the nature of every payment he is making and shall not accept a voucher which does not formally present that information unless there are valid reasons, which he shall record in writing, for omitting to require it.

**22.** A Treasury Officer may correct an arithmetical inaccuracy or an obvious mistake in any bill presented for payment, but shall intimate to the drawing officer any correction which he makes.

#### **PAYMENTS UNDER SPECIAL AUTHORISATION OF THE COLLECTOR**

**23.** A Collector may, in circumstances of urgency, by an order in writing authorise and require a Treasury Officer to make a payment not being a payment of pension, without complying with the provision of these rules. In any case, the Collector shall at once forward a copy of his order and a statement of the circumstances requiring it, and the Treasury Officer shall at once report the payment to the Accountant General.

*NOTE.*—The need for exercising the special power under this rule should not arise at all in normal conditions. The power should be exercised only in real cases of urgency, e.g., floods, earthquake and the like and withdrawals of money under this rule should, as far as possible, exclude all personal claims of government servants.

#### **INSTRUCTIONS TO DRAWING OFFICERS**

**24.** A government servant who is authorised to draw moneys by means of cheques shall notify to the Bank or the Treasury upon which he draws the number of each cheque book brought into use and the number of cheques it contain.

*NOTE.*—A government servant who is authorised to draw moneys by means of cheques should notify to the Bank or the Treasury upon which he draws the numbers of cheque books withdrawn from use and numbers of cheques they contain, immediately after their withdrawal.

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25. \*(a) Every government servant who is authorised to draw cheques or bills payable at a Treasury or Bank shall send a specimen of his signature to the Treasury or the Bank, as the case may be, through some superior or other government servant whose specimen signature is already with the Treasury or the Bank. When such a government servant makes over charge of his office to another, he shall likewise send a specimen of the signature of the relieving Government Servant to the Treasury Officer or the Bank concerned.

(b) When such bills or cheques are drawn by a person who is not a drawing officer on such Treasury or the Bank and the bill or cheque is countersigned by a Departmental Authority, the specimen of the signature of such Departmental Authority shall be sent to the Treasury or the Bank as the case may be, through some superior officer or other Government Servant whose specimen signature is already available at the Treasury or Bank. When such a Departmental Authority makes over charge of his office to another, he shall likewise send a specimen of the signature of the relieving Government Servant to the Treasury Officer or the Bank concerned.

(c) Specimen signature shall be forwarded to the Treasuries only in specimen signature cards in Form T.R.74A, which shall be obtained from the Treasuries concerned.

*NOTE 1.*—A Government Servant who is authorized to draw, or a Departmental Authority referred to in sub-rule (b) who is authorized to countersign bills, cheques or other documents payable at more than one Treasury shall send a specimen of the relieving Government Servant's signature to the Treasury Officers concerned in specimen signature cards obtained from the respective treasuries.

*NOTE 2.*—The Treasury Officer shall keep specimen signature cards of Government Servants who draw on his Treasury or countersign bills, cheques etc., in the circumstances referred to in sub-rule (b) above, duly arranged in serial numerical order. The cards so arranged shall be kept safely under lock and key.

*NOTE 3.*—Specimen signature to be sent to a Bank need not be in cards in Form T.R.74A, but may be furnished duly countersigned in slips of papers.

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\* Substitution [G.O.(P) 207/88/Fin., dated 9th March, 1988.]

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**SECTION VIII****Transfer of moneys standing in the Government Account**

**26.** The transfer of government moneys from one Treasury to another and between the currency chest balance and treasury balance of a treasury and between a treasury and the Bank shall be governed by such instructions as may be issued in this behalf by the Governor after consultation with the Reserve Bank of India.

The transfer of moneys from or to a small coin depot to or from a treasury under the control of the Government of the State shall be governed by instructions issued by the President in this behalf.

Save as provided above, the provisions of Part VI and subsidiary instructions issued thereunder shall regulate the procedure with regard to the matter aforesaid.

**SECTION IX****Responsibility for moneys withdrawn****TREASURY OFFICER**

**27.** If a Treasury Officer receives intimation from the Accountant General that moneys have been incorrectly withdrawn and that a certain sum should be recovered from a drawing officer, he shall effect the recovery without delay and without regard to any correspondence undertaken or contemplated with reference to the retrenchment order; and the drawing officer shall without delay repay the sum in such manner as the Accountant General may direct.

**DRAWING OFFICERS**

**28. (a)** Subject as hereinafter provided in this rule, the procedure to be observed by a government servant in regard to moneys withdrawn from the Government Account for expenditure shall be regulated by the provisions made in this behalf in Part V.

*(b)* A government servant supplied with funds for expenditure shall be responsible for such funds until an account of them has been rendered to the satisfaction of the Accountant General. He shall also be responsible for seeing that payments are made to persons entitled to receive them.

*(c)* If any doubt arises as to the identity of the government servant by whom an account of such funds shall be rendered, it shall be decided by the Government.

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**SECTION X****Inter-Government Transactions**

**29.** (1) Save as provided hereinafter in this section, no transactions of the State with another government shall be adjusted against the balance of the State except in accordance with such directions as may be given by the Comptroller and Auditor General of India with the approval of the President to regulate the procedure for the accounting of the transactions between different governments.

(2) Moneys presented within the jurisdiction of another government for credit to the Government Account or a payment made by another Government as a withdrawal affecting the balance of the Government Account shall not be credited or debited to the Government Account except under express authority of the Accountant General of the receiving or the paying government concerned or any other Accounting Officer authorised in this behalf by the Comptroller and Auditor General of India.

(3) All adjustments against the balance of the State by debit or credit to another government shall be made through the Central Accounts Section of the Reserve Bank of India.

**30.** Where such a course is authorized in consequence of a delegation of functions made under Article 258(1) of the Constitution, the Treasury Officer may receive or authorise the Bank to receive moneys tendered on behalf of the Union Government, and may make or authorise the Bank to make disbursements on behalf of the Union Government in accordance with such procedure, as may be specified in the rules made by or under the authority of the President. Such receipts and disbursements on behalf of the Union Government shall be adjusted, as far as practicable, directly against the balance of the Union Government held by the Bank, but where such transactions are temporarily taken into account against the balance of the Government account, the Accountant General will on receipt of intimation from the treasury make the requisite adjustments in respect of the aforesaid transactions through the Central Accounts Section of the Reserve Bank of India, against the balance in the Government Account of the Union Government held by the bank.



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**31.** The Treasury Officer may, subject to any general or specific direction of the Government in this behalf, receive or authorise the Bank to receive moneys tendered on behalf of another State and may, if so required by the Accountant General make or authorise payment of any claim against another State. The necessary credits or debits in respect of such receipts and payments against the balance of the State concerned shall be made by the Accountant General through the Central Accounts Section of the Reserve Bank of India but until such adjustments are made, the credits and debits shall be entered in the Government Account. Moneys paid or received in the Office of the Accountant General on behalf of another State and the book entries made in the office of the Accountant General affecting the accounts of another State shall, likewise, be adjusted by the Accountant General through the Central Account Section of the Reserve Bank of India against the balances of the State concerned.

**32.** The provisions of rule 31 may be extended with or without modifications so payments made or received in the Sate on behalf of the Railway administered by the Government.

## SECTION XI

### **Receipts and disbursements of the State in the United Kingdom**

**33.** Until other provision is made by the Governments in this behalf, moneys received in the United Kingdom on account of the revenues of the State may be paid into, and funds required for disbursements of or on behalf of the State in that country may be withdrawn from, the balances in the Government Account of the Union Government in that country, in accordance with such procedure as may be prescribed by or under the authority of the President for the transactions of the Union Government in the United Kingdom. These transactions shall be adjusted in India, at the earliest opportunity against the balances of the Government Account according to such directions as may be given in this behalf by the Comptroller and Auditor General of India with the approval of the President.

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**SECTION XII****Supplemental**

**34.** The Accountant General in the exercise of any of his functions under these rules shall be subject to the general control of the Comptroller and Auditor General of India.

**35.** Nothing in these rules, shall have effect so as to impede or prejudice the exercise by the Comptroller and Auditor General of India of the powers vested in him by or under the Constitution to make rules, or to give directions regulating the submission to the Indian Audit Department of the accounts kept in treasuries or in departmental offices and to be accompanied by such vouchers for their support as the Comptroller and Auditor General may require for purposes of audit.

**36.** Nothing contained, or in the application of, these rules shall have effect so as to impose upon the Bank in connection with the business of the Government any responsibility not imposed upon the Bank by the terms of its agreement referred to in rule 3.

**37.** (1) Where under the provisions of these rules the detailed procedure with respect to any matter is required to be prescribed or regulated by departmental regulations and where no rule or order has been made by the Government as to the authority by which the regulations shall be made, such regulations to be observed by particular departments shall be made by the Government.

(2) Nothing contained in this rule affects the validity of any order, instruction or direction contained in any authorized departmental regulation in force on the date of promulgation of these rules except in so far as such order, instruction or direction is inconsistent with or repugnant to any distinct provision contained in these rules.

(3) Notwithstanding anything contained in these rules, the operation of a Savings Bank Account of any person in a treasury of the State shall be regulated by the instructions contained in Appendix 3 to these rules.

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**SUBSIDIARY RULES****PART II****GENERAL ORGANISATION AND WORKING OF THE TREASURIES**

**38.** Subject to any general or special orders of the Government the responsibilities of the several officers for the proper management and working of the treasuries will be as laid down in the following rules of this part.

**SECTION I****District Treasuries****RESPONSIBILITIES OF THE DIRECTOR**

**39. (a)** The Director as the Head of the Department of Treasuries is responsible to the Government for the proper functioning of the Treasuries in the State. He shall inspect each district treasury at least once in a year, examine whether the rules relating to the custody of treasure are closely followed, whether the registers are in good order and kept up-to-date and generally whether the treasury is working satisfactorily and shall take such effective steps as are necessary to remedy the defects, if any, noticed by him. In the course of the inspection, he shall specifically examine and satisfy himself—

(i) that the actual stock of cash, opium, ganja, stamps and securities is kept under joint lock and key and corresponds with the book balance;

(ii) that the Treasurer does not hold a sum larger than is necessary for the convenient transaction of the Government business and this sum together with the value of stamps, opium, ganja and other valuable articles held under the orders of the Government in his sole custody, is not larger than the security given by him;

*and*

(iii) that the stock of draft, cheque, bill and similar forms are carefully kept under lock and key by the Treasury Officer and periodically tallied with the balance of such forms on the stock books.

*NOTE 1.*—The word “Stamps” used in the above rule includes Match Excise Banderols.

*NOTE 2.*—Officers inspecting stamps, opium, etc., should record certificates of verification in their own hand.

*NOTE 3.*—Appendix 5 contains the detailed rules prescribed by the Government for the inspection of District Treasuries. The Director should see during his inspection of the treasury that the stock of stamps especially those of denominations for which there is no demand or only occasional demand, is not excessive. He should pass orders at the time of inspection regarding the disposal of any surplus stock of stamps.

(b) (1) Each district treasury will be inspected periodically by an Officer of the Indian Audit Department.

(2) A brief report of such inspection will be drawn up and sent to the Director with a copy to the Treasury Officer. The report will be in two parts, the first part dealing with the observance of the rules regarding the custody of treasure, coinage, currency, remittance and public debt work as well as the maintenance of the Currency Chest Accounts and the second part dealing with other points. The Accountant General will also send a copy of the first part of the report to the Currency Officer, Reserve Bank of India, Madras.

(3) The Treasury Officer shall send his replies on each part of the report in duplicate to the Director who shall pass such orders as he considers necessary and send a copy of his orders together with one copy of the reply received from the Treasury Officer to the Accountant General who will finally dispose of the report. The Treasury Officer shall also send a copy of his replies on the first part of the report of inspection to the Currency Officer, Madras. The Currency Officer will forward his copy of the report and of the Treasury Officer's reply thereon to the Accountant General indicating whether, so far as matters dealt with by the Reserve Bank are concerned, the action taken is adequate or whether any further action is required. The Accountant General may again refer to the Director any matter brought to notice in the report in respect of which he considers that the action taken by the Treasury and the Director is inadequate. Points which cannot even then be settled and all important irregularities will be reported to the Government by the Accountant General.

(4) The Accountant General will include a summary of the general results of the inspections in his annual review of the working of treasuries submitted to the Government.

*\*NOTE*—The Joint Director/Regional Deputy Directors as the case may be, are empowered to conduct the inspection of District Treasuries on behalf of the Director, once in every year and notes on such inspection shall be forwarded to Accountant General (A&E) through the Director of Treasuries. The Inspection reports in respect of District Treasuries and Sub Treasuries conducted by Accountant General's Inspection Wing will be forwarded to the Director, who will retransmit reports to Joint Director/Regional Deputy Directors as the case may be for review and finalisation.

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\* Insertion [G.O. (P) 581/2004/Fin. dated 13th December, 2004.]

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\*This amendment shall be deemed to have come into force with effect from 6th December, 1996

**40.** When an irregularity committed by any Treasury is brought to the notice of the Director by the Accountant General the Director shall make an investigation and pass such orders as he considers necessary except in cases where the Accountant General has finally disposed of the matter by awarding a “Treasury Irregularity” to the concerned Treasury Officer a copy of the orders passed by the Director should be sent to the Accountant General.

*NOTE.*—A list of cases in which the Accountant General usually awards “Treasury Irregularity” is given in Appendix 26. Part A of the Appendix contains a list of serious irregularities which require disciplinary action and Part B contains a list of ordinary irregularities which have the cumulative effect of judging the quality of work of the Officer-in-charge of the Treasury at the time of committing the irregularity.

**41.** When an Officer takes charge of the post of Director otherwise than temporarily, he shall obtain from the outgoing Director, a note prepared by the latter indicating his general impressions on the working of the Treasuries in the State with special reference to any important item of work to be attended to immediately as it comes to his knowledge.

**42.** The Director of Treasuries shall verify the cash balance (including the imprest balance and other anamath balances) in each District Treasury at least once in three months, without giving prior intimation about it to any member of the staff of the Treasury. The fact of verification should be recorded in the relevant registers kept in the Treasury. A certificate of verification specifying the amount, should also be sent to the Accountant General and to Government in the Finance Department.

The verification shall be done by the Director of Treasuries in person. If he is unavoidably prevented from conducting the verification himself, he shall depute an officer in the Directorate, not below the rank of a District Treasury Officer\*\* to verify the cash balance on his behalf.

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\*\* [G.O.(P) 147/77/Fin., dated 16th May 1977.] &  
[G.O.(P) 326/80/Fin., dated 31st May 1980.]

\* Insertion [G.O. (P) 581/2004/Fin. dated 13th December, 2004.]

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† *NOTE.*—The Joint Director/Regional Deputy Directors as the case may be are also empowered to conduct surprise cash balance/imprest balance verification on behalf of the Director in respect of District Treasuries under their control once in three months in the case of Banking Treasuries and every month in the case of Non-Banking Treasuries. Also a certificate of verification specifying the amount may be forwarded to Accountant General (A&E) with copy to Directorate.

† This amendment shall be deemed to have come into force with effect from 6th December, 1996.

43. [Deleted.]

[G.O. (P) 181/76/Fin., dated 26th June 1976.]

#### **RESPONSIBILITIES OF THE TREASURY OFFICER**

44. The Treasury Officer is personally responsible for the due accounting of all moneys received into and paid out of Government account, for the thorough observance of all rules prescribed for his guidance in every branch of his duties, for strict attention to all details of the daily routine of the treasury work, for the correctness of the prescribed accounts and returns and punctuality of their submission for the implicit obedience to the instructions issued by the Accountant General, the Currency Officer, the Director or any other competent authority, for the security of the cash balance, stamps, opium and other Government property and for the conduct of the subordinate treasury officials. For the custody of cash balance, stamps, opium, ganja and other valuables, the Treasury Officer is jointly responsible with the Treasurer. The fact that a subordinate has been required under these rules or under special orders of the Government to attend to certain items of Treasury work shall in no way relieve the Treasury Officer of his responsibilities.

The Treasury Officer is responsible for keeping the accounts of the Treasury strictly in accordance with the directions contained in the Kerala Account Code, for the accuracy of all initial records and vouchers and for regularity of all transactions taking place at the treasury.

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† Insertion [G.O. (P) 581/2004/Fin. Dated 13<sup>th</sup> December, 2004]

*NOTE.*—An officer holding independent charge of a district treasury in the course of a prescribed training (vide Appendix 4) will be personally responsible for discharging the duties and responsibilities of the Treasury Officer. However, it shall in no way, relieve the regular Treasury Officer of his responsibilities and he should closely watch the work of the Officer on training and give him proper guidance in all items of work.

45. The District Treasury Officer shall send immediate preliminary report to the Accountant General, the Director of Treasuries and the Government, of any defalcation or loss of money, stamps or opium and other property discovered in the treasury or any sub treasury even when such loss has been made good by the person responsible for it. Such preliminary report shall be supplemented as soon as possible afterwards by a detailed report, after personal investigation into the case. In dealing with cases of defalcations or losses as aforesaid and in reporting such cases to the Accountant General and other authorities, the District Treasury Officer shall be guided by such general orders or instructions as may be issued in this behalf by the Government. Petty cases, that is, cases involving losses not exceeding ₹ 300 each need not be reported to Accountant General unless there are, in any case important features which merit detailed investigation and consideration.

46. (1) The Treasury Officer shall satisfy himself by periodical examinations at convenient intervals that the actual stock of cash (coins and notes), stamps, opium, ganja and other valuables (including cash chests and sealed boxes and packets deposited for safe custody under Rule 157) which are put under double locks, the actual stock of the forms of drafts, cheque, pass books, cash orders, etc., and the documents pertaining to the securities of the treasury staff which are kept in his personal custody and the actual stock of saleable forms and other valuables held in the treasury under the orders of the government either under double locks or under single locks in the sole charge of the Chief Treasurer, correspond with the book balances. Such verification should invariably be done whenever there is a change of charge and also periodically as under:

Cash (coins and notes)	:	Once in every month
Stamps, opium, ganja and other valuables	:	Once in every six months

(2) The Treasury Officer shall examine the deposit registers himself at least once a quarter and ensure that they are kept in accordance with the rules prescribed for the purpose in the Kerala Account Code or elsewhere and furnish the certificate prescribed in Article 124 of the Kerala Account Code, Volume II.

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*NOTE.*—For this purpose the Assistant Treasury Officer of each District Treasury (and one of the Assistant Treasury Officers, if there are more than one Assistant Treasury Officer in any District Treasury) should be in charge of the maintenance of the Deposit Registers and the District Treasury Officer should conduct the Quarterly Examination. The Assistant Treasury Officer shall verify and attest every entry including the totals of daily transactions in the Deposit Accounts. He shall be responsible to the District Treasury Officer for the correctness of the postings and totals and also for the preparation and timely dispatch of monthly extracts and other periodical returns pertaining to Deposit due to the Accountant General. He shall also be responsible to the District Treasury Officer for rendering weekly or other periodical statements due to the courts for filling up the pass books and for the reconciliation of the Administrator's figures with the treasury figures.

**47.** The Treasury Officer shall verify the District Treasury balance (which term includes besides the Treasury balance the balance in the Currency Chest of the Reserve Bank of India, if any, held in the treasury, the balance in the small coin depot, if any, attached to the Treasury and the balance of any imprest amount held by the Treasury Officer) in person on the first of each month and sign the account to be rendered to the Accountant General and the Government in the Finance Department. When, however, he is absent on tour on the first of the month, or when he is unable to perform the duties from physical inability, the duties may be entrusted to the officer discharging his duties in the district treasury in his absence. The reason for his inability to sign the accounts must be distinctly noted in the returns and accounts. In such cases, the Treasury Officer should verify the balance and satisfy himself as to the correctness of the monthly accounts immediately on his return to office and record that fact in the office copies of the accounts and returns. In no case should a Treasury Officer allow more than two consecutive months to pass without his verifying the monthly closing balance and signing the accounts.

**48.** When a Treasury irregularity is brought to the notice of the Treasury Officer by the Accountant General, the Treasury Officer shall make a personal investigation and his report shall be based on his own knowledge and the results of the investigation.



**49.** The special precautions to be observed by the Treasury Officer in matters relating to receipt, custody and payment of Government money are specified in other relevant parts of these rules.

**50.** *The Treasury Officer shall see*—(a) that a notice is posted up conspicuously in the Office of the hour at which the treasury closes for the receipt and payment of money, which shall be at least an hour before the end of the day's work in order to allow time for closing and reconciling the accounts; and

(b) that notices which he is required to exhibit under standing orders or instructions received from time to time such as those regarding the encashment of notes and the supply of small coins are exhibited conspicuously in places which the public enter freely.

#### **RESPONSIBILITIES OF THE CHIEF TREASURER**

**51.** The Chief Treasurer is responsible for the handling of the money at the treasury. The Treasurers or Nottams working in the district treasury are responsible for the handling of the money entrusted to them by the Chief Treasurer.

#### **VERIFICATION OF TREASURY BALANCE WHEN THERE IS A CHANGE OF TREASURY OFFICER OR CHIEF TREASURER**

**52.** (a) Whenever the Treasury Officer hands over charge otherwise than temporarily, the relieving government servant shall, before taking charge, verify the cash balance in the district treasury in the manner prescribed in Rule 144 of part IV of these rules and report the result of his verification to the Accountant General with a certificate in Form T.R.1. He shall also obtain from the outgoing Treasury Officer a note prepared by him regarding the state of affairs in the district treasury. Whenever the Chief Treasurer hands over charge, otherwise than temporarily, the cash balance shall be similarly verified and the result of the verification recorded in the Treasurer's Balance Sheet.

(b) A government servant who holds charge of a district treasury during a short temporary absence of the Treasury Officer, e.g., on casual leave, shall be held responsible for the correctness of the balances in any double-lock receptacle which is opened whilst he is in charge, until it is duly verified and taken over by the permanent Treasury Officer. He should, therefore, verify the contents of any double-lock receptacle which is opened whilst he is in charge. The permanent Treasury Officer should verify, on his return, the contents of all double-lock receptacles which have been opened during his absence.

(c) If, on any occasion, the Treasury Officer or the Chief Treasurer is so ill that he is unable to go in person to the treasury to hand over charge of the treasury keys to the government servant duly authorised to take charge of the duties of his post from him, the relieving government servant shall go to the government servant who is to be relieved and take over the keys in person. The relieving government servant shall then verify the balance under double-locks in the presence of the other double lock officer and record a certificate of verification and the fact of the illness of the relieved government servant in the registers concerned.

#### **RESPONSIBILITIES OF THE SECTION HEADS IN THE ACCOUNTS DEPARTMENT**

**53.** Each Section Head is responsible under the order of the Treasury Officer for keeping complete records of cash and book transactions of district and subordinate treasuries and for the compilation of the prescribed accounts and returns strictly in accordance with the directions and orders in force. He is also required to see that the rules and orders in force are observed in respect of all transactions of the treasury and to bring all cases of irregularity to the notice of the Treasury Officer.

**54.** Each Section Head may be required to inspect under the orders of the Treasury Officer, the account records of sub treasuries and to check a percentage of the initial accounts.

**55.** The Section Head's department and treasurer's department should be in different rooms, if possible. No person unconnected with the treasury should be allowed admission on any pretence into either the room housing the department of account or the Treasurer's room beyond the bar or counter.

#### **Sub Treasuries**

**56.** *Location of sub treasuries:*—There shall ordinarily be a sub treasury at the headquarters of every taluk. If there is a district treasury at the taluk headquarters the Government may do away with the establishment of sub treasury at the station.

**57.** The sub treasury is in the general charge of a Sub Treasury Officer.

**58.** The duties and responsibilities laid on the Treasury Officer in Rules 44 to 50 and 52 shall apply *mutatis mutandis* to Sub Treasury Officer also. But the reports and certificates in respect of verification of cash and other valuables etc., and the accounts are to be sent by the Sub Treasury Officers to the District Treasury Officers and not to Accountant General and the Finance Department unless specifically directed otherwise.

**59.** The Sub Treasury Officer shall attend to the day to day administration of the sub treasury in accordance with the treasury rules and the instructions issued by the Government, the Accountant General, the Director and the Treasury Officer.

**60.** The Sub Treasury Officers shall verify the cash balance in the sub treasury at least twice a month. If he remains at headquarters for a period of seven days or more at a time, he shall prove the balance in the sub treasury once in every seven days during that period. He shall also ordinarily verify the cash balance and the stock of stamps whenever he leaves or arrives at headquarters and submit a report to the District Treasury Officer.

When there is a change of incumbent of a post which carries with it the charge of a sub treasury, the new incumbent shall verify the cash balance and the stock of stamps and submit a report to the District Treasury Officer.

*Explanation.*—The scope of the term ‘proving’ is explained in Note 1 under Rule 152 (iii) in Part IV.

**61.** The monthly closing balance of the sub treasury should be verified and the result reported to the District Treasury Officer on the last day of the month by the Sub Treasury Officer. The Sub Treasury Officer shall arrange to be at the headquarters and to be present in the office on the last day of every month. If he is unavoidably prevented from being present in the office on the last day of the month, a special report should be submitted to the District Treasury Officer explaining the circumstances which rendered it impossible for him to verify the monthly closing balance. In that case the verification shall be done and the result shall be reported to the District Treasury Officer by the Officer entrusted to discharge the other duties of the Sub Treasury Officer for that day. In no case should a Sub Treasury Officer allow more than two consecutive months to pass without his verifying the monthly closing balance.

(i) *Non-Banking Treasuries.*—The District Treasury Officer shall verify the cash balance (which term includes besides the treasury balance, the balance in the Currency Chest of the Reserve Bank of India, if any, held in the sub treasury, and the balance in the small coins depot, if any, attached to the sub treasury) in the non-banking sub treasuries in his district once in a month. Such verification shall be made by the District Treasury Officer himself, without prior notice. If owing to unavoidable circumstances, the District Treasury Officer is prevented from conducting the verification himself in any month, he may authorise his senior Assistant Treasury Officer to conduct the verification for that particular month.

But he should not allow more than two months to pass without his verifying the cash balance of a non-banking sub treasury in his jurisdiction. The fact of verification should be certified in the treasury's daily balance sheet and also in such other register maintained to account for the cash kept in the treasury. A report of verification shall also be sent to the Director of Treasuries on the date of verification. Verification statement in respect of currency chest balance, if any, should be sent to the Currency Officer, Reserve Bank of India as stipulated in rule 153(iii) of these Rules.

(ii) *Banking Treasuries.*—The District Treasury Officer shall verify the cash balance (including imprest balance and other anamath balances) in the banking sub treasuries in his district once in three months. Such verification shall be made without giving prior notice. If owing to unavoidable circumstances, the District Treasury Officer is prevented from conducting the verification himself in any occasion, he shall authorise his senior Assistant Treasury Officer to conduct the verification on his behalf for that particular occasion. But in such cases, the next verification of this particular sub treasury should be conducted by the District Treasury Officer himself. The fact of verification should be certified in the relevant registers kept in the Treasury and a report of verification should be sent to the Director of Treasuries on the very date of verification.

#### OTHER EMPLOYEES OF THE SUB TREASURY

62. The duties of the Treasurers, Nottams and Section Heads in the Accounts Department of the district treasuries prescribed in Rules 51 to 55 above shall apply *mutatis mutandis* to the Treasurers, Nottams and the Head Accountants of the sub treasury.

#### INSPECTION OF SUB TREASURIES

63. (a) The Director shall arrange for the inspection of the sub treasuries by \* an officer in the Directorate not lower in rank than that of a District Treasury Officer at least once in two years. He shall examine the sub treasuries himself as far as possible during his tours.

\*\* (b) The Director shall also arrange for a further detailed verification of the accounts and records pertaining to the Treasury Savings Bank transactions of all the sub-treasuries once in a year by an officer not lower in rank than that of a Sub Treasury Officer.

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\* Substitution [G.O.(P) 326/80/Fin., dated 31st May, 1980.]

\*\* Addition [G.O. (P) 326/80/Fin., dated 31st May, 1980.]

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†(c) The Joint Director/Regional Deputy Directors as the case may be are also empowered for the inspection of Sub Treasuries under their jurisdiction once in every two years on behalf of the Director, and dispose the notes at their level except in major irregularities in which case the matter to be brought to the notice of the Director of Treasuries.

†This amendment shall be deemed to have come into force with effect from 6th December, 1996.

**64.** The District Treasury Officer shall conduct inspection of all the sub treasuries in the district at least once in a year, without notice.

**65.** Sub treasuries will be inspected by an officer of the Indian Audit Department, if circumstances render it necessary.

*NOTE.*—Appendix 5 contains the detailed rules prescribed by the government for the inspection of sub treasuries. The Director or other inspecting government servant should see during his inspection of a sub treasury that the stock of stamps, especially those of denominations for which there is no demand or only occasional demand, is not excessive. He should pass orders at the time of inspection regarding the disposal of any surplus stock of stamps.

#### **BANKS CONDUCTING TREASURY BUSINESS**

**66.** If a treasury or sub treasury is located at a place where there is a branch of the State Bank of India or its subsidiary, the government may declare that the cash business of that treasury or sub treasury will be transacted through the bank.

*NOTE.*—A list of treasuries and sub treasuries in the State is given in Appendix 2.

**67.** A branch of the State Bank which conducts treasury business should be kept open for the transaction of that business on a recognized holiday if the District Treasury Officer requests the Agent to keep it open for that purpose.

**68.** If the Agent / Manager of a branch of the State Bank of India or any of its subsidiaries which conducts treasury business dies or becomes incapacitated for duty and it is not possible for the bank or its subsidiary to make immediate arrangements for the transactions of business at the branch, the government official named hereafter, should, provided the concerned bank has by prior arrangement be requested that he should do so at once—

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†Insertion [G.O.(P) 581/2004/Fin. dated 13th December, 2004]

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(a) visit the bank in person, take over the keys of the strong room and other receptacles of treasure, notes or books and ensure that the strong room is properly secured and direct the guard to report to him;

(b) give telegraph information as the occurrence to the Local Head Office/Head Office of the concerned bank; and

(c) arrange for the due transaction of urgent treasury business at the bank. The responsibility for performing the functions herein stipulated should, in the first instance, be primarily that of:—

(i) the Collectors at district headquarters.

(ii) the Revenue Divisional Officers at the headquarters of the Revenue Division, and

(iii) the Tahsildars of the respective taluks at other places.

The concerned government official should, on no account, take any action in regard to the bank's private business, which together with the ordinary treasury business which is not of an urgent nature should remain in abeyance till a responsible official of the concerned bank takes charge of the branch.

When it is impossible for the concerned government official to take the action mentioned above in person, e.g. on account of absence in camp, he may delegate his functions in this connection to any other government official not below the rank of a confirmed Sub Treasury Officer, who is within easy reach of the branch of the bank. He should nominate such government official for this purpose specially on each occasion when the necessity arises.

Neither the government nor any government servant will incur any sort of responsibility either to the State Bank of India or to its subsidiaries or to any third party by reason of anything done bona fide under this rule. The Government Official concerned would however, be responsible for the safe keeping, as a bailee, of the keys of the strong room, etc., taken over by him and the accounting for the cash and other contents which he takes out from the strong room.

## SECTION II

**TREASURY ACCOUNTS****TREASURER'S RECORDS**

**69.** The Treasury shall maintain a simple cash book (without subordinate registers), in which each receipt and payment shall be posted at the time and on the date on which they actually occur and in the order of occurrence. The Treasurer shall sign and immediately return to the concerned Section Head in the Department of Accounts (after the necessary entry in his accounts) all receipts for money received. He shall stamp all payment vouchers "Paid" and retain them for delivery to the Accounts Department when the books are compared.

**70.** When stamps or opium have been sold, the total sales shall be entered before the cash book is closed, and a memorandum should be prepared and forwarded to the concerned Section Head in the Department of Accounts, so that the necessary entry may be made in the accounts.

**BOOKS OF THE DEPARTMENT OF ACCOUNTS**

**71.** The form and procedure with regard to the initial accounts kept in the treasury and the methods and principles in accordance with which the accounts are kept, are governed by the directions contained in the Kerala Account Code, Vol. II. It is the duty of the Treasury Officer to satisfy himself that those directions are strictly observed, that the accounts are correct in all respects and that the record of receipts and payments is so clear, explicit and self-contained as to be produceable if necessary as satisfactory and convincing evidence of facts.

*NOTE.*—A complete record of cash transactions and book transfer relating to the district treasury, including those to sub treasuries within its jurisdiction, will be kept in the Accountant's Day Book. Every item received or paid as well as all adjustments by transfer should be entered in the Day Book or in some register subsidiary to the Day Book in accordance with the directions contained in the Kerala Account Code, Vol.II. The daily total from cash subsidiary register should pass into the Day Book.

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**72.** The Treasury Officer shall prohibit any erasures or over-writings in the Day Book and other registers of initial record or in any account or schedule and verify and initial every correction in them.

**73.** The provisions contained in rules 69 to 72 and rules 75 shall apply *mutatis mutandis* to the sub treasuries also. The daily account of sub treasuries are incorporated in the accounts of the district treasuries in accordance with the direction contained in the Kerala Account Code, Volume II. It is the duty of the Treasury Officer to scrutinise and examine every item of receipts and payments shown in the daily accounts and point out, and watch against all irregularities in the same way as those at the district treasury. He shall examine and regulate the procedure of sub treasuries, as far as he can from the daily examination of their accounts.

*NOTE.*—If the Treasury Officer, owing to the volume of sub treasury transactions finds it difficult to scrutinise each and every sub treasury voucher, he may at his direction leave over the work to the Assistant Treasury Officer and/or the Section Heads of the Accounts Department, a percentage check not less than 20 per cent being effected by him. All vouchers checked by the Treasury Officer himself must be initialed by him as a token of the fact that he has exercised the check.

**74.** The Treasury Officer shall see that the cash balance of the sub treasury has been actually counted and certified by the Sub Treasury Officer on the closing day. The cash balance of the sub treasury must be written in words as well as in figures, the words being written in such manner as to have no room for alteration or interpolation. The Treasury Officer is also required to observe special precautions to satisfy himself that Sub Treasury Officer's signature on the daily sheet and supporting documents is genuine and that the accounts have not been tampered with in transit. Unless there is specific instruction from the Accountant General to the contrary, the accounts must invariably be sent by post.

*NOTE.*—The Sub Treasury Accounts and supporting documents pertaining to a month, if dispatched on or after the first of succeeding month, shall be sent to the district treasury in sealed packets through a special messenger or otherwise so that they reach the district treasury not later than the second working day.



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**CLOSING FOR THE DAY**

**75.** Subject to the directions contained in this behalf in the Kerala Account Code, Volume II, the process of closing accounts for the day shall be as follows:-

(a) The daily total of each subsidiary register will be entered in the appropriate part of the Day Book, which will then be totalled and the balance memorandum at the top of the Section Head's balance sheet will be drawn up strictly in accordance with the directions contained in the Kerala Account Code, Volume II. To the account balance thus brought out the additions and deductions indicated at foot of the Day Book form will be applied so as to bring out the cash balance at the district treasury.

(b) Meantime, the Treasurer will also sum both sides of his Day Book and draw up his balance memorandum in the form of the Treasurer's daily balance sheet, Form T.R. 3 or T.R. 4, as the case may be.

(c) If the results shown in the two balance sheets agree, the Treasury Officer should sign the two Day Books and the two balance sheets. He should first satisfy himself of the correctness and good order of all these documents and should give special attention to the reconcilment of the account balance of the district with that actually in the headquarters treasury; the latter excludes the balance in sub treasuries or under remittance within the district which the former includes.

(d) The following is memorandum of some of the more important parts of the verification. The Treasury Officer should:—

(i) compare each entry of payment in a register with the payment order ticking off each voucher as it is passed. This will not be necessary if the Treasury Officer adopts the alternative plan having the account entry presented to him for initials at the same time that he signs the order of payment;

(ii) examine at least two of the totalling on each side, marking the totals as "Exd";

(iii) see the totallings are correctly carried from the register to the Day Book, initialling the totals as he thus compares them;

*NOTE.*—This must be done, in the case of receipt registers even when the total for the day is blank; but it is not necessary to initial blank payment registers. If the number of blank receipt register is large the following plan may be adopted. Such registers as are only rarely required for entry may be bound in a single volume and kept under the Treasury Officer's own lock. When the volume is required for entry, he should give out of register for the purpose, and he should receive it back at the time of signing the daily accounts, carefully seeing in doing so that all new entries in it are correctly carried to the Day Book and initialling them accordingly. It is obviously necessary to guard against fraud or mistake of omitting to bring all entries from these registers upon the Day Book; and this precaution is not complete if the Treasury Officer examines only those registers from which an entry is made upon the Day Book.

(iv) verify the totalling of the Day Book or get it done by some principal subordinate officer other than the Accountant who should initial it is correct;

(v) see twice every week that all vouchers are properly arranged.

(e) Before signing the Treasurer's daily balance sheet, the Treasury Officer should roughly verify the balance in the sole charge of the Treasurer, as shown in that sheet, and satisfy himself on the following points:-

(i) that no uncurrent coins are left in charge of the Treasurer;

(ii) that no more small silver and copper, bronze and nickel coin is so left than is actually required for current use;

(iii) that the whole balance in sole charge of the Treasurer never exceeds his current requirements.

(f) when a deficiency is found in the cash balance of any day it should be made good at once by the person responsible for it and the closing cash balance of the day should be the full balance including the amount lost and made good. If, however, for any exceptional reason the amount of deficiency is not immediately restored to the treasury balance, it should be charged in the accounts of the day on which the deficiency is discovered under "8550. Civil Advances—Other Advances—Other items" on a voucher signed by the Treasury Officer specifying the name of the person who should make good the amount. The amount recovered should be credited to the same head of account. "8550. Civil Advances—Other Advances—Other items".

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When any excess is found in the cash balance, it should be credited to Revenue Deposit on the day on which the excess is found, pending enquiry and disposal of the amount. If the enquiry does not establish beyond doubt that the excess is due to a particular person, it should be credited to Government under “0070 Other Administrative Services-C Other Services-Other receipts-Other items”. If the amount is proved to be payable to any particular person, the refund should be made under the orders of the Director of Treasuries

Such deficiencies or excess should be reported to the Director of Treasuries and Accountant General.

(g) The Treasury Officer should always be careful to sign the Treasurer’s balance sheet in the evening of the day itself to which it refers but the signature and comparison of the Day Book need not be made till the following morning unless the office is to be closed for two or more days. The Section Head’s balance sheet must not be signed, until it has been carefully agreed with the Treasurer’s.

*NOTE.*—Ordinarily, the Treasurer’s balance sheet should be compared and agreed with that of the Assistant Treasury Officer and/or the Section Heads of the Accounts Department before closing the treasury for the day and it is only when pressure of work renders this impossible that the comparison may be postponed till the following morning. When this is necessitated, the certificate over the Treasury Officer’s signature at foot of the Section Head’s balance sheet should be altered in manuscript by cancelling the words “agreed with the Section Head’s daily balance sheet and” before the form is signed by the Treasury Officer which must be done before closing the day. An additional certificate will then be added and signed by the Treasury Officer in the following morning viz., “agreed with the Section Head’s daily balance sheet”. For the 31st March and the first few days of April it will be necessary for the Assistant Treasury Officer and/or the Section Heads of the Accounts Department to prepare a separate rough balance sheet on each of these days for comparison with that of the Treasurer as the completion of the Assistant Treasury Officer and/or the Section Heads of the Accounts Department balance sheet for the 31st march has to await the receipt of the Sub Treasury accounts.

(h) The foregoing provisions of this rule apply also to treasuries which transact their cash business through the Bank subject to the modification that the correctness of the daily accounts should be tested by a comparison of the totals of receipts and payments in the day Book with the corresponding totals in the daily accounts received from the Bank also.

*NOTE.*—When with the concurrence of the Accountant General the daily account of the Bank is submitted to a treasury in the morning of the day following that to which it refers, the signature and comparison of the Day Book may be made in the evening instead of in the morning of the day on which the Bank's accounts are received, provided the pressure of work renders it necessary to so postpone it.

#### CLOSING FOR THE MONTH

**76.** (1) The monthly accounts of the District Treasury shall be kept open till the receipt of daily sheets of every Sub Treasury subordinate to it for the entire period of the month. Every effort shall be made to close the accounts of the each month at the earliest possible date and in any case not later than the 6th of the succeeding month.

(2) The monthly accounts of each non-banking Sub Treasury should be closed on the last working day of each calendar month. Those of each banking Sub Treasury shall be closed on the working day immediately following the last working day of each calendar month i.e., after accounting the transactions taking place at the bank on the last working day of the month. The transactions of every Sub Treasury for each day shall be included in the accounts of the District Treasury on the day on which the daily sheet is received except in the case of daily sheets pertaining to one calendar month received in the District Treasury on or after the first of the succeeding month in which case the transactions as per such daily sheets shall be included in the District Treasury accounts for the last working day of the calendar month to which they relate.

**77.** (1) In closing the accounts of the District Treasury for the month, the month's total of the subsidiary registers will be carried into the cash account in the case of receipts and into the list of payments in the case of payments, the cash account being closed in accordance with directions contained in the Kerala Account Code Volume II. The cash must be verified by actual counting and the cash balance report made out in accordance with the procedure prescribed in Part IV.

(2) The monthly cash account shall be subjected to very careful check by the Treasury Officer when it is laid before him. He must satisfy himself that the opening and closing balances of this account are not merely deductions from accounts but are statements of facts certified to have been verified by actual enumeration of coins and notes. The Treasury Officer shall also check each entry in the cash account and list of payments with the corresponding totals in the Day Book and see that the totals of all the registers are correctly carried into the Day Book.

*NOTE.*—If, at any time, the Treasury Officer be unable to compare all, at least he may compare some; notably, he should compare the entries in the plus and minus memorandum of deposits, stamps, etc., with the entries in the account, for example if the plus and minus memorandum shows a reduction in the stock of judicial stamps to the value of ₹ 5,000 and if the credit in account be less, the difference must be traced and satisfactorily accounted for.

#### MONTHLY ACCOUNTS AND RETURNS

**78.** (1) A complete list of treasury accounts and returns to be rendered on different prescribed dates to the Accountant General, the Currency Officer and other authorities shall be kept at each treasury. The accounts and returns should be written up in accordance with the directions contained in this behalf in the Kerala Account Code, Volume II, and such orders and instructions as may be issued by the Director.

(2) With regard to the punctual submission of the accounts and return the Government shall view with displeasure any avoidable delay on the part of the Treasury Officer in the despatch of the prescribed accounts and returns with complete schedule and vouchers, particularly those required by the Government, the Accountant General, and the Currency Office concerned.

*NOTE.*—The returns due for despatch on a holiday may be sent one day (but not more than one day) late.

**79.** Vouchers pertaining to each schedule relating to the cash account or the list of payments shall be numbered consecutively in a separate monthly series and kept under lock and key in order of payment till they are despatched. Before despatch of the lists of payments and schedules, the Treasury Officer shall by inspection satisfy himself that the required vouchers are all attached. He may find it profitable at intervals during the month to take up a schedule and see that all its vouchers are present in proper order and as no payment can be made without a voucher, there can be no excuse for the absence of any unless it be that for a specific remittance.

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**MISCELLANEOUS**

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**\*80.** Fidelity Insurance guarantee shall be obtained for the following security posts in the Treasury Department for the amounts noted against each, namely:—

(a) Treasuries in District and Sub Treasuries	Fidelity Insurance guarantee for ₹ 3,000
(b) Nottam and Gollahs in the District and Sub Treasuries	Fidelity Insurance guarantee for ₹ 500

All the security posts, namely, Treasurers Gollahs and Nottams in the Department of Treasuries shall be covered by a Single Fidelity Guarantee Insurance Policy in the name of the Director of Treasuries subject to the following conditions:—

(1) The Blanket Insurance Policy need not contain the name or names of the persons covered but shall mention the designation and the number of persons in each category.

(2) Whenever there is an increase in the number of post in any of the categories covered, the Director of Treasuries shall intimate that fact to the State Insurance Department within 15 days of the date of appointment to the post. The additional premium required shall be paid within the prescribed period on receipt of intimation from the State Insurance Department.

(3) Only regular employees shall be allowed to hold these security posts.

(4) Whenever there is necessity for any substitution and officiating arrangements, necessary office orders in this regard shall be recorded by the officer making the arrangement and shall be made available for verification by the Insurance Authority, if found necessary.

(5) The Blanket Insurance Guarantee Policy shall be renewed at the appropriate time every year.

[Rules **81** to **84** omitted]

[G.O.(P) 747/79/Fin., dated 16th August 1979]

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\* Substitution [G.O. (P) 747/79/Fin., dated 16th August, 1979.]

**85.** *Responsibilities of Chief Treasurer and the Treasurer in the handling of money.*— A Treasurer should not be placed in charge of the treasury keys, and should not be made to keep any accounts other than those property pertaining to his office. If the Chief Treasurer of a district treasury goes on casual leave, however, he may, at his option, hand over his treasury keys to the Treasurer or to the Senior Accountant serving under him, on the clear understanding that, in all cases, the Chief Treasurer will be personally responsible for any loss that may occur.

Each of the Treasurers or the Nottams should be required to make good any uncurrent or counterfeit coin received by him and any overpayment made by him.

**86.** *Precautions against substitution of coins in Treasuries.*—To guard against the possibility of uncurrent or counterfeit coin being substituted in a treasury for good coin presented by the public or received in a remittance, every Treasurer and other government servant who handles coin in a district treasury should be required, on arrival for the day's work to hand over to the Chief Treasurer or a responsible subordinate chosen by the Chief Treasurer for the purpose, all coins (private cash, etc.) which he is carrying at the time and to take them back when leaving the office after the day's work.

The procedure described above should also be followed at a sub treasury, the duties assigned to the Treasurer of a district treasury in this connection should be performed by the Sub Treasury Officer in the sub treasuries.

**87.** Subject to the foregoing Rules 80 to 86\* the detailed instructions regarding the form of security the time limit, the custody and any verification, the release of securities, etc., are contained in the Kerala Financial Code, Volume I.

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\*Rules 81 to 84 omitted [G.O.(P) 747/79/Fin., dated 16th August 1979]

**PART III****RECEIPT OF GOVERNMENT MONEYS AND PAYMENT OF SUCH MONEYS INTO THE GOVERNMENT ACCOUNT****SECTION I****General Rules—General Instructions for handling cash****APPLICABLE TO DEPARTMENTS GENERALLY**

**88.** Moneys tendered as dues of the Government or for deposit in the custody of the Government shall not pass through the hands of a departmental officer unless he is authorised to collect such dues/deposits by a general or special order of the Government. Direct payment into the treasury or into the Bank by the person who tenders such money shall be insisted on and direct payments arranged whenever this is practicable \*provided that individual remittances upto and including ₹ 100 shall be accepted by any departmental officer who maintains a cash book in Form T.R. 7A and remitted at the Treasury in lump on the next working day itself.

**89.** (a) A government servant who receives any moneys on behalf of the Government shall receive them only in one or more of the following forms:

(i) Legal tender coin,

(ii) Legal tender currency or bank notes,

(iii) Reserve Bank drafts drawn on the treasury with which the government servant deals and made payable to him\*\*,

##(iii) (a) Remittance through e-payment for Commercial Taxes Department

(iv) Crossed cheques drawn on the Reserve Bank of India, the State Bank of India, the State Bank of Travancore, any other scheduled Bank in India or on any other bank approved by Government and made payable to the government servant concerned:

Provided that cheques shall not be accepted in payment of fines, compensation amounts etc., payable in criminal courts, and:

Provided also that a government servant who receives a cheque drawn on a Bank situated at a place where there is no branch of the State Bank of India, State Bank of Travancore or any other subsidiary of the State Bank of India should collect from the party concerned commission charges at 1/64 per cent for collecting such cheques on behalf of the Government.

\* [G.O.(P) 176/84/Fin. Dated 26th March, 1984.

\*\* Deletion [G.O.(P) 648/88/Fin.dated 1st October, 1988]

# Insertion[G.O.(P) 421/09/Fin. dated 30<sup>th</sup> September, 2009]



(v) † Crossed Postal Order drawn in favour of the departmental Officer, and

(vi) Postal Money Order in favour of the departmental Officer.

*NOTE 1.*—The State Bank of India, the State Bank of Travancore or the branches will collect the cheques tendered in payment of Government dues on the following terms and conditions:—

- (i) All Government cheques drawn in places where either the State Bank of India, State Bank of Travancore or any other subsidiary of the State Bank of India is established, will be collected free of charge.
- (ii) In other cases the Banks will claim a nominal charge of 1/64 per cent. The government servant receiving such cheques in settlement of government dues will collect this also from the parties tendering cheques.
- (iii) So as to enable the Treasury Officer to verify the consolidated treasury receipts of post offices in respect of cheques remitted by the Postal Department and to facilitate early incorporation of credits in the Treasury accounts, the State Bank of Travancore, while advising the credits to the Accountant General, will furnish a copy of the advice direct to the Treasury Officer also. The Accountant General will watch the clearance of the suspense head “bills receivable” which will initially be credited by him with the proceeds of cheques advised to him by the bank as credited to Government account and debited by the treasuries concerned on making the necessary adjustments in the treasury accounts or receipt of the copies of advices by them from the bank direct.

*NOTE 2.*—Cheques drawn in favour of quasi-Government institutions such as Panchayats, Municipalities, the University, the Electricity Board, etc., the transactions of which are mostly conducted through their Personal Deposit accounts with the treasuries‡ and private institutions which are having P.D.Accounts operated

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† Addition [G.O.(P) No. 648/ 88/Fin. dated 1st October, 1988.

‡Insertion [G.O.(P) 116/74/Fin., dated 10th May, 1974]

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in treasuries' will also be accepted at treasuries and the proceeds of such cheques will be credited to the accounts of those institutions with the treasuries. The collection of such cheques will be made in accordance with the provisions contained in Note (1) above.

The bank commission and/or other cheques involved in the collection of cheques received at the treasuries from the above institutions will be recovered from the proceeds of the cheques and the next amount alone will be credited to the accounts of the institutions concerned.

*NOTE 3.*—A government servant receiving a cheque which is to be credited to a Personal Deposit Account or a banking account of a Local Fund kept at a branch of the State Bank of India shall collect from the party concerned full commission charges, if any, payable to the State Bank on such cheques.

*NOTE 4.*—When cheques on which commission charges are payable are accepted, credit in Government accounts will be afforded only for the net amount realised after deducting such charges.

*NOTE 5.*—Officers-in-charge of Departmental Hostels and Tourist Bungalows under the Tourist Department are authorised to accept the “Rupee Traveller’s Cheques” of the following Banks in settlement of dues to Government:

1. The State Bank of India.
2. The Punjab National Bank.
3. The Bank of Baroda.
4. The Bank of India.
5. The Central Bank of India.

*NOTE 6.*—†Bank cheques presented by the depositors of Treasury Savings Bank for credit to their account will be collected in accordance with the provisions contained in Note 1 above:

‡*NOTE 7.*—When a cheque presented by a Party to a Departmental Officer, in satisfaction of Government dues is not honoured on presentation, the cheque concerned will be returned by the bank

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† Insertion [G.O.(P) 303/73/Fin.dated 23rd July, 1973]

‡ Addition[G.O.(P) 221/93/Fin.dated 18th March, 1993]

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to the Departmental Officer with a request to reimburse the handling charges. The Departmental Officer shall, within 7 days from the date of receipt of the bounced cheque, draw and disburse the amount of handling charges to the Bank debiting the expenditure under Office Expenses. The amount so disbursed to the Bank shall be realized from the party in cash and remitted to Government account at the earliest.

(b) A cheque received under clause (a) of this rule shall be treated as a final payment, only after it has been met and the amount has been actually credited to the Government.

**90.** (a) A government servant who receives<sup>†</sup> any money including money received in the form of Postal Money Order on behalf of the Government shall give the payer a receipt in form T.R.5 unless in any case the Government have by a general or special order dispensed with the grant of receipt. In the said Rules, in sub-rule (a) of rule 90, for Note 1, the following Note shall be substituted, namely:—

\*NOTE 1.—All receipts must be written in figures and in words in the original and such other copies of chalans in Form T.R.12 as are required to be given to the tenderers of moneys and signed in full over the “cash received/received payment” stamp. Other copies of the chalan and interim receipts may however be initialled against the amount already indicated therein over the “cash received/received payment” stamp.

NOTE 2.—Receipt Book in Form T.R.5 will be printed with interleaved perforated copies to be taken by carbon process. Copying pencils and double faced carbon papers should be used for this purpose. The original should be retained as office copy and the duplicate issued to the party.

\$NOTE 3.—The Postal Money Order received shall forthwith be entered in a register of Money Order received in form T.R. 5A. The Officer while signing the money order acknowledgement, will simultaneously initial the entries in column 5 in the register in Form T.R. 5A. Total amount received as per the register in Form T.R. 5A shall be entered as a single entry in the receipt

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<sup>†</sup> Substitution [G.O.(P) 76/95/Fin. dated 21st January, 1995]

\* Substitution [G.O.(P) 494/75/Fin. dated 24th October, 1975]

\$ Insertion [G.O.(P) 76/95/Fin. dated 21st January, 1995]

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side of the cash book in form T.R. 7A, giving the details of T.R. 5 receipts in column 2 \*In view of the computerisation in Motor Vehicles Department, the computer generated Form T. R.5 (C) shall be issued in lieu of Form T.R.5. The receipts shall be in triplicate, the original copy shall be issued to the remitter for the purpose of attaching the same with the application for which he seeks service from the office, the duplicate shall be retained in the office as record and the third copy shall be given to the remitter as acknowledgment

This amendment shall be deemed to have come into force with effect from 25th October, 2002.

(b) When a cheque is received, a preliminary acknowledgement in Form T.R.6 shall be given for the cheque only. \*\* A final receipt for the payment in Form T.R.5 shall be issued to the party by the Departmental Officer on receipt of the original chalan receipt from the Treasury/Bank after the amount has been realised. If the cheque is not honoured on presentation, the fact shall be intimated to the person from whom the cheque was received, and payment in cash shall be demanded. The Government accept no responsibility for any loss or damage to the payer on account of delay in giving intimation that a cheque has not been honoured.

*NOTE 1.*—When a cheque is not honoured on presentation, the accompanying chalan should not be returned by the receiving bank but should be retained and destroyed in due course. †Only the dishonoured cheque should be returned to the presenter along with claim for reimbursement of handling charges, if any, and the preliminary acknowledgement of the receipt of the cheque should be got back from him.

*NOTE 2.*—The officers who are authorised to collect money should be specified and they should be asked to give the payer a receipt in the prescribed printed form in all cases. They should keep a complete account of the receipt books that they have received and should be able to produce them always used or unused. The books should be carefully examined to see

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\* Insertion [G.O.(P) 180/09/Fin. dated 12th May, 2009]

\*\* Substitution [G.O.(P) 103/82/Fin., dated 5th March, 1982]

† Substitution [G.O.(P) 221/93/Fin. dated 18th March, 1993]

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that the number of forms contained in each is intact and a certificate of count recorded on the fly-leaf. Ordinarily more than one book should not be used at one and the same time and a new book should be brought into use only after the old one is exhausted. The stock register of receipt books should show the dates on which a book was brought to use and the date on which it was completed. Counterfoils of used receipt books should be kept under lock and keys in the personal custody of the head of the office.

*NOTE 3.*—The required printed receipt books (machine numbered) should be obtained by the head of each department or other controlling officer and distributed to all subordinate officers a stock account thereof being maintained showing the numbers of the books (and number of forms contained in each) received and issued to each individual officer.

*NOTE 4.*—At the time of inspection it should be seen that all the receipt books supplied to each office have been accounted for properly and that the amounts received as per receipts granted have been brought to the cash book.

**91.** When Government dues have to be paid by fixed date and payment as made by cheque with reference to item (iv) in Rule 89 (a), the payer should see that the cheque reaches the government servant authorised to receive it not later than the day before the fixed date. If the cheque is so received and is honoured on presentation, the payment should be treated as having been made on the due date. When a cheque is received on the fixed date or later, the date when the amount is credited in the Government account after realization of the cheques should be treated as the date of payment;

\*Provided that in the case of dues to the Motor Vehicles Department which are remitted in the form of Demand Drafts drawn on banks conducting Government business, the payment will be treated as having been made in time, even if the Demand Draft is presented to the Officer authorised to receive it on the due date only.

*NOTE.*—“Demand drafts” shall not be distinguished from cheques for the purpose of these rules.

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\* Addition [G.O.(P) 40/82/Fin., dated 28th January, 1982]

**92.** (a) Save as otherwise expressly provided in these rules or in any authorised departmental regulations, the following rules shall be observed by all Government Officers who are required to receive and handle cash:—

(i) Every Officer receiving money on behalf of Government should maintain a cash book in Form T.R.7A.

\*NOTE.—The cash book shall be bound in convenient volumes and their pages serially numbered. Before bringing a cash book into use the head of the office shall count the number of pages and record a certificate of count on the first page of the cash book.

(ii) All monetary transactions should be entered in the cash book as soon as they occur and attested by the head of the office in token of check

\*\* Provided that in the case of Trivandrum Public Library all amount received in the Book Room upto 4 p.m., each day along with the previous day's receipt from 4 p.m. to 7 p.m. shall be brought to the main cash book on the same day. All receipts in the Office Room upto 5.15 p.m. each day shall also be accounted for in the main cash book on the same day itself.

(iii) The cash books should be closed regularly and completely checked. The head of the office should verify the totalling of the cash book or have this done by some responsible subordinate other than the writer of the cash books and initial them as correct.

(iv) At the end of each month, the head of the office should verify the cash balance in the cash book and record a signed and dated certificate to that effect. The certificate should also be recorded on the monthly cash account, primary abstract or account current, where such account, abstract or account current is required to be submitted to the Accountant General. Such certificates must be signed by the head of the office who should invariably date the signature.

(v) When Government moneys in the custody of a Government officer are paid into the treasury or the Bank, the head of the office, making such payments should compare the Treasury Officer's or the bank's receipt on the chalan or his pass book with the entry in the cash book before attesting it, and satisfy himself that the amounts have been actually credited into the treasury or the bank.

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\* Addition [G.O.(P) 639/78/Fin., dated 22nd August, 1978]

\*\* Insertion [G.O.(P) 304/76/Fin., dated 29th September, 1976]

† When the number of payments made in a month is more than ten and the total amount involved therein exceeds ₹ 1,000, he should, as soon as possible after the end of the month, prepare a statement of all remittances made during the month and get it verified and certified by the Treasury Officer, which should be compared with the postings in the cash book.

*NOTE.*—Notwithstanding the provisions of the clause the Head of Office may at his discretion prepare a statement of remittance irrespective of the number of payments made in a month and the total amount involved therein and get it verified and certified by the Treasury Officer.

(vi) An erasure or overwriting of an entry once made in the cash book is strictly prohibited. If a mistake is discovered it should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The head of the office should initial every such correction and invariably date his initials

*NOTE.*—The functions assigned to the head of the office in sub-clauses (i) to (iii) and (v) and (vi) above may be performed by any other gazetted subordinate officer specifically authorised by Government in this behalf. [See also Rule 131(c)].

\*(b) When a government servant who does not maintain a cash book as prescribed in clause (a) above is authorized to receive any money on behalf of the Government, he shall, on receipt of such money, grant a temporary receipt in Form T.R. 5A to the payer and either remit the money into the treasury with a chalan in duplicate and send the receipted chalan with full particulars such as the number, and date of the temporary receipt to his immediate superior officer who maintains a cash book or where there is no treasury in or near his headquarters remit the money to the same superior officer with a remittance slip. The officer who maintains the cash book shall, on receipt of the chalan or the money and the remittance slip, enter the amount in the cash book and send a final receipt in Form T.R. 5B to the subordinate who received the money in the first instance for delivery to the payer within a month.

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† Insertion [G.O.(P) 176/73/Fin., dated 29th May, 1973]

\* Substitution [G.O.(P) 1065/92/Fin dated 14th December, 1992]

*\*NOTE.*—(1) The forms for temporary and permanent receipts (Form T.R. 5A and 5B) should be printed and bound in books, in such a way that the copy to be issued to the party as a receipt and a carbon copy to be retained as the office copy may be prepared simultaneously with carbon paper. The pages of the books should be machine-numbered.

(2) Every receipt book (temporary or permanent) should be carefully examined by the Government servant concerned immediately on receipt, and the number of forms in the book should be counted and a certificate of count should be recorded in the following form which shall be printed on the inner side of the outer cover of the book.

### CERTIFICATE

The receipts in book No..... are complete and in consecutive order from..... to.....

Signature:

Date:

Designation:

*NOTE.*—Amendment to rule 92 (b) shall come into force at once.

(c) Except when he remits money to a superior authority under clause (b) above, a government servant who receives any money in the form of coin and notes on behalf of the Government shall remit it into the treasury with which he normally deals (or the nearest treasury into which the money can be remitted) on the date of receipt or as soon afterwards as is possible without causing undue inconvenience to the payer or if a superior authority has permitted him to make remittances at periodical intervals or when the balance in hand reaches a certain amount, in accordance with those instructions. A government servant who receives a cheque (including a bank draft) on behalf of the Government shall do as follows immediately on receipt:—

† (i) If the officer concerned deals with a treasury or sub treasury which transacts its cash business through the Bank, he shall forward the cheque along with chalan duly filled up to the Bank direct, for collection and credit to Government account;

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\* Substitution [G.O.(P) 1065/92/Fin dated 14th December, 1992]

† Substitution [G.O. (P) 334/77/Fin.dated 6th September, 1977]



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(ii) In other cases, he shall forward the cheque (including bank drafts) to his departmental superior for collection and credit to Government account.

*NOTE 1.*—The departmental officers collecting money on behalf of Government shall be responsible for the correctness of the Head of account to which the proceeds are to be credited.

*NOTE 2.*—The departmental superior officers collecting the proceeds of the cheque/bank drafts shall send the chalans to the subordinate officer who received the Bank drafts/cheques.

*NOTE 3.*—Classification noted in such chalans shall also be checked up by the Treasury Officer before finally incorporating in the treasury accounts”

**93. (a)** When a government servant is permitted to handle in his official capacity, moneys, not being revenues of Government institution, such moneys should be included in Government accounts. When a government servant administers moneys relating to endowments such as for grant of medals, prizes, scholarships, etc., in Government Educational Institutions, even when the corpus of endowments is invested outside the Government accounts and the income from the endowment is not utilised for the maintenance of a Government Institution the interest on the endowments or other receipts connected with them shall be included in Government account.

(b) When the moneys of a society or body are included in the Government account with reference to clause (a) above, a personal deposit account shall be opened in the treasury in the name of the government servant concerned. When any such case arises the government servant concerned shall apply at once to the Government through the proper channel for the opening of the personal deposit account in his name in the treasury for the purpose, if the Government have not already issued orders on the point when giving him permission to handle the moneys in his official capacity.

(i) [Omitted]

[G.O.(P) 712/81/Fin., dated 28th October, 1981]

\*(bb) A Government Servant who is permitted to open a P.D. Account under sub-rule (b) shall account for all moneys received by him

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\*Addition [G.O.(P) 712/81/Fin., dated 28th October, 1981]

towards such P.D. Accounts in his office cash book in Form T.R. 7A and remit them into the Treasury on the same day or on the next working day. He shall also maintain separate detailed accounts of the transactions pertaining to the fund administered by him in the manner laid down in the departmental manuals, codes, rules or orders creating the fund. If there are no specific provisions in the departmental manuals, codes, orders, etc., creating the fund as to the manner in which detailed accounts of the fund are to be kept, detailed accounts shall be kept, in the following manner, namely:—

(1) In cases where the amount deposited has to be refunded to the remitter or in cases where the deposits lapse to Government after a specific period, the government servant administering the fund shall maintain a simple ledger account in Form T.R. 7B and also a register of deposits in Form T.A. 13 and a Register of repayment in Form T.A. 14 of the Kerala Accounts Code, Volume-II by modifying the relevant columns “Initials of T.O. “ into “Initials of the Administrator of P.D. Accounts” and changing the words ‘ day book’ in Column-8 of T.A. 13 into “T.R. 7B”. Each item of receipt should be entered in the register of deposits as a distinct item assigning serial numbers in chronological order in separate series for each financial year. The directions contained in Article 64 to 67 of Kerala Account Code, Volume -II shall be followed *mutatis mutandis* by the government servants concerned in maintaining the above registers;

(2) In other cases the government servant administering the deposit account shall maintain only a simple ledger account in Form T.R. 7B for all transactions pertaining to the deposits;

(3) In both the cases specified in clauses (1) and (2), the entries are to be made in the accounts as and when the transactions occur. When the amounts are received direct by the Government Servant, entries of receipt are to be made while issuing receipts in Form T.R.5 or T.R. 6 and when remittances are made at the Treasury by the parties when the parties produce the receipted chalangans. Entries of withdrawals are to be made as and when the cheques for withdrawal are drawn and issued. If the date of actual remittance into the Treasury or date of payment at the Treasury differ from the dates of receipt and withdrawals noted in the above accounts, the actual date of treasury transactions shall be noted in red ink below the date originally entered. In cases where, government servants subordinate to the Administrator of a deposit account have been authorized to accept remittances towards the

deposit account and issue receipts the details of collection so made should be gathered at the close of each month and entered in the accounts kept by the Administrator.

(4) In whatever manner the accounts are maintained, the Government servant concerned should reconcile his accounts periodically at least once in a month with the accounts kept by the treasury and prepare a reconciliation statement at the end of each month and see that the closing balance of the month (T.R. 7B) agrees with the balance in the account kept by the Treasury, subject to the deductions on account of cheques issued, but not cashed and additions on account of remittances made at the Treasury, but not incorporated in the Administrator's P.D. Accounts. He should also furnish to the Treasury at the end of each financial year a certificate showing the closing balance in the account as on the 31st March of each year after reconciling the balance with the Treasury figures. In the case of Personal Deposits which lapse to Government after a specific period, the Government Servant administering the P.D. account, should also prepare and furnish to the Treasury before the 15th April every year a statement of deposits lapsed to the Government at the close of each financial year and deduct the amount so lapsed from the opening balance for the next year.

(c) A government servant shall not place any private money in a cash chest used for keeping money received in his official capacity.

*NOTE.*—(1) *Charitable Endowments.*—The following procedure should be followed in regard to funds of charitable endowments:—

(a) A government servant, in his capacity as administrator of a charitable endowment, should remit into the Government account moneys representing—

(i) interest on securities pertaining to endowments received from the Treasurer of Charitable Endowments; and

(ii) income from properties relating to the endowments and interest realized in respect of the securities relating to endowments divested from the Treasurer of Charitable Endowments.

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- NOTE*—1 (b) Interest realised from the Bank shall be credited in the accounts to the head ‘Civil Deposits-Personal Deposits’. Normally payments in such cases are made by the Treasurer of Charitable Endowments, only on receipt of requisition from the administrators for amounts required for immediate disbursement and it will not be necessary to credit the amount again to the Government account. In order, however, to ensure that no unutilized amount is retained by the administrators, they shall send certificates of disbursements to the Treasurer of Charitable Endowments together with unutilized balance, if any, which shall be credited into the Personal Deposit Account.
- (c) In the case of cash in the hands of administrators, which includes balances relating to endowments transferred to them, amounts of interest realized by them periodically and, in a few cases, income from properties in their custody, it shall be paid into a single deposit account in the treasury and drawn again when required for disbursement. These transactions should be exhibited in the accounts under a separate deposit head “Deposit account of divested charitable endowments”.
- (d) Administrators of endowments, divested from the Treasurer of Charitable Endowments, shall remit into the treasury for credit under the deposit head mentioned above, all amounts received by them and draw the sums again when required. Administrators having custody of properties, other than securities held by the Treasurer of Charitable Endowments, shall remit the income from such properties to the deposit head and draw it again when required.
- (e) As the deposit will be operated upon by government servants belonging to several departments in their capacity as administrators of the endowments, the Government in the Revenue Department shall control the transactions in the account and render.

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- (i) monthly certificates of reconciliation of account figures with the departmental figures relating to the account; and
- (ii) an annual certificate of acceptance of balance in the account on the 31st March of each year.
- (f) The administrators of charitable endowments divested from the Treasurer of Charitable Endowments and those having custody of properties other than securities held by the Treasurer of Charitable Endowments shall submit to the Government in the Revenue Department every month a report of their remittances and drawals relating to “divested” endowments with particulars of the amounts remitted or withdrawn, dates of such remittances or withdrawals and the name of the treasury or sub treasury concerned.

*NOTE*—(2) Amounts required for payment of scholarships under the National Scholarship Scheme, National Loan Scholarship Scheme and the Scheme of Merit Scholarships administered by the Ministry of Education will be paid in advance in two installments to the institutions in which the scholars are undergoing studies. The head of each institution (whether Government or private) receiving such amounts is permitted to open a personal deposit account in his name in the local treasury. The amounts received by him for payment of the above mentioned scholarships should be credited to the personal deposit account and the amounts actually required for disbursement should be withdrawn by means of cheques whenever necessary.

**94.** *Issue of duplicates or copies of receipts.*—No government servant may issue a duplicate or copy of a receipt granted for money received by him on the allegation that the original receipt has been lost or is not available. A certificate may, when necessary, be given that on a specified day a certain sum was received on a certain account from a certain person, and a fee of \*two rupees shall be levied for every such certificate issued to a private party. This prohibition extends only to the issue of duplicate on the allegation that the original has been lost, and does not apply to cases authorised by these rules or by special orders of the Government in which duplicates may be prepared and tendered with the originals.

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\*Substitution [G.O. (P) 544/87/Fin. dated 23rd June, 1987]

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**SPECIAL INSTRUCTIONS FOR CERTAIN DEPARTMENT**

**95.** In the Public Works and Forest Departments and in the Government commercial undertakings, cheques accepted in payment of Government dues should be entered in the cash account as “Receipts” as and when received and as “disbursements” when remitted to the treasury for encashment, just like moneys received by a government servant—vide Rule 92(b) and (c). If a large number of cheques is received daily, they should be initially entered in a subsidiary register in Form T.R. 8 for watching the encashment of the cheques and only the daily total of receipts and remittances accounted for in the cash book.

*NOTE.*—Commission charges collected from parties for collection of cheques shall be entered in a separate column.

**SPECIAL TO THE JUDICIAL DEPARTMENT**

**96.** (a) *Receipts of moneys by Civil Courts.*—In certain cases specified by the High Court in which money can be disbursed forthwith, e.g., money paid by suitors for the service of summonses and diet money of witnesses deposits are received direct at the court and the parties are not required to pay the money into the treasury or the Bank. A person who wishes to make any such deposit should present with the money a receipt in the prescribed form stating fully the particulars and the purpose of the deposit. The Officer of the court who is authorised to receive the money should receive it, sign the receipt and return it at once to the depositor.

(b) *Receipts of moneys by Criminal Courts.*—Magistrates trying Railway cases under sections, 112, 113 and 115 of the Indian Railways Act, shall subject to directions issued by the High Court, in this behalf, deposit the Railway dues (fare and penalty) collected by them, with the Station Master concerned under clear receipt. The fines levied by the courts and creditable to the State Government shall be remitted into the Treasuries/Banks through chalan.

**SPECIAL TO THE PUBLIC WORKS DEPARTMENT**

**97.** *Receipt of money by government servants in Public Works Department.*—Only Divisional Officers, Sub Divisional Officers and other Government servants specially authorised by the Government have power to issue final receipts for money received on behalf of the Government. The Head Clerk or Cashier may, when specially authorised to do so by Divisional or Sub Divisional Officer, receive money at headquarters when the latter is in camp.

Whenever he does so, he should promptly issue a temporary receipt in Form T.R. 9 for the cash actually received by him and simultaneously enter the amount in the cash book. A final receipt in Form T.R. 10 in confirmation of each temporary receipt should be signed by the Divisional or Sub Divisional Officer, as the case may be, and issued to the payer as soon as that officer returns to headquarters.

When a Section Officer collects revenue from parties to whom grass plots, fruit trees, canal berms, etc., are leased or receives money from the sale of materials, etc., and when any government servant who is not in charge of a cash book similarly receives any money on behalf of the Government in exceptional circumstances, he should keep it separate from the imprest and any other cash in his charge and should remit it at the earliest opportunity to the Sub Divisional Officer (or other nearer superior officer having a cash book). Along with the money he should send a remittance slip in Form T.R. 11 on the back of which he should enter full particulars of the amount in question and the date of receipt by him. He should also send a copy of the remittance slip to the Divisional Officer for check of the receipt entry which should appear in the copy of the sub divisional or other cash book. The Section Officer or other government servant who receives the money in the first instance should also issue promptly to the payer a temporary receipt in Form T.R. 9. The Sub Divisional Officer or other nearer superior officer who maintains a cash book should, on receiving the remittance slip with the money fill in the two forms of memorandum of acknowledgement attached thereto in duplicate, make the necessary entry in the cash book and send forthwith to the government servant who collected the money a copy of the memorandum of acknowledgment and final receipt in Form T.R.10 for issue to the payer in confirmation of the temporary receipt. If the memorandum of acknowledgment and final receipt are not received by the government servant who collected the money within one week of his sending the cash he should forthwith report the fact in writing to the Sub Divisional Officer by name and obtain them.

*NOTE*—1 The forms for temporary and permanent receipts (Forms T.R. 9 and T.R. 10) should be printed and bound in books, in such a way that the copy to be issued to the party as a receipt and a carbon copy to be retained as the office copy may be prepared simultaneously with carbon paper. The pages of the books should be machine-numbered.

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*NOTE—2* Every receipt book (temporary or permanent) should be carefully examined by the Government servant concerned immediately on receipt and the number of forms in the book should be counted and a certificate of count should be recorded in the following form which will be printed on the inner side of the outer cover of the book.

**“CERTIFICATE**

This receipts in book No..... are complete and in consecutive order.

Signature.....

Date.....

Designation.....”

**98.** A Government servant of the Public Works Department who remits any cheque received by him to the treasury for credit to the Government shall enter the particulars in his remittance book (*See* Rule 105), and send the book to the treasury with a chalan in duplicate. The treasury shall give a preliminary acknowledgment for the receipt of the cheque in the remittance book, the final receipt being given by it on the original chalan after the cheque has been cleared.

SECTION II

**Receipt of moneys by the Treasury or the Bank**

**99.** (a) When a treasury or the Bank receives any money from a private party for credit to the Government, it shall receive it only subject to the provisions of Rule 89(a) and the notes under it\*

(b) Subject to the provisions of Rule 92(b) and 92(c), a Government servant who receives money on behalf of the Government under Rule 89(a), shall remit it into the treasury or the Bank on the day of receipt or as soon afterwards as is possible without causing the payer undue inconvenience\*\*

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\* Second Sentence and the exception omitted [G.O.(P) 334/77/Fin., dated 6th September, 1977]

\*\* Second Sentence omitted [G.O.(P) 334/77/Fin., dated 6th September, 1977]



(c) Every payment into the treasury or the Bank for credit to the Government shall be accompanied by a memorandum or chalan containing all the particulars necessary for crediting the amount correctly in the Government account and preparing a receipt to be given to the payer. When a payment is made into the treasury, the treasury shall check the chalan and make sure that it is in order and complete, test and count of money, bring the payment into account in the prescribed registers and give a receipt to the payer. When a payment is made into the Bank, the Bank shall receive the money and give a receipt to the payer, and the treasury shall bring the payment into account in the prescribed registers. When a private person makes a payment into the Bank on Government Account, the chalan shall, in the absence of special rule or order to the contrary, be first presented at the treasury, where it shall be checked and returned en faced with an order to the Bank to receive the moneys and grant a receipt.

#(d) For remittance through e-payment, a filled up Chalan or detailed memorandum as prescribed in sub-rule (c) shall not be insisted.

**100.** Whenever under the provisions of sub-rule (2) of Rule 6 moneys received on account of the revenues of the State, instead of being paid into a treasury or the Bank, are utilised to meet departmental payments, the gross receipts and the payments made therefrom shall be entered as receipts and expenditure in any record that may be kept of the payments into and withdrawals from the Government Account and accounted for to the Accountant General. If the receipts are in excess of payments made, the excess shall be remitted to the treasury or the Bank, as the case may be, and save where it is otherwise provided in these, the officer making such remittance shall note on the memorandum or chalan presented under Rule 99(c) the full amount of cash actually received by him, and per contra, the expenses disbursed therefrom, and not merely the net receipts.

When a departmental officer remits cheque to the treasury or the Bank in adjustment of departmental receipt temporarily appropriated for departmental payments the particulars of the cheques shall be noted on the chalan or remittance note.

**101.** Whenever a Government servant sends a cheque or bill to the treasury for credit to the Government, he shall endorse the words ‘Received payment by transfer credit to the head (here insert the head of account)’,

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# Insertion[G. O. (P) 421/09/Fin. dated 30<sup>th</sup> September, 2009]

on the document and sign the endorsement. The word “transfer” shall be deleted from this endorsement when entered on a cheque not payable by the Government. If any Government servant endorses a cheque or bill of which the amount is to be credited to the Government without entering these words above his signature, he shall be held primarily responsible for any loss which may occur if the cheque or bill is paid in cash.

**102.** (a) The chalan which accompanies a payment of money into the treasury or the Bank shall contain full information as to—

- (1) the nature of the payment,
- (2) the amount paid,
- \* (3) name and address of the remitter,
- (4) the head of account to which the amount should be credited, and
- (5) the allocation of the amount between Governments and departments, if any, such allocation has to be made.
- \*\* (6) the name of office and designation of the receiving departmental officer to whom the remittance relates to be written in the top of each chalan

(b) When a payment to the Government is to be credited partly to one head of account and partly to another, a separate chalan shall ordinarily be presented for the amount to be credited to each head. If, however, two or more credits relating to the same transaction are so closely connected that it would be convenient to use separate chalans for them, they shall be entered on the same chalan.

(c) The chalan shall be prepared in Form T. R. 12, or in such other form as may be prescribed under these rules or in a departmental manual or code. These forms, shall be printed both in English and Malayalam.

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\* Substitution G.O.(P) 690/83/Fin., dated 27th October, 1983]

\*\* Addition G.O.(P) 690/83/Fin., dated 27th October, 1983]

(d) When a payment is made partly in cash and partly by cheque, the amounts paid in cash and by cheque respectively shall not be included on the same chalan.

(e) The chalan shall ordinarily be presented in duplicate; the original copy shall be returned to the payer signed as a receipt, and the second copy shall be retained in the treasury or the bank. [See also Rule 90(b) in regard to cheque]. When a private person pays money into the treasury or the bank to be credited to the Government under a head which concerns a departmental officer, the duplicate chalan shall be initiated by that officer, if he is at the same station as the treasury; otherwise, the chalan shall be presented in triplicate and the treasury shall send the third copy to the departmental officer concerned, unless there are orders issued to the contrary in individual case or classes of cases—See clause (g) below. In cases where a private person presents a chalan in triplicate the departmental officer need not initial the chalan even if he is at the same place as the treasury at which the chalan is presented.

Remittances to treasury on account of over-payments should be supported by chalans in triplicate, containing full particulars of the number and date of encashment of the bill and also the head of account under which the amount was originally drawn, one copy of the chalan being forwarded by the Treasury Officers to the Accountant General in support of credits incorporated in the monthly schedule of receipts of the department concerned.

\*Remittances representing recoveries of expenditure previously debited to expenditure heads (Revenue Account) will be exhibited direct under the service heads concerned as reduction of expenditure irrespective of whether they relate to overpayments pertaining to the current year or to any previous year.

#NOTE 1.—The departmental officers concerned with the levy and collection of Government taxes and dues of forceable or periodical nature should maintain a reasonable stock of chalan forms for issue to the intending depositors on demand. Chalan forms duly filled in all respects may as far as practicable, be issued to the persons along with the letter of demand so that they may sign and present the chalan at the treasury/bank along with the money.

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\* Substitution [G. O. (P) 536/84/Fin. dated 20th September, 1984]

# Renumbered vide G. O.(P) 690/83/Fin., dated 27th October, 1983]

*\*NOTE* 2.—Whenever there is a departmental remittance through deduction from expenditure bills, chalans should be insisted and the Treasury should also note the details of such chalans in the subsidiary register of receipts maintained at the sub treasury/ district treasury. This is not applicable to the deductions towards income-tax, house building advance and other similar deductions made in the salary bills/establishment bills which are adjusted in the treasuries and to the recoveries towards short term loans.

(f) # (i) A single chalan shall be presented with any money tendered for payment into the treasury or the bank on account of State Excise revenues on payment for a Reserve Bank draft or a cash order on a sub treasury, and with any money tendered for payment into the treasury or the bank along with a pass book or a remittance book in which the Treasury Officer or the bank is required to acknowledge the receipt of the moneys. The chalans for remittance on account of State Excise revenues shall, however, be countersigned by the Excise Inspector or any higher departmental authority. Form T.R. 14 shall be used for acknowledgement of receipt of payments on account of State Excise revenues. In the remaining cases, Form T.R. 12 shall be used when necessary.

# (ii) For remittance through e-payment, the conditions under sub-rule (c) shall not be insisted.

(g) (i) An agent or dealer or on oil distributing company shall present a chalan in triplicate along with any money tendered for payment into the treasury or the bank on account of fees for the issue of packed petrol storage licenses. The treasury or the bank shall retain the triplicate copy of the chalan and return to the payer the original and duplicate copies duly receipted. The duplicate copy shall invariably be stamped with the word “duplicate” in bold characters.

(ii) A person making a payment into the treasury or the bank on account of sales tax, agricultural income tax, tax on tobacco, entertainments tax and tax on motor spirit shall present a chalan in triplicate along with the money,

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\* Addition G.O.(P) 690/83/Fin., dated 27th October, 1983]

# Renumbered vide G.O. (P) 421/09/Fin. dated 30<sup>th</sup> September, 2009.

# Insertion [G.O.(P) 421/09/Fin. dated 30<sup>th</sup> September, 2009]

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irrespective of the fact whether the departmental officer concerned is resident at the same station or not. The treasury or the bank shall retain the original and the triplicate copy of the chalan and return to the payer the duplicate copy duly receipted. The duplicate copy shall invariably be stamped with the word “duplicate” in bold characters. The originals shall be handed over to the Sales Tax staff who will arrange to collect them daily from the treasury of the bank.

Departmental officers who remit into the treasury the Sales Tax equivalent collected on sales of goods shall write the chalans in triplicate for presentation at the treasury. The Treasury Officer shall send one copy to the Sales Tax Officer of the district, retain one copy with him and give the third copy to the officer remitting the amount.

*#NOTE 1.*— Remittance of tax by dealers may be made through e-payment also.

*#NOTE 2.*— Online payment of tax along with e-Return can be done with the integration of Commercial Taxes Department official Website with the approved Bank’s site. The tax due as per the return can be remitted by debit from the dealers account or any other account authorized by him on this behalf in State Bank of India/State Bank of Travancore or any other Bank as and when so specified. When the amount is debited from the dealers account or any other account authorized by him on this behalf, the bank system will generate a Cyber Receipt with a unique number. This transaction will be updated in the Kerala Value Added Tax Information System.

*#NOTE 3.*— The designated branch of the bank shall give an abstract of the scroll countersigned and also a soft copy of the data in an encrypted format on a daily basis to the appointed Treasury Officer.

*#NOTE 4.*— The data received from the bank is to be loaded in the Treasury database and the Treasury Officer will reconcile the scroll received from the Bank with the scroll generated in the Treasury system.

*#NOTE 5.*— After incorporating the Data in the Treasury system a report will be generated with counter date and sequence number and to be given to the Commercial Taxes Department along with the soft copy. Commercial Taxes Department shall upload this data in Kerala Value Added Tax Information System.

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# Insertion[G.O.(P) 421/09/Fin. Dated 30<sup>th</sup> September, 2009]

(iii) Payments by Government Pleaders and Pleaders doing Government work shall be made in triplicate chalans in all cases. The treasury shall retain the triplicate copy of the chalan and return the original and duplicate duly receipted to the pleader. The duplicate copy shall invariably be stamped with the word “duplicate” in bold characters. The pleader shall attach the original copy to his report to be submitted to the Collector.

(iv) Payments made into the treasuries of the amounts collected by Bench Courts towards the taxes and other dues creditable to municipalities shall be made in triplicate chalans in all cases. The treasury shall retain the original copy of the chalan and return the duplicate and triplicate duly receipted to the Bench Court concerned. The triplicate copy shall invariably be stamped with the word “triplicate” in bold characters. The Bench Court will keep the duplicate for its record and send the triplicate copy to the municipality concerned immediately after payment is made into the treasury.

(v) A local body should, when paying contribution and fee to Government, on account of the analysis by the Public Analyst of food samples, present a chalan in triplicate and the treasury will return the original and the duplicate duly receipted. The local body should send the original to the Public Analyst, for intimation of credit.

(vi) Local bodies when paying amounts towards the cost of maintenance of bore-wells and pumps under the rural water supply scheme should present chalans in triplicate. The original will be sent to the departmental officer concerned. One copy will be retained in the treasury and the other will be returned to the local body concerned.

(vii) In the case of remittances of principal and interest made in respect of ‘Loans and Advances’ the chalans shall be prepared in triplicate irrespective of whether the remittances are made by a private party or by a departmental officer. The original copies of the chalans should be returned to the remitters and the duplicate copies retained in the treasury. In respect of Loans and Advances the detailed accounts of which are being maintained by the Departmental officers the triplicate copies of the chalans shall be forwarded by the Treasury Officer to the Departmental Officers concerned. In respect of loans and advances the detailed accounts of which are being maintained by the Accountant General as per Article 244 (3)(b), Kerala Financial Code, Volume I, the triplicate copies of the chalans should be forwarded by the Treasury Officer to the Accountant General along with the monthly cash account.

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•(viii) In the case of remittances or recoveries of subscription and refund of temporary withdrawals in respect of General Provident Fund the chalan shall be prepared in triplicate irrespective of whether the remittances are made by a private party or by a departmental officer. The name of subscriber and his account number shall be noted in all the three copies. Over and above this, a schedule of Provident Fund Deduction in the prescribed form giving full details should invariably be attached to the Chalan. The original copies of the chalans should be returned to the remitters and the duplicate copies retained in the Treasury. The triplicate copies along with the Provident Fund Schedules should be forwarded by the Treasury Officer to the Accountant General along with the monthly cash account

\* *NOTE*—Chalans for the remittance of principal or interest on loans and advances and revenue deposits and security deposits shall be presented at the treasuries first in the case of banking treasuries also.

(h) When the Government have permitted any class of payments into the treasury to be made by sending money orders to the Treasury or Sub Treasury Officer, no chalan shall be required with a money order relating to any such payment.

\*\* *NOTE*—(1) Private persons may obtain chalans in the prescribed form from the Treasury. Chalans for use by Departmental Officers may be obtained direct from the Government Press.

(2) Fines levied by Magistrates in respect of which the Government pay grants-in-aid to local bodies and other authorities should be shown separately in the chalans under a district head “Fines for which compensation is payable to local bodies and others”. Fines levied under the Motor Vehicles Taxation Act, should also be shown under a separate head.

(3) When any amount is paid to the Government in respect of loan or advance made by the Government, the chalan presented at the treasury should contain the date and amount of the loan or advance or other particulars sufficient to identify it. If the amount paid includes interest as well as principal, the amount of interest paid should be specified separately in the chalan. If the payment is a periodical fixed payment including both principal and interest, a reference to the order fixing the amount should be entered in the chalan.

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• Insertion [G.O.(P) 545/87/Fin. dated 23rd June, 1987]

\* Substitution [G.O.(P) 839/79/Fin., dated 31st August, 1979]

\*\* Substitution [G.O.(P) 668/79/Fin., dated 30th July, 1979]

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† In the case of banking treasuries also, chalans for the remittance of principal or interest on loans and advances and revenue deposits and security deposits shall be routed through treasuries as stated in the note to rule 102 (g) (vii).

(4) In the case of certain deposits, e.g., local fund deposit and personal deposits, the account kept in the treasury or the Bank is purely a banking account. Particulars of the deposit head concerned alone need be entered on the chalan accompanying a remittance into the treasury or the Bank for credit to such an account. No further information as to the nature of the receipts is required.

(5) In cases where the personal deposit accounts and the banking accounts of Local Funds are kept at the bank (*See* note under the second paragraph to Rule 124 below) all adjustments made to the credit/debit of such accounts either by the treasury or by the Accountant General should, without delay, be communicated by the treasury to the bank.

\*\* (i) The following instructions shall be scrupulously followed the departmental officers to facilitate reconciliation receipts:—(1) The departmental officers should post the original Chalan received in their offices in a register or statement so that details of remittances will be available for reconciliation.

(2) The third copy of the Chalan received from the treasuries shall be retained in the office for reconciliation.

### **SPECIAL TO THE FOREST DEPARTMENT**

**103.** (1) Forest revenues collected at outlying stations may be paid into the treasury by making remittances to the Treasury Officer by money orders. No chalan need be presented with any such payment. The money which the post office pays to the Treasury Officer should be credited in the accounts. The treasury should send the Divisional Forest Officer the usual acknowledgement on the relevant portion of the money order form, and also a daily advice of all the remittances received from him by money order on each day on which there is any such transaction.

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† Substitution [G.O.(P) 839/79/Fin., dated 31st August, 1979]

\*\* Insertion G.O.(P) 690/83/Fin., dated 27th October, 1983]



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(2) When a Divisional Forest Officer is absent from headquarters and no other Forest Officer is available there, his head clerk may sign for him chalangans to be presented with payments of forest revenue into the treasury or the bank. Similarly, when a Range Officer is absent from headquarters and no other Forest Officer is available there, his head clerk or (if he has only one clerk) his clerk may sign such chalangans for him.

(3) When a Forest Officer receives any deposit from contractors or purchasers of forest produce, he should pay them into the treasury or the bank as soon as possible and furnish a list showing the name of each depositor. The treasury or the bank, as the case may be, should treat the moneys so remitted in all respects as if they had been paid direct by the depositors, and should therefore issue a separate receipt for the amount relating to each depositor.

When any Forest Officer, other than a Divisional Forest Officer, pays any such deposit into the treasury or the bank, he should forward to the Divisional Forest Officer the receipt obtained for the payment.

**SPECIAL TO THE PUBLIC WORKS DEPARTMENT AND  
COMMERCIAL SERVICES**

**104.** No deposit account can be opened in a treasury by officers of the Public Works Department and Commercial Services. Whatever sums are paid into a treasury by an officer of the Public Works Department or a Commercial Service or on his account, must be carried to the credit of that department or service in the civil accounts. This rule applies also to deposits made at the instance of the Public Works Department or Commercial Services by municipalities or other local bodies to meet the cost of works to be carried out by the Public Works Department or Commercial Services. In this case, the accompanying chalan should state clearly the name of the Division in the Public Works Department or Commercial Services to which the amount is creditable and the work for which the deposit relates.

**105.** A Public Works Officer who frequently makes remittance to the treasury or the bank should keep a remittance book (Form T.R. 15) in which he should make an entry of the amount of each remittance and should send this book as well as a single chalan along with each remittance, so that the Treasury Officer or the Bank may acknowledge receipt, by signing the entry in the book. As regards remittance of cheques, *see* Rule 98.

## SECTION III

**Procedure in Treasuries****(i) TREASURIES WHICH DO NOT TRANSACT THEIR CASH BUSINESS THROUGH THE BANK****(A) District Treasuries**

**106.** \*(a) The chalan with which money is tendered for payment into the treasury shall be presented first to the Section Head/Junior Superintendent (Receipts) who shall check it to see whether it is in order in all respects and, if he is satisfied, put an initial in the chalan and affix a seal in token of having verified the correctness and sent it to the treasurer for accepting the remittance.

The Treasurer shall receive the money as per the chalan, count and test the money, enter the amount in his Cash Book, give it a serial number, sign the chalan and then send it back to the Section Head/Junior Superintendent. The Section Head/Junior Superintendent shall make a brief entry of the particulars in the "Chalan Number Book" (Form T.R. 16) noting the chalan number assigned by the Treasurer under his initial and put his signature in the original copy of the chalan and return the original chalan to the party if it is for the amount mentioned in item (a) of sub rule (f) of rule 120. If the remittance is for the amount mentioned in item(b) of the sub rule (f) of rule 120, the chalan shall be sent along with the Chalan Number Book to the Assistant Treasury Officer who shall sign the chalan after initialling the corresponding entry in the Chalan Number Book. At the end of the day, agreement shall be effected between the Chalan Number Book (T.R. 16) and the Day Book on the one hand and the usual agreement between the Day Book and the Treasurer's Cash Book on the other. The Section Head/Junior Superintendent shall examine the Chalan Number Book at the close of every day and certify that the amounts credited to Government and the amounts for which receipts have been given, have been agreed to and initial the certificate. The Treasurer's Cash Book shall have a continuous serial number for each month both for receipt and payment items. Entries shall be made in the chalan number book in the serial order, so that a cross check with the entries in the Treasurer's Cash Book would be easy.

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\* Substitution [G.O.(P) 77/78/Fin., dated 16th January, 1978]

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Postings of Subsidiary Registers and the Day Book shall be made after the issue of original chalangans to the parties with reference to the duplicate copy of the chalan and other connected records.

**106.** (b) [Omitted.]

[G.O.(P) 334/77/Fin., dated 6th September 1977.]

(B) *Sub Treasuries*

**107.** \*(a) The procedure prescribed in sub-rule (a) of rule 106 for the District Treasuries shall apply *mutatis mutandis* to the Sub Treasuries also, except that the Head Accountant/Junior Superintendent and the Sub Treasury Officer in Sub Treasuries shall perform the functions prescribed for the Section Head/Junior Superintendent and the Assistant Treasury Officer respectively in the District Treasuries.

**107.**(b) [Omitted.]

[G.O. (P) 334/77/Fin., dated 6th September 1977.]

(C) *General for all Treasuries*

**108.** A cheque received at a treasury should be treated as a final payment only after it has been met and the amount has been actually credited to the Government. The provisions of Rules 90(b) and 91 regarding the preliminary acknowledgment and final receipt to be given by a departmental officer when a payment is made by cheque, the procedure to be followed when a cheque is not honoured, and the date to be treated as the date of payment if the cheque is honoured, apply *mutatis mutandis* to a cheque received at a treasury.

**109.** \*\*Deleted

\*\*This amendment shall be deemed to have come into force on the 1st day of October, 1985.

**110.** When departmental officer has a claim against a Post Office Savings Bank deposit pledged to him as security by a government servant or a contractor, the amount due to the Government should be withdrawn in the manner indicated in Article 313(e) of the Kerala Financial Code. The Postmaster should send a treasury voucher to the departmental officer for the amount

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\* Substitution [G.O.(P) 77/78/Fin., dated 16th January, 1978]

\* Deletion [G.O.(P) 82/88/Fin., dated 3rd February, 1988]

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withdrawn instead of cash. On receiving this voucher, the departmental officer should verify the entries in it, countersign it and forward it to the treasury or sub treasury concerned as soon as possible, to enable the Treasury or Sub Treasury Officer to initial the entry in Postmaster's treasury pass book when he receives it and complete the transaction.

**111.** A Treasury or Sub Treasury Officer should receive payment of a revenue money order in cash. The transaction should be adjusted by a transfer in the accounts on a receipt in the prescribed form signed by the Postmaster for total amount of the revenue money orders to be paid each day.

This procedure applies also to the payment of an ordinary money order payable to a Collector, Treasury Officer or Sub Treasury Officer in his official capacity. The transaction should be adjusted by a transfer in the accounts, and the necessary entries in the revenue registers should be made from the money order coupon or treasury advice. Ordinary money orders payable to any other government servant in his official capacity should also be paid by transfers in the accounts, if the Treasury or Sub Treasury Officer sends a Postmaster a written requisition to that effect. Money orders payable to a local body which has a banking account with the treasury should also be paid by transfers in the accounts.

**112.** *Numbering of chalans.*—The chalans relating to each subsidiary register shall be numbered in a separate monthly consecutive series, and those which are entered directly in the day book shall bear a separate series of numbers. The chalans which accompany payments of revenue deposits or civil and criminal courts' deposits shall however be numbered in a separate annual series for each department.

**113.** *Village remittance.*—The money shall be sent to the treasury in sealed bags together with a village remittance list in the form prescribed in the Departmental Manuals or orders and a chalan in the form of an extract of the cash book prescribed in the Departmental Manuals or Orders. After the remittance list and the chalan have been checked, the Treasury Officer shall sign the remittance list and return it to the person who brought the remittance to be tendered to the Treasurer along with the sealed bags. The Treasurer shall take the bags, break the seals in the presence of the village official or messenger who brought the remittance, and count and test the money. If the amount is found to be correct the Treasury Officer shall certify to that effect at the foot of remittance list and return it to the person who brought the remittance.

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If any counterfeit or uncurrent note or coin or any deficiency is found, the Treasurer shall at once bring the fact to the notice of the Treasury Officer, who shall, if satisfied that the note or coin is counterfeit or uncurrent or that there is a deficiency, examine the village official or messenger who brought the remittance and record the fact on the remittance list.

**114.** *Anamaths.*—All moneys paid into the Government account at a treasury shall be credited immediately on the receipt under the appropriate heads of account in the Government accounts and shall form part of the general treasury balance. As a general rule, no sums of money shall be kept in a treasury strong room unless they have been paid into the Government account and form part of the general treasury balance, but the following items shall be treated as exceptions to this rule and dealt with in accordance with the special instructions which apply to them:—

(a) a village remittance which is received, when the treasury is not open for transactions,

(b) a treasury or currency remittance which is received when the treasury is not open for transactions,

(c) other money sent by a government servant from a distance for payment into the treasury (or paid in respect of postal money orders) which is received when the treasury is not open for transactions,

(d) money contained in the cash chests, etc., deposited by other offices for safe custody (*See* Rules 157 to 160), and

(e) the balance of the permanent advance and imprests, and undisbursed balances of amounts drawn from the treasury or otherwise received for disbursement (*See* Rules 432 and 433).

The moneys described under items (a) to (e) above shall be placed in the strong room on the day when they are received and brought to account immediately when the treasury opens on the next working day. The treasurer shall maintain an Anamath Balance Register in Form T.R. 19 for recording these Anamath transactions and a separate column shall be provided for each class of items concerned. The opening balance, the totals of the daily receipts and the daily disbursement respectively and the closing balance shall be entered in each column. The Treasury Officer shall check this register every

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evening, verify the various closing balances with the actual cash, bags of coin and cash chests, etc., in the strong room and initial the register in token of the correctness of the entries.

**115.** If a village remittance arrives at a treasury when it is not open for transactions, the sealed bag or bags containing it should be placed in the strong room as soon as possible and kept in a special late remittance chest. A counterfoil receipt form from a book consecutively numbered should be given in exchange for the bag. As soon as the treasury opens on the next working day, the bag should be taken out, the money counted and tested, and the amount brought to account. The receipt given for the sealed bag should be taken back and pasted on to the counterfoil. A register should be maintained in Form T.R. 20 and the date of receipt and date of return of each sealed bag containing a village remittance and the date on which the amount is brought to account should be noted in it.

*NOTE.*—Remittances received by 3 p.m. should, if possible, be shroffed and brought to account that day. The treasury should be closed by sunset.

Remittances received after 3 p.m. but before sunset should simply be sealed and kept in the strong room for the night, no attempt being made to shroff them and bring them to account.

**116.** If a treasury or currency remittance arrives at a treasury when it is open for transactions but it is not possible to count and test the money completely on the day of receipt, it should nevertheless be brought to account on the day of receipt and should also be entered in a register in Form T.R. 21. The counting and testing should be completed as soon as possible and, if any deficiency or any counterfeit or uncurrent note or coin is discovered, it should be made good by the Chief Treasurer or Treasurer, if any, who came with the remittance. Otherwise, the amount should be drawn on a simple receipt as an advance and placed in the treasury or currency chest and the necessary steps taken for the adjustment of the advance.

If a treasury or currency remittance arrives at a treasury when it is not open for transactions, it should be entered in the same register in Form T.R. 21 and placed in sealed bags in the strong room as soon as possible without opening the receptacles in which it arrives (*See* Rule 158). It should be brought to account as soon as the treasury opens on the next working day.

**117.** If any money sent by postal money order or by a Government servant from a distance, for payment into the treasury arrives at the treasury when it is not open for transactions, it should be recorded in the register in Form T.R. 19 mentioned in Rule 114, placed in the strong room in sealed bags as soon as possible and brought to account as soon as the treasury opens on the next working day.

**118.** No sums of money which have been sent to a treasury for payment into the Government account should be kept in Anamath for want of information as to the nature of the credit or pending confirmation of a sale. The total cash balance of all the outstanding items in the Anamath Balance Register (*See* Rule 114) should be entered at the close of the day in following places in the accounts:—

- (1) In a sub-treasury : Treasurer's daily balance sheet (Form T.R. 4) Day Book (Form T.A. 4 in the Kerala Account Code, Vol. II). Daily sheet (Form T.A. 7 in the Kerala Account Code, Vol. II).
- (2) In a district treasury : Treasurer's daily balance sheet (Form T.R. 4).

The Treasury Officer should verify the balance every evening.

**119.** *Undisbursed balance.*—Separate registers should be maintained for recording the transactions relating to each class of undisbursed balances such as those relating to amounts payable for the acquisition of land, cash orders or military pensions. [In regard to undisbursed balances of pay and allowances, *See* Rule 432 (c)]. Each such register should show the opening balance, receipt, disbursement and closing balance of each day on which there is any transaction. The Treasury Officer should verify daily that the closing balance in each such register agrees with the balances entered in the Anamath Balance Register (Form T. R. 19). Alternatively, a combined register in Form T.R. 22 may be maintained for watching all the undisbursed balances, if it is considered more convenient (*See* Rule 432 (c)).

**120.** *Receipts for money.*—(a) When a chalan in duplicate is received with the money, the treasury shall use the original for the receipt to be given to the payer and shall retain the duplicate for record. If there is a third copy the treasury shall forward it to the government servant or other person to whom the credit relates.

(b) When a treasury receives a cheque under \*[Rules 106(b) and 107(b),] the tenderer shall be given a preliminary acknowledgement in Form T. R. 6 for the cheque only. A final receipt for the payment on the original chalan shall be sent to the payer after the amount has been realized.

(c) When money is received on account of State Excise revenues, the treasury shall receive with it only a single chalan countersigned by the Excise Inspector or any higher departmental authority, and shall give the payer a separate receipt in Form T.R. 14 and send a copy of it to the Excise Inspector or higher departmental authority who has countersigned the chalan, to serve as an advice. When any money is received on being tendered along with a single chalan and a pass book or a remittance book, receipt shall be acknowledged in the pass book or remittance book. When any money is received in payment for a cash order, no separate receipt need ordinarily be given as the cash order issued in exchange for the moneys is a sufficient acknowledgment of the receipt of the money; if, however, the payer insists on being given a separate receipt in any such case, he shall be required to present a chalan in duplicate in Form T. R. 12 with the money and the treasury shall give him a receipt on the original chalan.

(d) When the fees of a number of candidates for a government examination, e.g. the S.S.L.C. Examination, are paid into the treasury in a lump sum, only a single receipt shall be given for the lump sum as a whole.

(e) For every payment made by cash or cheque for service postage stamps issued by it, the treasury shall give a receipt in machine numbered form T.R. 23.

\*\**(f)* The receipts for money paid into the treasuries shall be signed by the following persons as shown below:

When the amount involved is—	District / Sub Treasury
(a) Below ₹ 2,500	Head Accountant or Junior Superintendent and the Treasurer
(b) ₹ 2,500 and above	Assistant Treasury Officer/ Sub Treasury Officer, Head Accountant or Junior Superintendent and the Treasurer.

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\* Rules 106(b) and 107 (b) Omitted [G.O.(P) 334/77/Fin., dated 6th September, 1977]

\*\* Substitution [G.O.(P) 431/77/Fin., dated 4th November, 1977]



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(g) Every treasury shall prominently exhibit notices in English and the local language embodying the substance of clause (f) above one in the room of the Treasurer or the Sub Treasury Officer, as the case may be, and one near the Treasurer's counter, in order that the persons who make payments may verify that the receipts given to them satisfy the rule.

(h) Every receipt issued by a treasury shall show distinctly the name of the treasury, the date of issue, the designation of each government servant who signs it and the head of account to which the amount has been credited. Each signature on it shall be written legibly and in full.

*NOTE 1.—Duplicate receipts.*—The provisions of Rule 94 regarding the issue of duplicate receipts apply to all government servants including those attached to treasuries. With a view to avoiding the misuse of duplicate chalan as a duplicate receipt, special care should be taken to see that the treasury officials mentioned in Rule 120(f) sign in full only the copy or copies. See Rule 102(g) of the chalan to be returned to the payer, and merely initial the remaining copy or copies of the chalan.

*\*NOTE 2.*—The receipt for a sum paid by transfer in the accounts at a district/sub treasury shall not be signed by the Treasurer. All such receipts irrespective of the amount involved shall be signed by the Section Head/Head Accountant/Junior Superintendent and the Accountant concerned. This instruction does not apply to receipt for sums paid by transfer in the accounts for service postage stamps (*See note 3 below*).

*NOTE 3.—Payments for service postage stamps.*—The treasury should not give any receipt for a payment made for service postage stamps by transfer in the accounts. The draft receipt for a payment made by cash or cheque for service postage stamps should always be sent to the Sub Treasury Officer at a sub-treasury or the Assistant Treasury Officer at a district treasury for signature through a government servant employed in the treasury and not through any person from outside the treasury. After the receipt has been duly, signed, it should be handed over together with the service postage stamps concerned simultaneously to the person who paid the cost of the stamps into the treasury.

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\* Substitution [G.O.(P) 431/77/Fin., dated 4th November, 1977]

**121.** *Special to Judicial Department.*—A person who wishes to pay any money into a civil court dealing with a treasury, which does not transact its cash business through the Bank, should obtain from the court a chalan in Form T.R. 24 and pay the money into the treasury along with it (*See* also Rule 96).

A person who wishes to pay any money into a court dealing with a treasury which does not transact its cash business through the Bank should deliver the money along with the chalan and counterfoil receipt obtained from the court to the treasury, which should retain the chalan and return the counterfoil receipt duly signed. He should then take the receipt to the court, which should enter the credit in its account and give the person who made the payment a court receipt for the amount duly signed in exchange for the treasury receipt, which the court should retain. The treasury receipt should, when filed in the court, be attached by gum to the office counterfoil chalan.

*NOTE*—A District Judge or a Subordinate Judge may authorise his Sherishtadar to sign chalans and a District Munsiff may authorise his Head Clerk to do so. The chalan should bear a serial number, it should be duly filled in at the court, and particulars of the notes and coin tendered should be noted on the reverse. The counterfoil receipt should be duly filled in at the court, except as to the date of payment into the treasury and the signature of the Treasury Officer.

#### **Issue of consolidated receipts relating to certain departments**

**122.** *Forest Department.*—On the first working day of each month the Treasury Officer shall send to each of the Divisional Forest Officer who deals with the treasuries in his district a consolidated receipt in Form T.A. 11 in the Kerala Account Code, Volume II, for the total amount received and credited under Forest Remittances during the previous month in respect of the Forest Officer's Division. If any remittances relating to a Divisional Forest Officer have been received and credited to Revenue deposits, the Treasury Officer shall enter in the consolidated receipt the numbers assigned to the several deposits in the treasury [*See* also rule 129(*b*)]. As soon as the consolidated receipt is received from the treasury, it shall be compared with the postings in the cash book and the Divisional Forest Officer shall satisfy himself that the amounts remitted have been actually credited in the treasury or the Bank.

**123.** *Public Works Department and Commercial Services.*—A Public Work Officer or an officer of a Commercial Service who keeps a remittance book (Form T.R. 15) in which the Treasury Officer is required to acknowledge receipt of remittances shall prepare at the end of each month a consolidated receipt in Form T.R. 25 for the whole of the remittances made during the period and send it to the Treasury Officer with the remittance book. The Treasury Officer shall verify the entries by comparison with the Schedule of Receipts (Form T.A. 9, Kerala Account Code, Volume II) in which the treasury records all receipts relating to the Public Works Department and Commercial Services. If the entries are correct he shall sign the book and the consolidated receipt and return them to the officer concerned. The Treasury Officer shall sign the consolidated receipt himself, however small the amount may be, and, if there is any difference between the amount shown in the consolidated receipt and the credit in the treasury account, he shall explain the reasons for the difference in detail in the consolidated receipt (*See* also rule 129(b)).

**{ii) TREASURIES WHICH TRANSACT THEIR CASH BUSINESS  
THROUGH THE BANK**

**(A) *Payment into the Bank by private persons***

**124.** When a private person desires to pay any money into the Bank on Government account he shall first present at the treasury concerned a chalan (Form T.R. 12) prepared in duplicate, or otherwise, as the rules require. The Government servant whose duty is to examine the chalan shall do so and, if it is in order, he shall specify the head of account, if it has not already been done.

*\*NOTE*—In the case of income tax chalan form, the Bank may return the ‘original’ copy of the chalan direct to the Income Tax Officer concerned, instead of routing it through the treasury.

If the chalan is in order, the words “Correct” on all parts of it and shall also be initialed at a district/sub treasury by the \*\*Section Head/Head Accountant/ Junior Superintendent for all the chalans irrespective of the amount involved, and when so initialed, it shall amount to an order to the Bank to receive the money and grant a

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\* Insertion [G.O.(P) 346/76/Fin., dated 10<sup>th</sup> November, 1976]

\*\* Substitution [G.O.(P) 431/77/Fin., dated 4<sup>th</sup> November, 1977]

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receipt to the payer. The person making the payment shall then take the chalan (both or all parts) to the Bank. The Bank shall receive the money and credit it to the proper head of account, give an acknowledgment of receipt to the payer on the original chalan and forward the duplicate chalan to the treasury along with the daily account.

[G.O.(P) 40/77/Fin., dated 31<sup>st</sup> January, 1977]

When private persons have been duly authorised to make payments of a particular kind direct into the Bank on Government account and desire to make payments accordingly, the procedure laid down in Rule 126 shall be followed *mutatis mutandis*.

[G.O.(P) 113/78/Fin., dated 24<sup>th</sup> January, 1978]

\*NOTE 1.—If a chalan on which a date of validity has been specified by the departmental officer is presented after that date, it shall not be accepted at the bank or money thereof accepted by the bank until it is revalidated by the departmental officer.

NOTE 2.—[Omitted]

[G.O.(P) 40/77/Fin., dated 31<sup>st</sup> January, 1977]

NOTE 3.—The acknowledgment on the chalan, for moneys received may be signed by the officer authorized by the Bank, under his full signature, only in the original and such other copies as are required to be returned to the tenderer, the acknowledgment in the other copies being merely initialed by him.

† [G.O.(P) 334/77/Fin., dated 6<sup>th</sup> September 1977]

NOTE 4.—For rules regarding the acknowledgment of cheques, the procedure to be followed when a cheque is dishonoured and the date to be treated as the date of payment, *see* [Rules 90(b), 91 and 108.]

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\* Substitution [G.O.(P) 839/79/Fin., dated 31<sup>st</sup> August, 1979]

† Omitted the para beginning the words “Every cheque which is to be credited to Government” and ending with the words “has been cleared.” [G.O.(P) 334/77/Fin., dated 6<sup>th</sup> September, 1977]

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*NOTE* 5.—Payments for stamps sold to the public by ex officio vendor may be made direct to the ex officio vendors instead of the Bank. At places where the treasury and the bank are closely situated and it is, therefore, not inconvenient to follow the procedure laid down in Rule 124 above, that procedure may be followed.

A government servant should pay for any service postage stamps for which he indents on the treasury by means of an adjustment bill or a cheque and should not make any payment direct into the Bank on this account. The treasury should not give any receipt for a payment made for service postage stamps by transfer in the accounts.

**125.** *Special to Judicial Department.*—A person who wishes to pay money into a civil court dealing with a treasury which transacts its cash business through the Bank should follow the same procedure as that prescribed in Rule 121 *except* that he should pay the money into the Bank with a chalan in Form T.R. 26 together with a counterfoil receipt. The chalan will be signed by the Bank Agent instead of the Treasury Officer. The chalan and the counterfoil receipt need not be first presented at the treasury.

The procedure laid down in the second paragraph of rule 121 should be followed *mutatis mutandis* in regard to the issue of receipts by the Bank and the court concerned for such payments and filing of the Bank receipts in the court.

Every civil court dealing with a treasury which transacts its cash business through the Bank should maintain a register in Form T.A. 13 in the Kerala Account Code, Volume II and make the necessary entries in it regarding all moneys which private persons pay into the court as deposits with reference to this instruction. Each deposit should be entered separately in the register and numbered. There should be a fresh series of numbers for each year. The Judge of the court should carefully check the particulars of each entry and then write his initials against it in the proper column in token of its correctness.

*NOTE*—The procedure relating to the receipt of money in the High Court is governed by the Original and Appellate Side Rules of the High Court contained in the “Civil Rules of Practice”.

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(B) *Payment into the Bank by the government servants*

**126.** When a government servant realises a fine, forfeiture or other miscellaneous receipt on behalf of the Government, he shall pay the money direct into the Bank with a chalan in duplicate which need not be first presented at the treasury. The bank shall retain one copy of the chalan and forward it to the treasury with the daily account and shall return the original, duly receipted, to the government servant for record in his office. The government servant who tenders the money at the Bank shall, before leaving the Bank, obtain the Bank's receipt for the money on the original chalan, which may be in the form of a remittance book sent along with the money for signature.

\* *NOTE*—The chalan for remittances of principal or interest on loans and advances, and revenue deposits and security deposits shall be routed through treasuries - vide also note below clause (vii) of sub-rule (g) of rule 102.

**127.** *Anamaths.*—A district treasury which transacts its cash business through the Bank need not maintain the Anamath Balance Register in Form T.R.19 (See Rule 114; but the closing balance under each of the heads mentioned in Rule 114 under which it is possible for the treasury to have transactions shall be noted in the Treasurers Daily Balance Sheet (Form T.R.3)

*NOTE*—The total cash balance of all the outstanding items should be entered at the close of the day in the accounts of the district treasury or sub treasury in the place specified in Rule 118 and verified in the manner indicated there.

**128.** *Village remittances.*—Except where a special order of the Government requiring that village remittances be paid directly into the Bank is in force, they shall not be paid directly into the Bank, but shall be paid into treasury, which shall receive the money and subsequently remit it to the Bank. The procedure laid down in Rule 113 and 115 shall apply also to such money received at a treasury which transacts its cash business through the Bank. Credit shall be given under the proper heads of account in the treasury accounts for the amounts received, and they shall be remitted to the Bank as soon as possible along with chalan in duplicate which shall be prepared in the treasury

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\* Substitution [G. O. (P) 839/79/Fin. dated 31st August, 1979]

and entered in the register of chalans issued. Whenever a remittance of this kind is sent to the Bank from the treasury, the Treasury Officer shall send an advice to the Currency Officer, Reserve Bank of India, Madras, on the same day showing the amount and the date of despatch to the Bank. The Treasury Officer shall debit the amount remitted in his accounts under the head "Cash remittances - Reserve Bank of India". If there are any sums of money of this kind in the treasury on the same day fixed for the closing of the monthly accounts, they shall be remitted to the Bank in full on that day, so that no cash balance shall be shown against the treasury in the monthly accounts.

In order to ensure that every village remittance is duly credited in the treasury, which transacts its cash business through the Bank, every treasury concerned shall maintain a register in Form T.R. 27 and enter in it with a serial number the particulars of each village remittance as soon as it is tendered at the treasury. After the money in a village remittance has been duly counted and tested and an entry of the receipt made in the day book or subsidiary register, the Treasury Officer shall tick the entry in the register in Form T.R. 27. When the money has been paid into treasury or the Bank and the chalan has been received back from the treasury or Bank duly received, the Treasury Officer shall write his initials in the last column of the register.

After duly counting and testing the money tendered in a village remittance, the treasurer shall enter the receipt in his cash book. When closing the treasury for the day, the Treasury Officer shall verify, by comparing the Treasurer's cash book with the village remittance register (Form T.R. 27), that all the village remittance received have been brought to account.

*NOTE 1.*— Whenever the Bank receives a remittance sent by a sub treasury under the above rule, the Bank Agent should credit the amount to the Government under the head "Cash remittances-Reserve Bank of India" and send an advice of the receipt of the remittance, showing the amount and the date of receipt, to the Currency Officer, Reserve Bank of India, Madras on the day of receipt,

*NOTE 2.*—In the case of treasuries at the following places, village remittances shall be paid direct to the Bank:—Cochin, Tellicherry, Palghat and Cannanore.

The procedure to be followed in receiving and checking these remittances is laid down below:

(a) The Bank will make every effort to receive all village remittances tendered before the closing hour and shroff and acknowledge them the same day. If it receives a remittance, it will invariably complete the shroffing and acknowledge the remittance the same day. If the Bank is unable to receive for shroffing on the same day a remittance tendered shortly before its closing hour, it will direct the village official who tenders it to return to the treasury with the remittance and will give him a memorandum stating the time when the remittance was tendered and the fact that the Bank is unable to receive it for shroffing on the same day. The bags should then be sealed in the presence of the village official and kept in the treasury strong room according to the usual procedure and should be handed over to the village official to be tendered at the Bank as soon as it reopens the next day.

(b) The Bank will give the village official who presents a remittance full facilities for watching the shroffing of it. If the Bank finds that there is a shortage on account of bad or defective coins or otherwise, the village official will be given an opportunity of making it good at once. If he does not do so, the Bank will inform the Treasury Officer and the Tahsildar of the taluk concerned the amount and nature of the shortage, and will credit the Government account only with the amount actually received by it.

**129.** (a) When a treasury transacts its cash business through the Bank, the treasury and not the Bank shall issue any advices or certificates of receipts which have to be sent to public officers and the periodical consolidated receipts which have to be sent to certain public officers, unless the Government, with the concurrence of the Bank, specially order that in a particular class of cases this shall be done by the Bank.

(b) The Treasury Officer of a district treasury which transact its cash business through the Bank shall send a monthly consolidated receipt to each of the Divisional Forest Officers who deal with the treasuries in the district in the manner laid down in Rule 122. He shall also follow the procedure laid down in Rule 123 in regard to signing the remittance books and consolidated receipts prepared by Public Works Department Officers and Officers of Commercial Services at the end of each month.



**PART IV****CUSTODY OF MONEYS RELATING TO OR STANDING  
IN THE GOVERNMENT ACCOUNT****SECTION I****Cash in Departmental Chests****RULES APPLICABLE TO DEPARTMENTS GENERALLY**

**130.** Moneys received by a government servant on behalf of the Government and not immediately remitted to a superior authority or a treasury [See Rule 92 (b) and (c) of Part III] shall, until they are so remitted or otherwise disposed of in accordance with the rules, be lodged in a cash chest, which shall be kept in the government servant's office or in his personal custody, as may be convenient. The government servant who is responsible for the moneys shall keep the key of the chest and the duplicate key shall be deposited in the treasury. When a large amount of cash is frequently kept in the chest, it shall be fitted with double locks of different patterns and the keys of the two locks shall be kept in the custody of two different government servants, unless the Government have given special permission in any case to dispense with this procedure. When an office is provided with an iron safe for the custody of cash or other valuables, the safe shall, if practicable, be embedded in masonry so as to prevent removal by thieves.

**131.** (a) Subject to the provisions of clauses (b) and (c) below, the contents of the cash chest or the cash on hand shall be counted by the head of the office or, under his orders, by a gazetted subordinate at the close of business on each working day and verified with the book balance as shown, in the cash book and other registers after they have been closed for the day. A memorandum of verification, as shown below, shall be signed and dated by the government servant who counted the cash:-

Balance shown in cash book	..	..
Balance shown in acquittance rolls or Register of undisbursed pay, etc.	..	..
Balance of permanent advance shown in contingent register or permanent advance disbursement register	..	..
Total book balance	..	..
Cash balance ascertained by counting		

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If there is any difference between the book balance and the actual cash balance which cannot be reconciled at once, action shall be taken under Article 315 in the Kerala Financial Code.

(b) In an office in which there are no regular daily transactions or the transactions are few, the head of the office may, with the previous approval of his immediate superior, order the closing of the cash book etc., less frequently than every day, e.g. once a week; but the registers should be closed and the cash balances verified often enough to prevent malpractices and in no case less frequently than once a month.

(c) When the head of office is absent on tour or otherwise the Officer (Gazetted or non-gazetted) next below in rank and present shall discharge all the duties of the head of office with regard to the maintenance of cash book and verification of cash balance in accordance with the rules. The head of office on his return, shall verify the correctness of the entries in the cash book and other connected records, attest them and verify the cash balance and shall record a certificate to this effect in the cash book.

(d) *Cash received and despatched book.*—Every office dealing with cash should maintain a small note book in Form T.R. 27-A in which the officer in charge of money will enter items as he hands over money, cheques and drafts to the last grade government servant messenger and obtain his signature against the entry. The officer will similarly sign in the book when he receives money from the messenger. For amounts handed over to the clerk, the latter's signature shall be taken and it shall be seen that these amounts are brought to the cash book promptly.

**132.** The Government in the Finance Department shall arrange to hold surprise inspection of cash, stores and accounts in Government offices by the Inspection Wing of the Department. Any grave or important irregularities detected during the local inspection shall be intimated to the Accountant General also.

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**SPECIAL TO THE FOREST DEPARTMENT**

**133.** *Verification of monthly closing cash balance.*—Each Divisional Forest Officer should verify in person his monthly closing cash balance as at the close of business on the last day of each month and append a certificate of verification to the monthly classified abstract of cash account

.If, however, a Divisional Forest Officer is absent on tour when his monthly closing cash balance has to be verified and certified, or is so incapacitated by sickness that, it is physically impossible for him to attend to these duties, the senior subordinate Forest Officer present at the Divisional Forest Officer's headquarters (excluding the Head Clerk and other office employees) should do so, but in that case the fact of the Divisional Forest Officer's absence or sickness should be distinctly noted in the return. Except with the special permission of the Chief Conservator of Forests on each occasion, a Divisional Forest Officer should not allow more than two consecutive months to elapse without personally verifying his monthly closing cash balance. The result of each verification of the monthly closing cash balance should be reported to the Accountant General.

**SPECIAL TO THE PUBLIC WORKS DEPARTMENT**

**134.** *Verification of monthly closing cash balance.*—The actual balance in the cash chest of each office should be counted on the last working day of each month immediately after closing the cash account of the month or, if this is not possible, at least on the morning of the next working day before any further transactions take place. A statement of the details of the actual cash balance should be prepared in the prescribed form. A certificate of verification specifying the actual cash balance (exclusive of imprests and temporary advances) both in words and figures and stating that it was ascertained by actual counting by himself should be recorded below the closing entries in the cash book and signed and dated by the disbursing officer.

When it is impossible for the disbursing officer, owing to absence from headquarters or illness, to count the cash balance on the prescribed date, he should do so at the earliest opportunity and record the reason for the delay on the cash balance report [Form No. 5, Book of Form (P.W. Accounts)].

## SECTION II

**Moneys held in the Treasury****A. CUSOTDY OF TREASURY CASH BALANCES***(i) District Treasuries***135. Custody and verification of the treasury balance.—**

(a) The bulk of the treasury cash balance, generally known as the “main store” or the double lock balance, shall be kept in the treasury strong room under double locks. The Treasury Officer shall hold the key of one of the two padlocks placed on the entrance to the double lock strong room of a district treasury and the Chief Treasurer, the key of the other.

The Treasury Officer and the Chief Treasurer shall both be present in person whenever the double lock strong room is opened and shall remain there till it is closed. When opening the strong room, the Treasury Officer and the Chief Treasurer respectively shall himself unlock the padlock of which he holds the key and immediately remove the key, similarly, when closing it, each shall himself lock the padlock of which he holds the key. When closing the strong room, each double lock officer shall satisfy himself that each double lock receptacle has been double locked and that no one remains inside the strong room; the entrance to the strong room shall then be closed and double locked, and each double lock officer shall satisfy himself that this has been properly done.

When the strong room is finally closed for the day, the Treasury Officer and the Chief Treasurer respectively shall, after locking the padlock on the entrance to the strong room of which he holds the key, place the key in a leather bag and have the bag sealed in the presence of both the officers by a subordinate, who shall not take the key out of the bag. Both the official seal and the private seal of the Treasury Officer shall be affixed to each of the bags. Each double lock officer shall take his bag from the subordinate immediately after it has been sealed. Both the seals shall then be affixed to each of the two padlocks on the entrance to the strong room and each double lock officer shall satisfy himself that this has been properly done before he leaves the place.

The Treasury Officer and the Chief Treasurer respectively shall never, under any circumstances, hand over the key held by him to anyone other than a government servant who has been duly authorized to take charge of the duties of his post from him.

(For the corresponding rule for a sub treasury, *see* Rules 140 and 141)

(b) The Treasurer may be allowed to hold in his separate custody a sum sufficient for the convenient transaction of Government business. The Treasury Officer shall see that the amount so held does not ordinarily exceed ₹ 5,000 and that any request by the Treasurer for a larger sum is carefully scrutinized taking into consideration the cash receipts of the day which may also be utilised for the expenditure for the day. Before signing the Treasurer's daily balance sheet when closing the treasury for the day, the Treasury Officer shall verify the balance in the Treasurer's sole charge as shown in that sheet and satisfy himself that it does not exceed the current requirements, that it contains no uncurrent coin and that it does not contain more of any kind of small coin than is needed for current use. He shall also verify that the total value of the cash, stamps, opium, gunja and banderols held in the Treasurer's sole charge does not exceed the amount of the security furnished by the Treasurer, and shall then have them placed in the double lock strong room.

*NOTE 1.—Treasury balance and currency chest balance.*—The moneys held in a treasury as part of the Government's cash balance form the treasury balance, from which Government disbursements are made and into which Government receipts are paid. A separate currency chest also is ordinarily kept in the treasury. The currency chest balance consists partly of notes which are treated as not "in circulation" and partly of coin (rupees and gold coin) which is part of the assets held by the Issue Department of the Reserve Bank of India against the note issued in accordance with the provisions of the Reserve Bank of India Act, 1934 (India Act II of 1934). The contents of the currency chest are the property of the Reserve Bank but the Government are responsible to the Reserve Bank, for them. All the government servants concerned should take the same care to safeguard the currency chest balances as in the case of the treasury balance.

*NOTE 2.—Deposit in currency chest of sealed bag of coin or bundle of notes relating to a loss of cash from the currency chest or the treasury balance.*—In cases of losses of money due to theft from currency chests, the amount recovered is sealed in a packet or bag and deposited into the currency chest. When the loss is due to defalcation, the deficient bags or bundles, from which money has been removed, are also kept

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sealed in the currency chest. When it becomes necessary to take out the sealed packet and/or bag or deficient bag and/or bundle for exhibition in court, the transaction should be treated as a definite withdrawal from the chest on the day of withdrawal and included in the advice and currency chest slip to be sent on that day to the Currency Officer, Madras. Similarly, when these are deposited into the currency chest (which should be done as soon as possible), the transactions should be treated as a deposit into the currency chest and included in the transactions of the day and in the chest slip to be sent to the Currency Officer, Madras.

Whenever a sealed packet of notes or bag of coins is deposited into the currency chest, there should be a clear certificate attached to the packet or bag as the case may be, in the handwriting of and over the full signature with the date and designation of the officer whose private seal is affixed on it, stating the contents and value of the sealed packet or bag. The certifying officer should be someone other than the officer-in-charge of the treasury or sub treasury and should be either the Magistrate who is dealing with the case in question or an officer of the Revenue Department not below the rank of a Revenue Divisional Officer. In respect of a bag so sealed and till the case is finally disposed of, there is no need to break open the seal every time the currency chest has to be verified. The officer verifying the currency chest balance should accept the certificate so long as the seal is intact and include the amount in the balance. When the case is over and the sealed bag is no longer required for production in a court of law, the usual procedure for making up the notes into bundles or coins into bags and for verifying their contents should be followed.

The above instructions apply also to cases of losses from the treasury balance. If, for any specially strong reason, the Magistrate finds it necessary to seal the bags the following procedure should be observed:—

If the sealed bags do not contain any small coin and contain only rupee coin or notes in even hundreds of rupees, the sealed bags should be deposited into the currency chest and

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an equivalent amount taken out from it in exchange for the contents of the sealed bags. Whenever a need arises for taking the sealed bags out of the currency chest for production in court, the transaction should be treated as a definite withdrawal on the day of taking them out and included in the advice and currency chest slip to be sent for that day to the Currency Officer, Madras. Similarly, when sealed bags are replaced in the currency chest, the transaction should be treated as a deposit into the chest and included in the transactions of the day and in the chest slip to be sent to the Currency Office, Madras.

If, however, the sealed bags contain small coin or amounts which are not in even hundreds of rupees, such exchange from the currency chest is not permissible. Once a bag is sealed by the court as an exhibit in a case, the contents of the bag cannot be taken out for treasury disbursements till the case is closed. Such sealed bags which cannot be deposited in the currency chest should be accounted for as valuable property in the Safe Custody Register Form T.R. 28 until the final disposal of the case, i.e., they should be excluded from the treasury balance by making a debit to the head "Suspense-Payments in Cash", which will be cleared on the close of the case. Each issue of the sealed bag from the treasury for production in court and receipt of the bag back from the court should be noted in red ink in the register mentioned above.

**136. Treasury strong room.—**

(a) No place should be used as a strong-room, unless an officer of the Public Works Department not lower in rank than an Executive Engineer has certified that it is secure and fit for use as a strong room. He should examine particularly the condition of any part of the enclosing walls which is not, on the outside, under the observation of the guard. When giving his certificate, he should prescribe any conditions that may be necessary as to the manner of storing the coin e.g., that it should not be piled on trestles but should be kept in boxes, or that no bag or box should be placed within a prescribed distance of the wall or in any particular part of the room.

(b) An iron safe used in the strong room should be embedded in masonry, so that the handles of the lid just reach the ground level. Locks and bolts should be kept well oiled and free from dust.

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(c) Every strong room should be inspected annually by the Executive Engineer or by an experienced Assistant Engineer or an officer holding sub divisional charge deputed by the Executive Engineer for the purpose and the Treasury Officer should obtain a certificate of safety from the Inspecting Officer after each annual inspection.

(d) The Superintendent of Police should record an order prescribing the positions of the sentries, and may require any additional precautions to be taken in regard to the strengthening of fastenings, burning of lights, etc. The responsibility for the security of the building and its fixtures will, however, remain with the Executive Engineer, and the responsibility for the security of chests and other treasury furniture not forming part of the building or fixtures will remain with the Treasury Officer.

(e) A copy of the latest certificate given by an Inspecting Public Works Officer under clause (c) above and a copy of the order of the Superintendent of Police under clause (d) above should be hung up in a conspicuous place inside the strong room. The Treasury Officer should see that any conditions as to the manner of storage of treasure mentioned in these documents are complied with.

(f) The doors and windows of the strong room should be kept permanently closed and locked, except during the time necessary for moving coin or other valuables into or out of it. As an exception to this rule, the opening of shutters is permitted during office hours in an aperture, which is otherwise barred, if it is necessary for the admission of light or air to any other part of the building, provided that all coins and valuables remain securely packed in locked receptacles.

(g) Chubbs, Hobbs, Godrej or Dindigul Padlocks or Sparling patent padlocks manufactured at the Sparling Lock Works at Aligarh should be used as the double locks on the entrance to a strong room, and also on double lock receptacles kept in the strong room.

**137. *Treasury padlocks and keys.*—**

(a) A register of all the padlocks and keys belonging to the district treasury and its sub treasuries should be maintained in Form T.R. 29 and kept in the strong room of the district treasury. Separate pages should be assigned to the district treasury and to each sub treasury. Each sub treasury should also keep a list of its own padlocks and keys in the same form.



\*The Treasury Officer or the Treasurer, as the case may be, shall initial in column 9 of the register against each original key in his charge as an acknowledgment that he has received it. In regard to each duplicate key, which is kept in the box of duplicate keys under the joint custody of the Treasury Officer and the Treasurer, a note shall be made to that effect and initialed by the Treasury Officer and the Treasurer in column 7 of the register. The Treasury Officer shall note the number and date of safe custody deposit item of the sealed box containing the duplicate keys of the padlocks used on the entrance of the district treasury strong room, etc., [See clause (e) below] in the appropriate place of the register. The Treasury Officer shall obtain the acknowledgment from each Sub Treasury Officer for the original Sub Treasury keys in his possession and the number and date of each acknowledgement shall be noted in the register.

All padlocked boxes, locks and keys used for remittance purposes are the property of the Reserve Bank which will be responsible for repairs to, and replacements of, such boxes, locks, keys, etc. All Treasury Officers and Sub Treasury Officers should maintain a separate account of all such articles in their custody in the form prescribed by the Reserve Bank. The boxes should be marked "R.B.M." and used for remittance purposes, when necessary. Any charges for repair or replacement of these boxes, locks and keys should be incurred only with the previous sanction of the Currency Officer and debited to the Reserve Bank.

(b) Every padlock should have a number impressed upon it or attached to it by a metal or other label, and the same number should be impressed on, or attached to each key belonging to it. No two padlocks in the same district should bear the same number.

(c) Whenever a padlock is out of order or no longer required the Treasury Officer should sent it to the Superintendent, Public Works Department, Engineering Workshop, Trivandrum for repairs or for disposal. If a key is lost, the Treasury Officer should at once report the fact to the Director of Treasuries and send the padlock to the Superintendent, Public Works Department, Engineering Work shop, Trivandrum, requesting him to have its lever altered and provide new keys for it. If the key lost is the property of the Reserve Bank, the loss should be reported to the Bank. No padlock of which a key has been lost may be used again in the districts, until it has been so altered. The Treasury Officer should ordinarily recover the cost of the alteration and the new keys from the person or persons to whose carelessness he attributes the loss of the key.No local mechanic may ever be allowed to repair a treasury padlock or to make a new key for one.

\* Substitution [G.O.(P) 181/76/Fin., dated 26th June, 1976]

(d) No spare padlocks should be kept at a sub treasury or except with the permissions of the Director of Treasuries at a district treasury.

The Director of Treasuries should see that no necessary padlock and keys and no unnecessary duplicate keys are supplied to, or retained in any treasury. No duplicate keys should be kept at a sub treasury.

(e) All spare padlocks with their keys which are kept in a District Treasury with the approval of the Director of Treasuries and all duplicate keys pertaining to the District Treasury and the Sub Treasuries in the District, except the duplicate keys of the locks used in the entrance to the strong room of the District Treasury and the District Stamp Depot if any and that of the duplicate key receptacle shall be kept in the District Treasury strong room in a receptacle with double locks as an item of deposit under safe custody. The key of one of the locks of this duplicate key receptacle shall be kept with the District Treasury Officer and the key of the other with the Treasurer. The District Treasury Officer and the Treasurer shall keep these keys in their personal custody and shall not hand them over to any one except under the written orders of the Director of Treasuries. But the District Treasury Officer shall hand over the keys in his possession to the Assistant Treasury Officer/Officer-in-charge of the District Stamp Depot if any, when he is absent from headquarters on account of tour or inspection work or otherwise. The District Treasury Officer may also authorise another Treasurer of the District Treasury to keep the key in the custody of the Treasurer present when the regular Treasurer is absent on leave or for some other valid reasons.

(f) The District Treasury Officer shall, in the presence of the Treasurer-in-charge of the keys of the strong room of the District Treasury put the duplicate keys of the locks used on the entrance of the District Treasury strong room as well as those of the locks of the entrance door of the strong room of the District Stamp Depot, if any, and those duplicate keys of two locks used on the duplicate key receptacle referred to in sub-rule (e) in a box having double lock arrangement and fitted with chubbs, hobbs, godrej or dindigul padlock or sparring patent padlocks and keep one key of the lock of the box, with himself and one key of the other lock being kept by the Treasurer; the duplicate keys being kept in duplicate receptacle. The box shall then be wrapped and tied around by means of a tape or thread. The Treasury Officer and the Treasurer shall affix their seals on the tape or thread in such a way that the wrapper cannot be opened without tampering with the seals. The District Treasury Officer shall then deposit the box in the nearest branch of

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the State Bank of India/State Bank of Travancore. The District Treasury Officer and the Treasurer shall keep their respective keys of the box in their personal custody and shall never under any circumstances hand over the key held by them to any one other than a government servant who has been duly authorised to take charge of the duties of their respective posts from them. Once in a year, in April, the District Treasury Officer shall take back the box from the Bank and open the safe in the presence of a Treasurer, examine the keys, lock the box and seal it again in the aforesaid manner and return it to the appointed person. He should also make a note at the same time in the register of padlocks and keys stating that the keys were examined by him and the Treasurer found them to be correct under attestation by both.

(g) Whenever the Collector, or the Treasury Officer hands over charge, all padlocks and duplicate keys belonging to or kept in the treasury should be examined and compared with the register of padlocks, and keys and the relieving officer should sign a certificate in the register showing whether he has found them to be correct. The padlocks and duplicate keys need not, however, be examined when the Collector or the Treasury Officer is transferred only temporarily or goes on casual leave and the temporary incumbent is not likely to have any occasion to open the receptacle containing spare padlocks and duplicate keys. If it becomes necessary for the temporary incumbent to do so whilst in charge, he should at once carry out the examination of all padlocks and duplicate keys and sign a certificate in the register as prescribed above.

\*In sub rule (g) for the words “The Collector or the Treasury Officer” in both the places where they occur, the words “The Treasury Officer or the Treasurer” shall be substituted.

Whenever either of the two government servants who hold the two sets of keys of the double locks in use at a sub treasury hands over charge otherwise than temporarily, all the padlocks and keys in use in the sub treasury should be checked with the register of padlocks and keys and the relieving government servant should sign a certificate showing whether he has found them to be correct.

(h) Whenever an officer of the Indian Audit and Accounts Department inspects a treasury, he will report whether the rule prescribed by the government for the custody of the padlocks and keys of the treasury strong room and chest are duly observed.

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\*Substitution [G.O. (P) 181/76/Fin., dated 26th June, 1976.]

Whenever the Director or one of his assistants inspects a sub treasury, he should check all the padlocks and keys in use in the sub Treasury with the register of padlocks and keys and record the result in the register. The Assistant should also report the result of his check to the Director.

(i) The Director of Treasuries may modify these instructions in matters of detail to suit local convenience, when necessary, but there should be no departure from the essential instructions relating to important matters, such as the responsibility for the custody, of duplicate keys, the examination of duplicate keys periodically and when there is a transfer of charge, and the report to be made when the key is lost.

**138. Storage of treasure.—**

(a) Coin shall be stored in a strong room in one of the following three ways.—(i) In bags of uniform size and contents placed in strong iron boxes or safes, or wooden chests, or built recesses or wells, each of which shall have two independent locks and be so constructed that it is impossible to have any access to the contents until both locks have been opened. Bags made of net material shall always be used for storing whole rupees. The Treasury Officer shall hold the key of one of the two locks on each double lock receptacle in a district treasury and the Treasurer, the keys of the other. The Treasury Officer and the Treasurer respectively shall never, under any circumstance, hand over any double lock key held by him to any one other than a government servant who has been duly authorised to take charge of the duties of his post from him.

(For the corresponding rule for a sub treasury, *See* Rule 140).

(ii) In bags of uniform size and contents piled upon trestles. Bags made of net material shall always be used for storing whole rupees. This method must not be adopted unless every door, window, drain, sky-light, ventilator, or other aperture in the walls or ceiling of the strong room is so closed, as to make it impossible to insert any rod or instrument into the strong room.

(iii) Temporarily in preparation for making a remittance, in stout boxes capable of containing ₹ 4,000 to ₹ 6,000 each, nailed down and bound with iron, without gunny covering or ropes. The iron hoops on each box should be rivetted or nailed together where they cross. Each box should bear a number and the name of the despatching treasury cut into or painted on it.

(b) All notes shall be stored in separate receptacles and not along with coin. High value notes shall be stored in a tin box, and the remaining notes in suitable receptacle that will protect them from injury by damp, insects, etc. They shall be kept in bundles of not more than a hundred notes, each, and each bundle shall contain notes of one denomination only.

*Explanation.*—Notes of the denomination of ₹ 100 or more shall be treated as high value notes.

*NOTE*—Nottams should not be placed in charge of the keys of the treasury nor should they be made to keep any accounts other than those pertaining to the Nottams. They should be liable only for bad coins received and over payments made by them during the day. A Treasurer going on casual leave should hand over his key to an Assistant Treasurer (if there is such a post in the treasury). If there is no post of Assistant Treasurer, the Treasurer going on casual leave should hand over his keys to another government servant employed in the treasury (who may be either an Accountant or a Nottam) as nominated by him on the clear understanding that the responsibility in the event of loss during the period of charge of such nominee rests on the Treasurer.

**139.** *Receipt of moneys into and issue of moneys from double locks.*—The following procedure shall be followed:—

(a) Coin of each denomination shall be made up in bags of uniform size and contents by the Treasurer for reception into the double locks. The Treasury Officer shall verify the contents of each bag, and shall then count the bags into the double lock receptacle.

(b) Notes intended for delivery into double locks shall be made up in bundles according to denomination in the order of receipt. No bundle shall contain more than a hundred notes. The Treasury Officer shall count the notes in each bundle with his own hands and satisfy himself that it does not contain any note of a denomination different from that specified on the label in Form T.R. 31 affixed on top of the bundle, and shall sign the label as a token of his verification. He shall then count the bundles so verified into the tin box containing high value notes or the double lock receptacle with his own hands and, if the tin box has been taken out of the double lock receptacle shall replace it therein with his own hands.

The detailed check of fresh notes of the denomination of ₹ 10 and ₹ 5 received in a remittance from the Currency Office may be confined to one bundle in every ten taken at random.

(c) Notes shall be given out of double locks by counting the number of bundles. The bundles shall be arranged in the double lock receptacle in the order of receipt and given out in the same order, taking first those which were received earliest, so that notes of the older issues shall not be stored indefinitely. As soon as the Treasury Officer and the Treasurer have opened a double lock receptacle for the purpose of taking out notes, the Treasury Officer shall take out with his own hands the requisite bundles of notes (or, if it is required, the tin box containing the high value notes) and the receptacle shall immediately be closed. The Treasury Officer shall take out with his own hands all notes that have not been taken out of the tin box containing high value notes and, during any period required for counting the notes, the tin box shall be kept closed. As soon as the transaction relating to the notes kept in the tin box has been completed, the Treasury Officer shall replace it in the appropriate double lock receptacle with his own hands.

(d) A double lock receptacle shall not be kept open or unlocked for longer than is necessary and in no circumstances shall more than one double lock receptacle be kept unlocked at a time. As soon as the transaction relating to a receptacle has been completed, it shall be properly double locked.

(e) The provisions in clauses (b) and (c) above requiring the Treasury Officer to take out notes from double lock receptacles with his own hands and to count them himself in no way affect the responsibility of the Treasurer for the handling of the moneys in the treasury as laid down in Rule 135.

(f) A memorandum in Form T.R. 32 for coin, or one in Form T.R. 33 for notes, shall be kept in each double lock receptacle showing its contents. Whenever any amount is passed into or out of double locks, the Treasury Officer shall make the necessary entries in these memoranda and in Form T.R. 4 (Treasurer's Daily Balance Sheet) at the time with his own hands.

(g) When notes are prepared in accordance with clause (b) above for reception into double locks, a slip in Form T.R. 31 stating the number of notes the bundle contains and their denomination, and bearing the full signature of the government servant who made up the bundle and the government servant who last counted the notes in it shall invariably be affixed to the top of each bundle, so that if any deficiency or defect of any kind is detected subsequently, there may be no uncertainty as to who counted and examined the notes. A slip in Form T.R. 30 shall be duly filled up and placed in each bag of coin which is prepared for reception into double locks.

(h) The Treasury Officer shall “prove” the balance whenever money is transferred from double locks to single lock and *vice versa* and from double locks to the currency chest and *vice versa*.

*Explanation.*—The scope of the term “proving” is explained in note under Rule 152(iii).

(ii) *Sub Treasuries*

General

**140.** Subject to the provisions contained in rule 141 the provisions in rules 133 to 137 shall apply generally to the sub treasuries also. Duties and responsibilities assigned to the Treasury Officer in the district treasury shall rest with the Sub Treasury Officer in the case of sub treasuries.

**141.** The amount of cash required for current purposes to be left in the custody of the Treasurer in a sub treasury shall be fixed by the District Treasury Officer and such cash should be kept by the Treasurer under single lock in the strong room. If on account of the receipt, the amount in the hands of the Treasurer becomes larger than the maximum fixed by the District Treasury Officer he shall at once inform the Sub Treasury Officer or other officer-in-charge of the sub treasury so that the latter may transfer the excess to the main sub treasury balance under double locks.

**142.** [Deleted]

**143.** [Deleted]

SECTION III

**Verification and Certification of Cash Balance of Treasuries**

**144.** The monthly cash balance in the treasury, i.e., the cash balance at the close of the day on which the accounts of the month are closed, shall be verified as follows:—

(a) *Copper, bronze and nickel coin.*—The Collector or other verifying government servant shall adopt such method of verification as he thinks satisfactory, remembering that he is personally responsible for the correctness of the balance stated by him. He shall always count the number of bags at the time of verification, and shall examine their contents at frequent intervals, though it is not essential to do so every month.

(b) *Notes.*—(i) The verifying government servant shall personally examine and count all notes of \*denominations above ₹ 100.

(ii) The following method shall be adopted for verifying notes of other denominations, if the verifying government servant cannot count them personally without undue inconvenience:—

The notes shall be kept in bundles of a certain marked number. In each bundle a few notes at the top shall be folded back and the rest counted by clerks or assistants, who are not persons responsible for the correctness of the bundles. The verifying government servant shall then see whether the addition of the notes folded back to the number already counted makes up the total number marked on the bundle.

The verifying government servant shall also satisfy himself that the notes in each bundle are all of the alleged value, e.g., that a five rupee note is not counted as one of a bundle of ten rupee notes.

**145.** These rules shall be printed and pasted on a board and hung up in the strong room in a conspicuous place.

**146.** The Collector or other government servant who verifies the monthly cash balance in the treasury shall certify to the balance in the District Treasury Cash Balance Report (Form T.R. 39) in the following form:—

“I hereby certify that I have personally ascertained by counting, that the balance in the district treasury, for which I am responsible, amounted on the ..... to ₹.....  
(in words) ..... I further certify that the bulk of the treasure is kept under double locks the key of one of which is in the exclusive custody of the Treasury Officer and that of the other with the Treasurer. I further certify that the balance under single lock with the Treasurer amounted on the above date to ₹ ..... and that at no time did the Treasurer hold in his separate custody a sum larger than was necessary for the convenient transaction of Government business or a sum which, together with the value of stamps, opium, etc., in his sole custody, was larger than the security given by him.

**147.** When the cash balance is verified on any date other than the first working day of a month, it should be verified in the manner prescribed in Rule 144 above and the balance should be reported to the Government in the Finance Department, and to the Accountant General in the usual form of cash balance report (Form T.R. 35) (vide also Rule 311).

\* Substitution [G.O.(P) 385/77/Fin., dated 7th October, 1977]



This provision regarding reports does not apply to the reports of the verification of the cash balance on account of a transfer of charge; they should be sent in accordance with Treasury Rule 4(4) of Part I and Rule 52 of Part II.

The provisions of Rules 142, 143 and 145 are applicable to the verification of sub treasury balances also.

**148.** The Sub Treasury Officer or other government servant who verifies the monthly closing cash balance of the sub treasury shall sign a certificate as follows on the sub treasury cash balance report (Form T.R. 36):

“I hereby certify that the balance in the sub treasury amounted on the ..... to Rupees ..... and that I have personally examined and ascertained that the said balance was actually in the said sub treasury had agreed with the details of notes and coins entered above.”

*NOTE 1.*—When verifying the stamps kept under double locks, it will be sufficient for the Sub Treasury Officer or other government servant who verifies the cash balance personally to check 10 per cent of the stock in each class of stamps and to supervise the checking of the remaining stock in each class by a reliable subordinate. The clerk who maintains the stamp accounts and the Treasurers, Gollahs and Peons working in the sub treasury office should not be allowed to assist in verifying the stamps. The result of the verification should be recorded in the stock register of stamps and attested by all the government servants who are required to be present during the verification.

*NOTE 2.*—A sub treasury which transacts its cash business through the Bank should have no cash balance at the close of any accounts month, and any cash in hand on the last day of the accounts month should be remitted into the Bank on the same day without fail.

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*NOTE 3.*—Whenever the whole balance under double lock is verified, a certificate of verification should be entered in the Treasurer’s daily balance sheet. The fact of verification of the contents of each double lock chest should also be noted in the memorandum kept in the chest, whenever the contents are verified.

#### SECTION IV

### Currency Chest Balances

#### LOCATION OF CURRENCY CHESTS

**149.** Unless in any case the Government after consultation with the Reserve Bank of India direct otherwise, permanent currency chests should be maintained at all treasuries and sub treasuries where the transactions are of such a magnitude that the additional facility for the transfer of funds thus afforded reduces appreciably the locking up of moneys or the frequency of remittances of coins and notes. At sub treasuries where a permanent currency chest is not maintained, temporary chests for period not exceeding six months may be opened during the revenue collecting season, in order that the money collected at the sub treasury may be available at once for transfer through currency. Treasury Officers are authorized to open temporary chests at sub treasuries when required, but they should report the opening of each chest and the amount of the first deposit into it by telegram to the Currency Officer.

*Explanation.*—Under the provisions of the Reserve Bank of India Act, the amount of currency and bank notes in circulation, which constitute the liabilities of the Issue Department of the Bank, should not exceed the assets of that department held in gold, sterling securities, rupee coin (including rupee notes), and rupee securities. A portion of these assets is held in the various currency chests in the form of rupee coin and rupee notes. The currency and bank notes held in these chests are notes in circulation but pass into circulation only when they are transferred to the treasury balances. Assuming that there are no transactions elsewhere, the deposit of currency and bank notes in a currency chest decreases the amount of such notes in a circulation and the deposit of rupees

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and rupee notes in the chest increase the assets of the Issue Department of the Bank. A deposit notes or coin in a currency chest thus enables the Bank to issue notes elsewhere upto the amount deposited without increasing the total amount of the notes in circulation. If, therefore, a transfer of funds from the treasury balance at 'A' to the treasury balance at 'B' is required, this can be effected at short notice and without the actual remittance of coin or notes by transferring money from the treasury balance to the currency chest at 'A' and transferring the same amount from them enables the treasury balance at a treasury or sub treasury to be kept at a low figure, as it is always possible to replenish the balance quickly by a transfer of money from the currency chest. It also obviates the necessity for frequent remittances of coins and notes, as surplus funds can always be deposited into the currency chests and made available for use elsewhere, pending a convenient occasion for remittance.

*NOTE 1.*—At places where the cash business of the treasury is conducted by the Bank, the currency chests are kept in the sole custody of the Bank.

*NOTE 2.*—The Currency Officer will be responsible for maintaining the required form of currency chests. It is the duty of the Treasury Officers to see that currency chests at district and sub treasuries are adequately stocked with notes and rupees to meet all reasonable demands for change.

#### CUSTODY

**150.** At a treasury which does not transact its cash business through the bank, an entirely separate receptacle or receptacles should be set apart for the contents of the currency chest and kept under double locks. The keys of these double locks should be held in the same manner as the keys of the double locks placed on receptacles used for the double lock treasury balance—*See Rules 136 (a) (i) and 138.*

**151.** The notes and coin held in the currency chest should be kept quite distinct from the treasury balances and should not be touched, except in accordance with the rules contained in this Code or the instructions of the Currency Officer, Reserve Bank of India, Madras. The procedure described in Rule 139 for receiving moneys into, and issuing moneys from, double locks should be followed in making deposits in or withdrawals from, the currency chest.

**152.** The following instructions apply to all currency chests for which the Government are responsible:—

(i) Every transaction should be in even hundreds of rupees.

(ii) Copper, bronze and nickel coins should never be deposited in the chest.

(iii) A currency chest book in Form T.R. 37 should be kept in the chest and the balance entered in the book, proved and signed at every transaction by the officials in joint charge of the chest. They should satisfy themselves that the transaction has correctly entered and that the balances have been correctly calculated. They should invariably see that the currency chest book is found within the chest when it is opened, that it is replaced in the chest as soon as each transaction has been completed and the entry in the book signed, and that the chest is then properly double locked at once.

*NOTE 1.*—For the purpose of “proving” the currency chest balance as contemplated above at every transaction involving an addition to or subtraction from the contents of the chest, the number of bundles of notes and bags of coin under the various denominations and any loose amounts less than a full bundle or bag should be counted and tallied with the currency chest book. It is not necessary for this purpose to verify in detail by actual counting all the coin and notes in the chest.

*NOTE 2.*—A currency chest book should be retained for three complete financial years after it ceases to be in use.

(iv) The officials in charge of the currency chest may deposit notes in it in exchange for coin or notes of other denominations, or coin in exchange for notes. These exchanges should not ordinarily be of small sums and they should be avoided, as far as possible, during the last week of the month. If important exchanges are made during the last three days of the month, the transactions should be telegraphed to the Currency Officer.

(v) On every day on which the chest is opened, a serially numbered currency chest slip in Form T.R. 38 should be prepared, signed by the two government servant in charge of the currency chest and sent to the Currency Officer, Madras, when the treasury is closed for the day. Further detailed instructions regarding currency chest transactions and currency chest slips contained in Appendix 7 should also be followed.

#### VERIFICATION OF CURRENCY CHEST BALANCES

**153.** (i) The Reserve Bank of India will conduct through its own officers the verification of the balance in a chest in the sole custody of the Bank in such manner as it considers desirable.

(ii) The balance in the currency chest at a district treasury which does not transact its cash business through the Bank should be verified at the close of each month by the Government Servant who verifies the treasury balance under rules 4(3), 47 and 142\* subject to the conditions stated in those rules.

(iii) The balance in a sub treasury currency chest should be verified at the close of business on the day on which accounts for the month are closed by the Sub Treasury Officer or other officer who verifies the sub treasury balance under Rule 61 and he should send a verification certificate in Form T. R. 39 to the Treasury Officer. An inspecting officer who verifies the treasury balance at such a sub treasury should also verify the currency chest balance and send a verification certificate to the Currency Officer.

(iv) At every change in the incumbency of the post of either of two government servants holding joint charge of a currency chest, the balance should be verified by the relieving government servant in the presence of the outgoing Government servant and of the other government servant who holds joint charge and a report of the correctness of the balance of notes and coin should be sent to the Currency Officer.

(v) The Treasury Officer should send the Currency Officer every month a consolidated verification certificate in Form T.R. 39 for the currency chests in his districts other than chests in the sole custody of the Bank, showing the balance in each chest separately and certifying that the balance in the district treasury chest, if any, is correct and that he has received from

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\* Rule 142 Deleted

the Sub Treasury Officers or the Government servants holding their keys certificates of the correctness of the balances in the sub treasury chests. Sub Treasury Officers or the Government servants holding their keys should submit these certificates to the Treasury Officer in Form T.R. 39. Each certificate in Form T.R. 39 should be retained by the Currency Officer or the Treasury Officer as the case may be, until the next one relating to the same district or chest has been received.

(vi) The balance in a currency chest not in the sole custody of the Bank should be verified in the following manner:—

(a) The balance of notes or coin kept in receptacles which have not been operated on since the last verification and which are under the previous verifying government servants seal need not all be examined at each verification, but the examination should be so arranged that no receptacle is left unverified for over six months. The seal to be affixed on such receptacles should be the private seal of the verifying government servant or a special seal kept in the custody of the Collector or a gazetted assistant of the district staff other than the Treasury Officer. The seals on the receptacles left unverified at any monthly verification should be scrutinised carefully to see that they are intact.

(b) Notes should be counted and examined in the manner prescribed in clause (b) (i) of Rule 144.

## SECTION V

### **Custody etc., of Other Valuables**

#### **(a) STAMPS**

**154.** The bulk of the stock of adhesive stamps and stamped papers should be kept in the double lock strong room in one more double lock receptacles, of which the keys should be held in the same manner as those of double lock receptacles used for moneys. Every place in which any stamps are stored should always be kept properly dry. Stamps should be made up for reception into double locks in parcels each of which contains a known quantity of stamps of a single denomination. In a district treasury a limited amount of stamps, not exceeding the probable amount required for sale during a week, may be kept in the Treasurer's sole custody under single lock. In a sub treasury a small stock of stamps required for current purposes, not exceeding a maximum amount which the District Treasury Officer should fix for each sub treasury,

may be kept in the Treasurer's sole custody under single lock. Stamps should be sold from the single lock store. The detailed rules regarding manufacture, custody, supply, sale, etc, issued under the Kerala Stamp Act and the Indian Stamp Act should also be strictly followed.

When a supply of stamps is received at a treasury, the officer in charge of the treasury should personally, examine the outward appearance of the boxes or packets and satisfy himself that they bear no marks of having been tampered with. He should then have them opened in his presence and the contents of each box or packets should be counted, either by himself or in his presence, immediately on its being opened. He should compare the number and value of the stamps received with the invoice or the passed indent and send a receipt for them at once to the government servant who supplied them.

**(b) BANDEROLS**

**155.** The procedure prescribed in Rule 154 should be followed generally in regard to receipt, custody and issue of banderols also.

**(c) OPIUM AND GANJA**

**156.** The main stock of opium and ganja should be kept in the double lock strong room in one or more double lock receptacles, the keys of which should be held in the same manner as those of double lock receptacles used for moneys. In a district treasury no stock need ordinarily be kept in the Chief Treasurer's sole custody, but, if it is found necessary in practice to permit the Chief Treasurer to keep a small amount of opium and ganja under single lock, the District Treasury Officer should, with reference to the conditions in his district, fix the maximum amount which may be so kept. Sales should be made from the single lock store, if there is one.

In a sub treasury a small amount of opium and ganja required for current purposes, not exceeding the maximum amount which the District Treasury Officer should fix for each sub treasury may be kept in the Treasurer's sole custody under single lock, and opium and ganja should be sold from the single lock store.

The detailed rules contained in the State Excise Manual and special orders, if any, regarding the custody, sale, etc., of opium and ganja should be strictly adhered to.

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**(d) CASH CHESTS, VALUABLE, ETC., RECEIVED AT THE TREASURY FOR SAFE CUSTODY**

**157.** The following articles should be kept in safe custody in the treasury when sent there for that purpose:—

(a) Sealed boxes purporting to contain jewellery or other valuables brought into court of law under the Civil Rules of Practice and Criminal Rules of Practice provided that a written request is received from the presiding officer of the court.

(b) Sealed packets purporting to contain duplicate keys and padlocks of strong rooms and currency chests for the branches of the State Bank of India/State Bank of Travancore and sealed boxes purporting to contain duplicate keys of the padlocks used on remittance boxes held by the Agents of the State Bank of India/State Bank of Travancore on behalf of the Reserve Bank of India.

(c) Sealed packets purporting to contain duplicate keys of iron safes and cash chests provided for the use of government institutions and government servants.

(d) Cash chests of Co-operative Land Mortgage Banks.

(e) Box containing the duplicate keys of the cash chests of local bodies and co-operative societies registered under the Co-operative Societies Act.

(f) Sealed packets purporting to contain duplicate keys of iron safes and cash chests of Union Government Departments.

(g) Sealed covers purporting to contain National Savings Certificates, if tendered by the holders on written request.

\*(gg) Confiscated weapons sent for safe custody under the orders of the Collector or Additional District Magistrate (Personal Assistant to the Collector) pending their disposal in auction, provided a written request is received from the officer concerned;

(h) Sealed cash chests and sealed packets purporting to contain valuables not falling under clause (a), (b), (c), (d), (f), (g), or (gg) above and iron safes and chests of private banks provided that no such safe, chest or packet may be received unless the District Treasury Officer has issued an

\* Insertion [G.O.(P) 104/76/Fin., dated 30th March, 1976]



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order authorising the treasury to receive it for safe custody. Such orders issued by the District Treasury Officer shall be subject to scrutiny and approval *post facto* by the Director. In doubtful cases the District Treasury Officer shall obtain the sanction of the Director in advance.

Whenever a District Treasury Officer issues an order authorizing a treasury to receive a safe, chest or packet for safe custody with reference to sub para above, he should communicate a copy of the order (together with a copy of the application when necessary) to the Accountant General so that he may examine the propriety of the grant of permission.

As regards the receipt of iron safes and chests of private banks for safe custody in treasuries with reference to the first sub para above the following further instructions shall be followed:—

If the chests or safes of any private bank are small in size and not too many, they may be accommodated in treasuries and sub treasuries where, space is available. Application for such accommodation should be made to the District Treasury Officer. If the accommodation is to be made in a sub treasury, the District Treasury Officer shall deal with such applications in consultation with the Sub Treasury Officer. In the event of a refusal to give such accommodation, the District Treasury Officer should make a report to the Director explaining in detail the reasons for refusal to afford the facility to the applicant banking company. The Director will forward to the Government the report of the District Treasury Officer with his remarks and the Government will then review the case.

In cases where the facility is granted, the depositing banks will have to keep and remove their safes or chests with reference to their daily or periodical requirements in the presence of both the double lock officers of the treasury. With a view to avoid dislocation of work in treasuries and sub treasuries on this account, it is necessary to fix definite hours for the agents of the private banks for operating on their chests in the strong room. The hours between 10.30 a.m. and 4 p.m. on working days other than Saturdays between 10.30 a.m. and 1 p.m. on Saturdays may be generally suitable. The Treasury Officer concerned will fix a definite time for this purpose in consultation with the bank concerned.

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The Treasury or Sub Treasury Officer accepting the cash chests or safes of private banks for safe custody in the strong room will not take any cognizance of the contents of the chests or safes and the receipts to the banks will be issued in the form prescribed in Rule 158 below with a remark that the contents of the chests or safes are unknown.

Rent at a flat rate of ₹.5 per mensem or part thereof will be collected in advance for each safe or chest for which accommodation is lent. The receipts on account of this should be credited to the Government under “0070. Other Administrative Services”.

**158.** (1) No cash chest or packet containing valuables should be received at a treasury for safe custody unless it is properly sealed. When any such article is received at a district treasury, the Treasury Officer and the Chief Treasurer should examine it carefully to see that the seals are intact and place it under double locks, and the Treasury Officer should give a receipt for it merely acknowledging the receipt of sealed cash chest or packet. When any such article is received at a sub treasury, the Sub Treasury Officer should follow the same procedure.

The Treasury Officer or the Sub Treasury Officer as the case may be should insist on the return of any written acknowledgement or safe custody receipt granted by the treasury before he returns any cash chest or packet containing valuable out of safe custody.

The treasury should maintain a safe custody register in Form T.R. 28 and record in it the necessary particulars regarding all sealed cash chests and sealed packets received for safe custody.

The receipt to be issued by the officer in charge of a district treasury or sub treasury as the case may be, when acknowledging receipt of a sealed cash chest or packet for safe custody, should be in the form of a printed receipt with counterfoil bound into a book, serially numbered. The counterfoil alone should be signed and issued for every receipt of cash chest or sealed packet. When the sealed cash chest or packet is returned the counterfoil issued at the time of its receipt at the treasury should be got back, signed and pasted on to its original bearing the same number in the printed receipt book. The printed receipt should be in the form noted below:—

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..... Treasury.

Received this .....day of .....20..... cash chest/  
sealed packet said to contain .....from  
the.....and entered as item .....of  
.....in the safe custody register .....

This should be produced when the article is required back.

Dated ..... *Officer-in-charge of Treasury.*

\*(2) The Treasury should maintain a separate register in Form T.R. 28, in which the particulars of the confiscated weapons accepted for safe custody shall be noted. Separate serial numbers shall be assigned for the weapons accepted for safe custody during each financial year. A receipt in the Form prescribed in sub-rule (1) with suitable modifications shall be given to the depositor at the time of receipt of the weapons. A separate receipt book shall be utilised for the purpose. Whenever weapons deposited for safe custody are to be returned to the depositing officer, the original receipt issued at the time of deposit of the weapon, shall be got back and kept pasted on the treasury copy of the receipt concerned, kept in the treasury.

**\*\*158A.** In the case of articles deposited for safe custody in treasuries and which remain unclaimed for a period of more than 25 years from the date of original deposit, the District Treasury Officer shall publish a notification in the Kerala Gazette specifying the name and address of the depositor, the item number and a brief description of the articles deposited and calling upon claimants, if any, to take back the articles within a period of one month from the date of publication of the notification duly furnishing proof of their claim. If no claimant comes forward to claim back the item within the prescribed period, then the District Treasury Officer shall open the packets in the presence of the Additional District Magistrate [i.e., the Personal Assistant (General) to the District Collector] and prepare a 'Mahazar' of the contents of the packet duly signed by the double lock officers of the District Treasury and the Additional District Magistrate. The entries in respect of the article shall be

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\* Insertion [G.O.(P) 104/76/Fin., dated 30th March, 1976]

\*\* Insertion [G.O.(P) 1030/79/Fin., dated 24th November, 1979]

deleted from the safe custody register and the entries regarding such deletion in the register shall be duly signed by both the double lock officers. The contents of the packets shall then be disposed of in public auction and if they are of no marketable value, destroyed. The proceeds, if any, of the sale shall be credited to the miscellaneous receipts of the Treasury Department. In the case of such articles available at the Sub Treasuries, they shall be transferred to the concerned District Treasury and included in the Register of safe custody articles of the District Treasury and thereafter action taken as envisaged above. Such articles in the District and Sub Treasuries shall be taken up for disposal once in a year, in April and action completed within 3 months.

#### DEPARTMENTAL CASH CHESTS

**159.** In regard to a departmental cash chest \*or a sealed box containing thondi articles deposited by a court, only a single entry should be made in the safe custody register; this should be made at the time when the chest \*or sealed box is first deposited and the authority under which it is received for safe custody should be quoted. A separate departmental cash chest register in Form T.R. 40 should also be kept for each such chest \*or sealed box showing the particulars of the daily (or periodical) return and re-deposit of the chest \*or sealed box. On each occasion when the chest \*or sealed box is deposited in the treasury, the District Treasury Officer/Sub Treasury Officer or the Section Head/Head Accountant, as the case may be, should acknowledge its receipt in this register, which should remain with the depositing officer so long as the chest \*or sealed box is in the treasury. When the depositing officer wishes to withdraw the chest \*or sealed box, he should send the register to the treasury after signing in column (3) in token that he has authorized the messenger named in column (2) to receive the chest \*or sealed box. On receipt of the signed register, the Treasury Officer or the Sub Treasury Officer, as the case may be, should return the chest \*or sealed box and obtain the messenger's signature in column (4) of the register as an acknowledgment of his having received the chest \*or sealed box.

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\* Insertion [G.O.(P) 629/85/Fin. dated 11th October, 1985]

A treasury should not receive any cash chest \*or sealed box for safe custody unless it is properly locked as well as sealed, and should not take charge of any key of a cash chest \*or sealed box received for safe custody. The Treasury Officer or the Sub Treasury Officer is responsible only for duly returning the sealed chest \*or sealed box with the seals intact when the depositing officer sends necessary acknowledgment. If the chest \*or sealed box is duly returned with the seals intact, the depositing officer remains fully responsible for the correctness of its contents.

*NOTE*— The above procedure will apply to the cash chests \*or sealed boxes of Co-operative Land Mortgage Bank also.

**160.** The Treasury Officer or the Sub Treasury Officer, as the case may be, should verify the presence of all the sealed chests and packets in safe custody in the treasury periodically at intervals not exceeding six months and satisfy himself that the seals of each chest or packet are intact and note the result of his verification in the safe custody register. Whenever a Treasury Officer or a Sub Treasury Officer hands over charge (otherwise than temporarily in such circumstances that the government servant temporarily in charge will have no occasion to deal with the articles in safe custody), the relieved and the relieving government servants should personally hand over and take charge, respectively of all the sealed chests and packets in safe custody in the treasury, and sign the safe custody register in token that they have done so. Whenever the Chief Treasurer of a district treasury or Treasurer of a sub treasury hands over charge (otherwise than temporarily in such circumstances that the government servant temporarily in charge will have no occasion to deal with the articles in safe custody), the relieving government servant should verify the presence of all the sealed chests and packets in safe custody in treasury and note the result of his verification in the safe custody register.

**161.** The following additional precautions should be observed in connection with the receipt, custody and delivery of any sealed packet purporting to contain the duplicate keys of the padlocks used on the strong room and currency chest at a branch of the State Bank of India:-

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\* Insertion [G.O.(P) 629/85/Fin. dated 11th October, 1985]

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(i) The agent of the branch of the State Bank of India should personally deliver the sealed packet purporting to contain the duplicate keys to the Treasury or Sub Treasury Officer and obtain his receipt.

(ii) The sealed packet should not be taken out of double locks except on joint personal application by the Agent of the branch of the State Bank of India and the Head Cashier of the branch. When such joint application is made the Treasury or Sub Treasury Officer should deliver the packet to the Agent and the Head Cashier jointly on receiving back the receipt given by him for the sealed packet under sub-paragraph (i) and also obtaining the joint receipt of the Agent and the Head Cashier for the packet.

(iii) The Agent of the branch of the State Bank of India will periodically, at intervals of not less than six months, verify the presence of the sealed packet under double locks in the treasury and satisfy himself that the seals on it are intact.

*NOTE*—The procedure is applicable to the State Bank of Travancore also.

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**PART V****WITHDRAWAL FROM THE GOVERNMENT ACCOUNT****SECTION I****Rules applicable to Government Officers in general****CHAPTER I****GENERAL**

**162.** \*(a) Save as hereinafter provided, bills presented by a departmental officer, personal claims preferred by a Government Officer and all cheques tendered at the treasury or at an authorised office of disbursement shall be duly receipted for payments and stamped, wherever necessary. Receipts, duly stamped, where necessary, for all other payments made on bills shall be given at the time of payment. Every bill or other document shall contain full details as to the amount and the nature of the claim, and all particulars necessary for the proper classification of the payment in the account. A bill or other document drawn by a government servant shall be signed and, when necessary, countersigned by the government servant competent to do so under the relevant rules. A bill or other document drawn in respect of a claim of a person who is not in government service shall ordinarily be signed or countersigned by the head of the department or some other responsible government servant belonging to the department concerned with the payment.

*Explanation.*—A bill is a statement of claims against the Government containing specification of the nature and amount of the claim either in gross or by items, and includes such a statement presented in the form of a simple receipt

A bill or other document becomes a voucher when it is only receipted and stamped “paid”.

(b) The treasury shall receive and carefully scrutinize all bills and other documents presented. If the Treasury or Sub Treasury Officer is satisfied that a bill or other document is in order and that the claim is one which he is authorised to pay, he shall sign a payment order on it. Payment shall then be made accordingly and entered the accounts.

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\* Substitution [G.O.(P) 386/77/Fin., dated 7th October, 1977]

(c) At a place where the treasury transacts its cash business through the Bank, the Bank shall make all government payments other than those included in classes of payments which the Government have specially ordered to be made elsewhere. At such a place every bill or other document shall, in the absence of a special rule or order to the contrary, be presented at the treasury for scrutiny and authorisation of the payment and after such scrutiny and authorization the Treasury Officer shall forward it to the Bank. At a district headquarters station where the district treasury transacts its cash business through the Banks, the Bank shall not conduct the business of the headquarters sub treasury, if there is any.

\**NOTE*—Requisitions by the Accountant General or an Officer of the Indian Audit and Accounts Department authorised by the Accountant General in this behalf for obtaining Reserve Bank of India drafts for effecting monetary settlement of inter Governmental and other miscellaneous transactions need not be presented at the treasury, but may be presented at the bank direct without the express pay order from the treasury.

#(d) Claims against the Government relating to the following departments shall be presented to the department Government servants concerned, who are authorized to draw cheques on the treasury in respect of all authorized expenditure.

- (i) The Forest Department;
- (ii) The Public Works Department;
- (iii) The Public Health Engineering Department;
- (iv) The Harbor Engineering Department.

*NOTE*—The drawing officers of cheque drawing departments shall send a cheque for L.I.C. deductions direct to the concerned Divisional Manager of the L.I.C. along with the connected records.

#(e) When a Government servant of another department authorized to incur expenditure against the appropriation placed at the disposal of any of the department specified in sub-rule (d) above, he shall have authority to draw cheques on the treasury as a disbursing officer of the particular department whose funds are operated upon by him in the same way as a Government servant that department itself;

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\* Addition [G.O.(P) 613/81/Fin., dated 23rd September, 1981]

# Substitution [G.O.(P) 175/84/Fin., dated 26th March, 1984]



(f) The detailed procedure to be followed by drawing officers in preparing bills, and other documents and the cheques to be exercised by the Treasury or the Bank before making any payment are laid down in Rules 163 to 269 below. Rule 15 to 25 of these rules also relate to these matters.

(g) The duties imposed on the Treasury Officer in the rules mentioned in sub rule (f) above shall be performed by the Forest Disbursing Officer in respect of payments made by him through cheques drawn on treasuries.

(h) In every case in which it is deemed necessary to utilize the treasury of other States or the agency of a bank or of a private banker for disbursement of any claims due by the Government, such claims shall, unless there are express orders of the Government to the contrary be presented in accordance with the procedure prescribed in these rules for presentation of claims at a government treasury.

#### FORM OF BILLS, ETC.—GENERAL TO ALL DEPARTMENTS

**163.** (a) A bill or other document presented at the treasury as a claim for the payment of any amount by the Government shall contain particulars of—

- (1) the nature of the claim,
- (2) the amount claimed,
- (3) the period to which the claim relates if it arises periodically, *e.g.*, a claim for pay and fixed allowances,
- (4) the orders sanctioning the charge, if it was incurred under special orders,
- (5) the authority for any deduction made in the bill,
- (6) the major head, minor head, sub head and detailed account head to which the charge (or each part of it) is debitible, and
- (7) the allocation of the charge between Governments (including the Central Government) and departments, if any, such allocation is necessary.

(b) Every bill or other document shall be prepared in the form prescribed under these rules or in the departmental manual or code concerned for bills or other documents of the kind in question. Such forms shall be printed in English \*or in Malayalam or bilingually in English and Malayalam. As far as possible, all bills and other documents shall be prepared in English. When it is necessary to prepare a bill or other document in Malayalam, a brief abstract shall be endorsed on it in English stating the payee's name, the amount claimed and the nature of the claim, and the drawing officer shall sign this abstract. When printed forms are not available, stenciled or typed forms may be used; but the use of the latter should be avoided as far as possible.

**\*\*NOTE 1.**—The entire Non-Gazetted establishments under the control of a drawing officer shall, ordinarily be treated as a single unit and a single bill shall be prepared for the claims relating to the entire establishment preferred on a day. A similar procedure shall be adopted for the preparation of Travelling Allowance bills, Overtime bills, and Contingent bills other than those payable to third parties by clubbing the same kind of transactions on the same day in one bill. In the case of amounts debitible to #more than one sub head of account, separate bills shall be prepared in respect of amounts debitible to each such head of account. In respect of charges debitible to plan expenditure a separate bill shall be prepared.

**\$ NOTE 2.**—In respect of cases where the strict adherence of rules in Note 1 have been rendered impossible the reason therefore may be stated in the bill in the form of a certificate.

(c) Every bill or other document shall be filled in, in ink. Original copies of typewritten bills or other documents may, however, be honoured at the treasuries at the risk of the drawing officers. The total amount claimed shall, so far as the whole rupees are concerned, be written in hand, in words as well as in figures in ink. So also every bill or other document shall be signed in ink. The entry with 'Below Rupees.....' should be recorded in

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\* Substitution [G.O.(P) 335/77/Fin., dated 6th September, 1977]

\*\* Note renumbered [G.O.(P) 1065/92/Fin. dated 14th December, 1992]

# Substitution [G.O.(P) 1065/92/Fin. dated 14th December, 1992]

\$ Addition [G.O.(P) 1065/92/Fin. dated 14th December, 1992]

red ink. The amount of paise may be written in figures after the words stating the number of rupees *e.g.*, Rupees Twenty five and Paise 78. If there is no paise, the word ‘only’ shall be written after the number of whole rupees *e.g.*, Rupees Twenty five only”. In either case, great care shall be taken to leave no space that could be used for making an interpolation.

The spaces left blank either in the money column or in the column for particulars of the bill should invariably be covered by oblique lines. A note to the effect that the amount, of the bill is below a specified amount expressed in whole rupees should invariably be recorded (in words and figures) in the body of the bill in red ink. The amount so specified should be a sum slightly in excess of the total amount of the bill.

# NOTE 1. —\*Use of ball point pen shall also be permitted for filling in bills and other documents presented to the treasuries.

†NOTE 2.—The detailed contingent bill shall, as far as possible be typewritten and presented. The total amount of the Bill and the endorsement shall however be made in hand in words as well as in figures in ink and shall invariably be signed in ink.

(d) No bill or other documents containing any erasure shall be presented at the treasury. Every correction or alteration in the total of a bill shall be separately attested by the full signature with date of the person who signs the receipt. Every correction or alteration in the payment order shall be similarly attested by the signing officer, if it is drawn on the Bank, and, in other cases, by the Treasury or Sub Treasury Officer who signs it.

(e) When a charge is debitible to more than one major head of account, the drawer shall ordinarily present a separate bill for the amount debitible to each major head.

(f) Claims for which no other specific form has been prescribed shall be made in Form T.R. 42 *e.g.*, claims for house building advances, advances for the purchase of motor car or other conveyances, etc

NOTE—Claims of Government servants for any advances of pay and for travelling allowances shall be preferred in the respective forms prescribed for claiming pay and travelling allowances.

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\*Addition [G.O.(P) 68/77/Fin., dated 22nd February, 1977]

# Renumbered, † Insertion [G.O.(P) 582/2004/Fin. dated 13th December, 2004]

(g) Unless the Government have expressly authorised it in the case of any specified office, no bill or other document and no payment order shall be signed by a clerk *for* the head of the office, even if it is customary for the clerk to sign letters *for* him when he is absent. No bill or other document and no payment order shall be signed with a stamp (facsimile). The head of an office may authorise a gazetted government servant serving under him to sign bills, other documents and payment orders *for* him but, if he does so, he shall communicate the government servant's name and specimen signature to the treasury or treasuries concerned. A delegation of powers of this kind shall not in any way, relieve the head of the office of his responsibility for the accuracy of the bill, etc., and for the disposal of the moneys drawn from the treasury.

When a claimant or payee is unable to sign his name, he may furnish his signature on a bill or other document in the form of a mark or preferably a thumb/great-toe-impresion. No payment shall be made on any bill or other document so signed, unless some person known to the treasury or bank, as the case may be appears with the payee and identifies him and attests his mark or thumb impresion in token of his genuineness.

Similarly, when an illiterate person, who is unable to sign his name in any language, draws a cheque on the treasury or the Bank by furnishing his thumb/great-toe-impresion on the cheque, no payment shall be made unless some person known to the treasury or the Bank, as the case may be, appears with the drawer and identifies him and attests his thumb impresion in token of its genuineness. The person who attests the thumb impresion should be one who is not employed in the treasury or the Bank and he should also furnish his address.

*NOTE*—Bills affixed with facsimile signature of the authorised officer presented by the Posts and Telegraphs Department for telegram and trunk call charges, by the Municipalities and Corporations for water and electricity charges and by the Air India International and the Indian Airlines on account of their dues against Government (for passage fares, cargo and excess luggage charges) forming sub-vouchers of the contingent bills, may be accepted for payment, if otherwise in order.

(h) When a rule or order requires that bills of a certain kind shall be countersigned before payment, no such bill shall be presented at the treasury until it has been duly countersigned.

*NOTE*—On all bills on which countersignature is required before payment or which have to be enfaced for payment at a treasury or both, the words “contents received” which are usually printed above the place for the signature of the drawing officer should be struck out at the time the bill is first signed and before it is sent for countersignature or for enfacement for payment at the treasury. When the bill is received back, the words “contents received” should be written on it and signed and the bill then sent for encashment. All Treasury Officers should be careful to see that such bills are not paid unless they bear a second signature (acquittance of the officers concerned, below the words “contents received”).

(i) When a bill relates to a charge incurred under a special order of sanction, the particulars of the order shall be entered on the bill, and a copy of it shall be attached to the bill and duly certified to be a true copy by the government servant who signs the bill.

*\*NOTE 1.*—If an order of attachment against a government servant is received before a previous order of attachment against the same government servant, has been fully complied with, the recoveries shall be made by the disbursing officer so long as the total amount recoverable with reference to the attachment orders is within the maximum limits prescribed in Article 102, Kerala Financial Code, Volume I.

*NOTE 2.*—If a new attachment order has the result of increasing the amount beyond the maximum limits prescribed, the disbursing officer shall return the attachment order to the Court concerned with a statement showing:—

- (i) Particulars of the existing attachment.
- (ii) Particulars of the amount withheld and paid into the Court concerned upto date in respect of the existing attachment; and
- (iii) (a) the balance amount available to be recovered after effecting the existing attachment.—  
(b) the actual attachable amount.

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\* Insertion [G.O.(P) 7/75/Fin., dated 3rd January, 1975]

(j) The drawing officer shall deduct from a bill for the pay, etc., of an establishment any amount attached by a prohibitory order of a court of law. He shall attach to each establishment pay bill, in which any such deduction is made, an advice list containing particulars of the suit, the name of the government servant whose pay is attached and the amount deducted from the bill. When the court which issued the attachment order is *not* suited at the headquarters of the treasury which pays the bills the drawing officer shall also attach to the bill a postal money order form duly prepared for the remittance of the amount by the Treasury Officer to the court. The commission payable to the post office on the money order shall be shown as a deduction in the bill as well as the amount to be remitted. The procedure to be followed by the Treasury Officer for remitting such amounts to the courts is laid down in Rule 211 and also the procedure that he should follow in paying attached amounts to courts located at this headquarters.

(k) Recoveries from the salary of government servants on account of dues to co-operative societies registered under the various Co-operative Societies Acts, where such Acts impose a statutory obligation on the Government to make such deductions, shall be made by the drawing and disbursing officers in the case of non-gazetted government servants who do not draw their own bills, and in other cases, by the treasury Officers or other disbursing officers concerned, as the case may be, in accordance with such procedure as may be laid down by Government from time to time.

(l) Deductions made in bills shall, where required by the rules relating to such deductions, e.g., Provident Funds, Postal Life Insurance, State Life Insurance (Official Branch), etc., be supported by schedule in the prescribed form detailing the deductions made Schedules for Provident Fund deductions shall be prepared in Form T.R. 104. If such deductions are made in a bill in respect of two or more subscribers whose accounts are maintained by different Audit Officers separate schedules shall be attached to the bill in respect of the deductions which are to be accounted for by each Audit Officer.

When recovery is made from occupants of Government residential buildings by deductions from pay bills, one copy of the demand statement, which will be rendered in duplicate in T.R. 43 giving particulars of the recoveries shall be attached to the pay bills. After the recovery has been made, the remaining

copy of the demand statement shall be returned to the authority from which it was received after noting the amounts recovered and recording a certificate to the effect if the recoveries are in order, that the recovery has been made and the emoluments are correct. When recovery is made on account of an interest-bearing advance a schedule of recovery in Form T.R. 106, separately for each type of such advance, shall be attached to the bill in which the recovery is made. In the case of such recoveries from the claims of non-gazetted government servants, the drawing officer shall certify on the recovery schedule attached to the bill for the month of February encashed in the month of March every year that the balance shown as outstanding therein have been accepted as correct by the government servants concerned.

Where recovery is made on account of an advance of pay or traveling allowance, or both sanctioned to a government servant on transfer, a schedule in the following form shall invariably be attached to the pay or traveling allowance bills in which the recovery is made.

Name of the government servant	District, department and the month in which the advance was drawn	Amount of the original advance Rs.	Amount recovered in the bill Rs.	Balance yet to be recovered Rs.	Remarks
1	2	3	4	5	6

Disbursing officer, that is, Treasury Officer in the case of gazetted officers and heads of offices in the case of non-gazetted officers should, as required by section 289 of the Indian Income Tax Act, 1961 issue to the person from whose salary income tax is deducted at source, an annual consolidated receipt in Form T.R. 44 for the tax so deducted during a financial year. \*The Treasury Officer shall not accept the salary bills for the month of February and August every year, unless such bills contain a certificate, from the concerned Self Drawing Officers in the case of gazetted bills and Drawing and Disbursing Officers in the case of establishment pay bills to the effect that profession tax

\*Addition [G.O.(P) 249/98/Fin. dated 19th January, 1998]

due to the Corporation/Municipality/ Panchayat from the officers/ employees for the half year concerned is remitted and details of remittance communicated to the authorities concerned.

(m) No copies of orders regarding promotions and similar changes or of correspondence, etc., regarding a claim shall be attached to any bill or other documents.

(n) When payment is desired wholly or partially in Government drafts, a formal application for them shall be presented with the bill, and the manner in which payment is desired shall also be indicated in the drawer's receipt on the bill.

(o) When the drawer of a bill other than a bill for pay, allowances, leave salary or pension, desires that the treasury should remit the whole or a part of the amount of the bill to a person or persons (other than the drawer) by postal money order, the necessary money order form or forms duly filled up, except for the date and the Treasury Officer's signature, shall be presented with the bill, and the drawer shall show both the amount to be sent by money order and the commission due on it as deductions in the bill.

*Exception*—The money order forms relating to payment of the bill for the Police Department and bus warrants to bus owners shall be signed by the drawing officers instead of by the Treasury Officers. (See Article 98 of the Kerala Financial Code.)

(p) A head of an office whom the Government have specially authorised to send bills of a specified kind of the treasury by post shall send along with each such bill, a postal money order form duly filled up except for the date and the Treasury Officer's signature. The money order commission shall be treated as a contingent charge of the drawing officer and not shown as deduction in the bill.

*Exception*.—The money order commission for the remittance of pay and allowances of Government Medical Officers employed in out of the way places shall be debited to the contingencies of the remitting treasury.

(q) When the drawing officer desires that the treasury should pay to some other person the amount of a bill, cheque or other document drawn by him, except those relating to the claims of government servants he shall



specifically endorse on it and sign an order to pay to that person specifying his name as well as his designation. All such bills, cheques or other documents preferable at a treasury for payment being non-negotiable instruments, can be endorsed only once in favour of the specific party to whom the money is to be paid:

Provided that—

(1) when the endorsement is made on a bill or cheque in favour of a banker, a second endorsement can be made by the banker in favour of a messenger or an agent for collection only;

(2) in the case of a contingent bill which has been endorsed in favour of a firm of suppliers or private parties under the provisions of Rule 188 (viii), the firm of the private party can re-endorse to its banker or to a messenger for collection only and the banker can in turn endorse it to a messenger or an agent for collection only. Thus, in all three endorsements are permissible in such cases provided that, of the three, one is to the payee's banker and one is to a messenger or agent for collection only; and

(3) an agent may, notwithstanding anything contained in (1) and (2) for the purpose of collecting the bill or cheque endorse it in favour of his messenger.

*Explanation.*— \*In this rule a Banker includes Post Office Savings Bank and Treasury Savings Bank and an 'Agent' means any banks including Post Office Savings Bank and Treasury Savings Bank acting as a collecting agency for and on behalf of the payee's banker.

*NOTE*—(1) Cheque drawn directly on the Bank without the intervention of the Treasury Officer are negotiable instruments and are not subject to the provisions of this Rule.

*NOTE*—(2) When an illiterate person endorses a bill or other document by means of his thumb impression, he should affix the thumb impression in the presence of the Treasury Officer and have it attested by a person well-known to the Treasury. The person attesting the thumb impression should be one who is not employed in the Treasury or the Bank and he should also furnish his address.

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\*Substitution [G.O.(P) 208/75/Fin., dated 31st May, 1975]

(r) A government servant shall not issue a copy of any bill or other document which has already been paid on the allegation that the payer's copy has been lost or is not available, although a certificate may, when necessary, be given that on a specified day a certain sum was paid to a certain person on a certain account. A fee of one rupee shall be levied for each certificate issued to a private party. This prohibition extends only to the issue of a copy on the allegation that the payee's copy has been lost or is not available, and does not apply to a copy marked "Not payable at the treasury" and tendered at the treasury with the original in accordance with the rules.

If a bill or other document that has been passed for payment at the treasury is alleged to have been lost before payment, the government servant who drew the original bill or other document shall ascertain from the treasury whether payment has already been made on the original or not, and shall request the treasury not to make payment on the original if presented subsequently. If the treasury has not made payment on the original, he may issue a duplicate which shall bear distinctly on its face the word "duplicate" written in red ink.

(s) Every receipt for a sum exceeding # ₹ 500 shall be duly stamped by the payee \*with a revenue stamp as required by section 3 of the Indian Stamp Act, 1899 (Central Act 2 of 1899) read with article 53 of Schedule 1 thereof, subject to the exemptions, etc., listed in Appendix 8.

#This amendment shall be deemed to have into force on 13th May, 1994.

*NOTE—(1)* In determining whether the receipt obtained in respect of an amount drawn on a bill preferred against Government should be stamped or not, the net amount of the bill and not the gross amount payable should be taken into account, unless the receipt is exempted under exceptions referred to above.

*NOTE—(2)* Receipts for payments made outside India should be obtained from the payees and stamped in accordance with the local laws, if any, governing the stamping of such receipts.

*NOTE—(3)* A single receipt, stamped where necessary given by a payee in acknowledgement of several payments or a lump sum payment, either in cash or by cheque, made to him, on one occasion, shall constitute a valid quittance and the disbursing officer in such cases, should give cross reference on all vouchers to which the receipt relates.

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\*Substitution [G.O.(P) 434/81/Fin., dated 7th July, 1981]

#Substitution [G.O.(P) 572/97/Fin. dated 7th June, 1997]

(t) †Every government servant, who is authorised to draw cheques or sign bills payable at a treasury shall send a specimen of his signature to the Treasury Officer in Form T.R. 74A duly attested by his superior officer or another officer whose specimen signature is already on record with the treasury. When such an officer hands over charge of his office to another, he shall likewise send a specimen of the signature of the relieving officer duly attested by him (relieved officer) to the Treasury Officer concerned.

NOTE— The specimen signature of every non-gazetted Drawing Officer shall be attested by his Gazetted Controlling Officer or official superior;

‡(u) [Deleted]

## CHAPTER II

### PAY AND ALLOWANCES (INCLUDING LEAVE SALARY) OF GOVERNMENT SERVANTS

#### A. *Gazetted government servants*

**164.** (a) In the absence of any special order of the government to the contrary, a gazetted government servant may draw the bills for his own pay, allowances and leave salary based on the pay slip or the leave salary certificate issued by the Accountant General. A claim by gazetted government servant for pay and fixed allowances shall be presented on a bill in Form T.R. 46. A gazetted government servant who draws a special pay or allowance in respect of a separate office of which he is in additional charge, need not present a separate bill for it, unless it is met from some source other than the revenues of the State.

\*NOTE 1#—Gazetted officers are authorised to draw their pay and allowances provisionally without pay slip from the Accountant General up to a period of 3 months after the expiry of sanction to the continuance of posts, at the same rate as they were drawing in these posts on the basis of a certificate in Form T.R. 112 being attached to the pay bill. The certificate should be signed by the Controlling Officers authorised to sign their T.A. bills. In cases where the officer is himself the Controlling Officer for T.A. claims,

†Substitution G.O.(P) 25/78/Fin., dated 6th January, 1978]

^Omission [G.O.(P) 207/88 dated 9th March, 1988]

‡Deletion [G.O.(P) 367/76/Fin., dated 27th November, 1976]

\*Added vide G.O.(P) 180/77/Fin., dated 8th June, 1977

#Renumbered vide G.O.(P) 99/89/Fin. dated 24th February, 1989.

the certificate should be obtained from the next higher authority. In cases where further delays are anticipated necessitating continuance of such provisional payment of salary beyond the period of 3 months, the officer concerned shall have to approach the Audit Officer through his Head of Department for authorisation of provisional salary explaining the circumstances for the delay in issue of sanction for the continuance of post.

#This amendment shall be deemed to have come into force with effect from 19th May, 1988.

\*\*NOTE 2—The Gazetted Officers specified under item(1) to (4) below shall be allowed, without insisting on the production of pay/leave salary slip from the Accountant General, to draw their pay and allowances at the rates indicated against each for a period of three months or till the receipt of the pay/leave salary slip from the Accountant General whichever is earlier.

*Categories*

*Pay and allowances admissible*

1. Officers who are promoted to a gazetted post from a non-gazetted post

Pay last drawn in the lower non-gazetted post or the minimum pay in the gazetted post whichever is higher, Dearness Allowances shall be paid at the rate applicable to such pay. House rent allowance shall be at the rate applicable at the station where posted.

2. Gazetted Officers who are promoted to another post

Pay last drawn in the lower post or the minimum pay in the higher post whichever is higher, Dearness Allowance shall be at the rate applicable to such pay. House Rent Allowance shall be at the rate applicable at the station where posted.

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# G.O.(P) 99/89/Fin. dated 24th February, 1989.

\*\*Insertion [G.O.(P) 99/89/F in dated 24th February, 1989]

3. Gazetted Officers who are transferred from one post to another at a different station Pay equivalent to that drawn in the old post. Dearness Allowance shall be at the rate applicable to such pay. House Rent Allowance shall be at the rate applicable to the Station where posted.

4. Gazetted Officers who return from leave on the expiry of leave already sanctioned 1. The rate at which pay, Dearness Allowance and House Rent allowance were drawn on the date prior to the date on which the Officer proceeded on leave, when there is no change in station.

2. When there is change in station the rates of pay and Dearness Allowance applicable shall be those drawn prior to proceeding on leave. House Rent Allowance shall be at the rate applicable to the station to which the officer is transferred.

In all the above cases where there is any change in the rates of pay, Dearness Allowance and House Rent Allowance as per the pay slip received from the Accountant General, the payments made shall be regularized as soon as the pay slip from the Accountant General is received and adjusted in the bill presented thereafter at the Treasury for encashment.

\*\* This amendment shall be deemed to have come into force with effect from 19th May, 1988.

(b) When a gazetted government servant draws his first pay bill on being appointed to a post in government service for the first time or on being re-employed after resignation, or forfeiture of past service, he shall attach to the bill a certificate from the authority to whom he reported for duty on first appointment that the health certificate required by rule 13 of Part I of the Kerala Service Rules has been furnished by the officer. His copy of the pay slip shall also be attached to the bill.

(c) A claim by a gazetted government servant for traveling allowance shall be presented on a bill in Form T.R. 47. When the government servant has

\*\*Insertion [G.O.(P) 99/89/Fin dated 24th February, 1989]

travelled by a circuitous route, he shall state the reason for doing so in the bill. When he claims actual expenses, he shall, in the absence of any order to the contrary, set them out in detail. When he claims travelling allowance on account of any members of his family, he shall furnish a certificate showing the number and relationship to himself of the members of his family on account of whom he makes the claim and all other relevant details. When he claims the cost of carriage of personal effects or a conveyance, etc., he shall furnish the receipt granted by the railway or steamer company for the amount actually paid. A travelling allowance bill shall be countersigned by the controlling officer referred to in rule 113 of Part II of the Kerala Service Rules unless the claimant has been declared to be his own controlling officer (*See* rules 113 and 115 of Part II of the Kerala Service Rules).

(d) When any special pay, allowance, honorarium or other recurring additional remuneration is claimed in a bill by a gazetted government servant for any additional or part time work rendered by him, the following certificate issued by the Head of the Office or Institution in which the work is rendered shall be attached to the bill:-

“Certified that Sri/Smt.....(Name and designation) has actually discharged during the period from.....to.....the duties for which the remuneration of.....is claimed.

Dated signature.....

Name.....

Designation.....”

**165.** (a) Pay, leave salary and travelling and other allowances payable to a gazetted government servant in India shall be paid on his personal claim and to his personal receipt and not otherwise, except as provided in rule 167 or with the Government’s special sanction in each case. The government servant may, if he wishes, send a messenger to the Treasury or the Bank with a separate letter requesting that the moneys be sent through him, and the moneys shall then be handed over to the messenger, but only on the strict understanding that the Government accept no responsibility whatever for any fraud or misappropriation in respect of any moneys, cheque or bill handed over to him.

(b) Subject to any orders or procedure that may be prescribed by the Government, the leave salary of a gazetted government servant, when payable in India, shall be drawn from the treasury from which his pay was being drawn immediately before proceeding on leave and he should make his own arrangements, where necessary for getting his leave salary remitted to him. He shall not begin to

draw the leave salary without producing a leave salary certificate in Form No. 48 from the Audit Officer who audited his pay before he proceeded on leave. In case where a period of leave is followed by transfer, such portion of the leave salary as could not be drawn at the old station may, however, be drawn at the treasury from which the pay in respect of the new post is drawn.

(c) If gazetted government servant signs his bill himself, he must either appear in person at the place of payment or furnish a life certificate signed by a responsible officer of Government or some other well known and trustworthy person. If he draws his leave salary through an authorised agent, the agent whether he has or has not the power of attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund overpayments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate.

(d) ^No gazetted government servant may draw a changed rate of pay, leave salary or fixed allowance, unless the bills in which he claims it is accompanied by a letter from the Accountant General authorising the changed rate. A fresh authorisation from the Accountant General is also required when there is a change in designation of a gazetted officer, even if there is no change in emoluments. The Accountant General shall issue these letters as early as possible, but when any such change occurs near the end of a month or takes effect from a date which cannot immediately be ascertained and cannot be fixed by a certificate of transfer of charge appended to the bill, the government servant concerned should draw his bill at not more than the old rate, if he does not receive the letter of authority by the end of the month.

^This amendment shall be deemed to have come into force on 7th day of April, 1986.

*NOTE—1* In case, where, on the expiry of leave, an officer is appointed to the same post from which he proceeded on leave, he shall draw bills for his pay and allowances from the date of his assumption of such charge on the basis of the authority for pay and allowances issued to him by the Accountant General before his proceeding on leave and, if such authority has been superseded, on the basis of such revised authority for pay and allowances.

*\*NOTE—2* In the case of payment of dearness allowance and other allowances to the Gazetted Officers sanctioned by Government from time to

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^Substitution [G.O.(P) 304/89/Fin. dated 21st June, 1989]

\*Insertion [G.O.(P) 409/75/Fin., dated 8th September, 1975]

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time, a general letter of authority shall be issued by the Accountant General to the Treasury Officers authorising them to make payments thereof to the Gazetted Officers on the basis of the rates prescribed by the Government without a specific authority from the Accountant General for each individual case.

*\*NOTE—3* Transfers from one post to another in groups of posts like-

- (a) Munsiff, Principal Munsiff, Additional Munsiff;
- (b) Sub Judge, Additional Sub Judge; and
- (c) Tahsildar, Special Tahsildar, etc., will be treated as involving a change in designation, only in case any change in emoluments is involved.

**166.** (i) At his written request, the pay bill of a government servant who is permitted to draw his own bills may be made payable to some well-known banker or agent provided that the receipt of the banker or agent shall not be accepted as a final acquittance, unless the bill itself is duly endorsed in favour of the banker or agent by means of a distinct pay order. The receipt of the banker or agent alike, if it is recorded on the bill itself or separately, shall be stamped unless the receipt on the bill has already been duly signed and stamped by the government servant himself. No re-endorsement of such a bill by the bank or agent otherwise than to a messenger for collection shall be recognised [*See* also the second paragraph of Rule 163(*q*)].

(ii) No government servant or other individual shall be recognised as an “agent” for the purpose of this rule or the next one unless he holds a valid power of attorney to act for the government servant concerned.

**167.** (a) A gazetted government servant who claims leave salary or vacation allowances or subsistence allowance otherwise than through a bank or agent shall, either appear in person at the place of payment or furnish a life certificate showing that he was alive on the last day of the period to which the claim relates and signed by a responsible government servant or if there is no such government servant at the place where the gazetted government servant resides, some other well known and trustworthy person. A gazetted government servant may draw his leave salary or vacation allowances or subsistence allowance through a well known bank or agent (*See* the previous rule) if he gives the bank or agent a power of attorney for the purpose of leave his signed bills with the bank

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*\*Insertion [G.O.(P) 527/75/Fin., dated 19th November, 1975]*



or agent for presentation, provided that, unless the bank or agent has executed an indemnity bond in Form T.R. 49 or Form T.R. 50 duly stamped, as security for the refund to the Government of any overpayment to the government servant, a life certificate showing that the government servant was alive on the last day of the period to which the claim relates and signed by a responsible government servant, or, if there is no such government servant at the place some other well known and trustworthy person shall be furnished along with each bill. Life certificates may be furnished at intervals, as may be convenient, provided that an indemnity bond has been executed which will cover intermediate payments not supported by a life certificate.

The Treasury Officer shall enter the particulars of all powers of attorney furnished with reference to this rule in the register (in Form 16 of the Government Securities Manual) kept in the treasury for the purpose.

*NOTE*— When separate bills for leave salary, vacation pay, etc., relating to different periods are presented and paid simultaneously it is not necessary to furnish separate “Life Certificates” for the different periods. Only one certificate in respect of the date of presentation of the bills should be enough.

*Exceptions*— In the following cases the life certificates should not be insisted on:—

- (i) when the arrears of leave salary are drawn by a Gazetted Officer after he has resumed duty;
- (ii) when the leave salary is claimed in the same bill as the duty pay for the period following that of leave salary; and
- (iii) when the report of taking over charge after the expiry of leave has already been sent to Treasury Officer.

(b) An indemnity bond executed by a bank or agent for the purpose of drawing pay, etc., on behalf of a single government servant shall be in Form T.R. 50. When a well known bank (or a firm or agents acting as bankers) of good standing has a number of constituents who are government servants and desire to draw their pay, etc., through it, the Government, in consultation with the Accountant General, may, if they think fit, permit the bank (or firm) to execute a single indemnity bond in respect of all pay, etc., drawn by it from the Government on behalf of such government servants. Such a bond shall be in Form T.R. 49 and shall be duly stamped. Appendix 9 contains lists of the banks, etc., which have executed such bonds. All indemnity bonds whether in Form T.R. 49 or Form T.R. 50 shall be properly stamped.

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The authority competent to accept the indemnity bond on behalf of the Government shall, before accepting the bond, verify that the person who signs a bond of indemnity on behalf of a firm or bank has authority to bind it.

Indemnity bonds in Form T.R. 50 executed by a bank or agent for the purpose of drawing pay, etc., on behalf of a single government servant shall be kept in the custody of the Treasury Officer. General indemnity bonds in Form T.R. 49 for the purpose of drawing pay, etc., on behalf of government servants of the Kerala Government alone shall be kept in the custody of the Government.

No endorsement of a bill drawn on behalf of a government servant by a bank or agent permitted to draw the Government servant's pay, etc., under this rule shall be recognised with the exception of an endorsement to a messenger for collection.

(c) A bond in Form T.R. 49 executed by an unincorporated firm requires that information be given to the Government at once if there is any change in the constitution of the firm. As soon as any such information is received, the new partnership shall be required to execute a fresh bond in Form T.R. 50 by a specified date or acknowledge in writing that it is bound by the existing bond by which the old partnership was bound, if it wishes to retain the privilege of drawing pay, etc., on behalf of government servants.

**\*168. (a) Place of Payment.**—The claims of a Gazetted Government Servant shall be drawn from the District/Sub Treasury to which his institution is attached either under the orders of the Accountant General for under the orders of the Director of Treasuries or in accordance with the notifications published by the Government realigning the jurisdiction of District/Sub Treasuries.

(b) When any pay is due in India to a government servant who is absent from India, he should make his own arrangements to receive it in India.

Provided that when the government servant has finally quitted India and it is not possible for him to make his own arrangements for receiving his pay and allowances in India, payment may be made to him through the High Commissioner for India or through the India Office.

*NOTE*—When a government servant who is away from the State on study leave or undergoing a course of training, etc., desires payment of his leave salary or pay and allowances within the State, the procedure prescribed in Rule 165 (c) should be followed.

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\*Substitution [G.O.(P) 89/82/Fin., dated 25th February, 1982]

(c) When a government servant is transferred from one district to another within the same Audit Circle, the last pay certificate granted to him should specify last the regular monthly payment and his entire pay for the month in which the transfer takes place should be paid in the new district, except as provided in Article 87 (d) of the Kerala Financial Code. Payment on account of his claims for travelling allowance arising in the old district in respect of journeys performed before the transfer may also be made in the new district, provided that the controlling officer for the old post certifies that claims are correct.

(d) A government servant who is transferred may be allowed to draw an advance of pay on transfer at his new station within a month of his arrival there, if his last pay certificate show that he did not draw any such advance at his former station. A government servant, who receives an order of transfer during his leave, may draw an advance of pay and travelling allowance from the treasury from which he drawn his leave salary.

*NOTE*—The drawal of advance under the above rule is subject to the condition that the government servant concerned is entitled to and has been sanctioned by the proper authority an advance of pay under Article 260 of the Kerala Financial Code.

(e) [Deleted.]

*B. Non-gazetted Government Servants*

**169.** (a) \*The pay and allowances of an establishment should be drawn by the gazetted officers-in-charge of it.

*Exception.*—(1) Such classes of non-gazetted officers as are mentioned in Appendix 10 may draw bills relating to the pay and allowances of their own and their establishment without counter signature provided they possess the prescribed test qualification which should be certified in the bill. If they do not possess the prescribed test qualification the bill should be countersigned by the Controlling Officer referred to in Rule 113 of Part II of the Kerala Service Rules.

(2) A Government Servant who is reverted from a Gazetted post to a Non-Gazetted post may draw his arrear claims for pay and allowances in respect of the period of Gazetted service in bills in Form T.R. 46 on the strength of the pay slip/letter of authority issued by the Accountant General. Such bills being subject

\*Substitution [G.O.(P) 1065/92/Fin, dated 14th December, 1992]

to countersignature by the Gazetted controlling Officer. In such cases, the surrender of Last Pay Certificate as required in rule 19 of the Kerala Treasury Code to the Treasury Officer is not necessary.

*NOTE.—(i)* In the case of non-gazetted heads of offices having separate establishment of their own their pay and allowances shall be drawn in their Establishment Pay Bills.

*NOTE.—(ii)* In the case of non-gazetted officers like Co-operative Inspector of Co-operation Department, Junior Engineer, Industries Extension Officer etc., who have no separate establishments of their own, their pay and allowances shall be included in the establishment bills of their Controlling authority.

*NOTE.—(iii)* The pay and allowances of Policemen and Sub Inspector of Police should be included in the establishment pay bills of the concerned Superintendent of Police.

*NOTE.—(iv)* The claims on account of pay and allowances of the Non-gazetted personnel should be deemed to arise at the station where the drawing officer who draws the claims is stationed.

*NOTE.—(v)* The aforesaid provision and note (i) to (iii) above apply only for the drawal of pay and allowances of the concerned persons and do not extend to the drawal of Travelling Allowance claims for which the provision of rule 178 Kerala Treasury Code Volume I shall apply.

(b) Form T.R. 51 shall be used for bills for the pay, fixed allowances and leave salaries of Non-gazetted government servants drawn by the head of the office for disbursement to them. \*A single bill shall be prepared in three parts for the following classes, if it exists:—

(i) Permanent Establishment.

(ii) Temporary Establishment.

(iii) Establishment for whom no service books are maintained.

This amendment shall be deemed to have come into force with effect from 1st April, 1980.

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\*Substitution [G.O.(P) 121/80/Fin., dated 8th February, 1980]

With the exceptions mentioned in Rule 171, the name of every substantive, officiating or temporary government servant on whose behalf a claim is made shall be shown in column (2) against his post in column (1). Against each temporary post the number and date of the order sanctioning it and the name of the authority which passed the order shall be entered. The rate of pay, etc., claimed shall be shown against each name in column (2). If the payment of any claim for the month to which the bill relates is postponed, it shall not be omitted from the bill, but the amount of each claim held over for future payment shall be noted in red ink in the appropriate columns (3) to (6) and ignored when totalling the bill. When pay, etc., is claimed only for part of the month, the number of days, for which it is claimed shall be entered either against the government servant's name or in a note at the foot of the page. The part of a bill relating to each section (*See* Article 86 of the Kerala Financial Code) shall be marked off in red ink. The component items of an establishment bill shall be checked, and the total shown in the bill shall also be checked by adding up the items. If the bill relates to a small establishment the drawing officer shall either check it himself, or have it checked by a gazetted government servant under his order, before he signs it. If the bill relates to a large establishment, the drawing officer shall ensure that the whole bill is thoroughly checked by someone other than the clerk who prepared it, and shall himself check a part of the bill or arrange for a gazetted government servant to do so, before he signs it.

\*NOTE. 1— In the case of non-gazetted officers, the drawing officers who are authorised to draw pay and allowances of the establishment in accordance with sub rule (a) of rule 169 are empowered to draw the pay and allowances of their establishment provisionally upto a period of 3 months, after the expiry of sanction to the posts at the same rate as they were drawing in these posts pending sanction for the continuance of the posts on the basis of a certificate in Form T.R. 113 being attached to the pay bill. In such cases where provisional payment is authorised, the fact should be noted both in the office copy and fair copy of the pay bill. When the sanction for the continuance of temporary posts is received, the number and date of Government Orders should be noted in red ink in the office copy of the pay bill and attested by the Drawing Officer. It

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\* Inserted vide G.O.(P) 180/77/Fin., dated 8th June, 1977,  
Note renumbered vide G.O.(P) 1065/92/Fin. dated 14th December, 1992.

shall be the responsibility of the drawing officer concerned to intimate the fact of provisional payment immediately to the higher authorities for obtaining sanction for the continuance of temporary posts in such cases.

*Exception*—The pay and allowances (including leave salary and travelling allowances) of the following classes of officers shall be drawn separately in the form provided for gazetted officers instead of being included in the pay bill of the establishment. But they should be treated for purposes of audit, etc., as other non-gazetted officers:-

- (1) Supervisors, Junior Engineers, Head Draftsman and Overseers of the Public Works Department.
  - (2) Rangers and Deputy Rangers of the Forest Department.
  - (3) Inspectors of Co-operative Societies.
  - (4) [Deleted]
- [G.O.(P) 130/82/Fin., dated 22<sup>nd</sup> March, 1982]
- (5) Superintendents of Rescue Homes and the Assistant Superintendent, Rescue Home, Ernakulam.
  - (6) Sub Inspector of Police.
  - (7) Inspectors of Plantations.
  - (8) Sub Officers of Fire Force Department.
  - (9) Overseers of Rural Housing Cells of the Village Housing Project Scheme one for each district.
  - (10) Industrial Extension Officers.
  - (11) Claim Inspectors working in the accident Insurance Branch of the State Insurance Department.
  - (12) Junior Electrical Inspectors of the Electrical Inspectorate.

However, the bills for pay and fixed allowances of each of the above officers should be countersigned before payment by a gazetted officer in control over him; or by the head of the department, at the discretion of the latter and the traveling allowance bills should be countersigned by the controlling offices referred to in Rule 113 of Part II of the Kerala Service Rules.

Copies of all orders of appointment, promotion, transfer or leave of the above classes of officers should be sent to the Accountant General.

\*NOTE. 2—The stipend and kit allowance payable to Sub Inspector Cadets who are undergoing training in Police Training College shall be drawn consolidated in establishment pay bills on the basis of an attendance statement prepared under due attestation of the Principal, Police Training College and disbursed on proper acquittance through the Inspector, Training Team.

†NOTE—3 The shift allowance payable to the staff of the Printing and Stationery Department shall be drawn in Form T.R. 51A.

(c) The leave salary of a non-gazetted government servant on leave cannot be drawn in India, except over the signature of the head of his office; and the latter is responsible for any overcharge.

The leave salary of a non-gazetted government servant holding a permanent post in one office and officiating in a post in another office may be drawn at the office from which he proceeded on leave, if he would have continued in that office but for his leave and is expected to return to it on its expiry. No last pay certificate should be issued in such cases but the fact of the government servant having gone on leave should, however, be intimated to the head of the first office so that he can show the necessary arrangements in the absentee statements of his office. The bills in which leave salary is drawn should also indicate the permanent post on which the absentee holds a lien to facilitate correct classification of leave salary.

In the case of a non-gazetted officer whose substantive appointment is not a local appointment, but simply that of a member of a State staff, leave allowances should be drawn either at the place where the office of the head of his department is located, by the head of his department or at the place where his salary was last disbursed and in the latter case, if he was not himself the head of an office, he should be regarded as attached to the office in which he was last employed, and the head of that office should draw the leave allowances and he regarded as responsible for over charges.

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\*Added vide G.O.(P) No. 389/75/Fin., dated 27th August, 1975, Note renumbered vide G.O.(P) 1065/92/Fin. dated 14th December, 1992.

†Insertion [G.O.(P) 1065/92/Fin. dated 14th December, 1992]

**170.** If for any reason the rate of leave salary to be drawn on behalf on a non-gazetted government servant on leave is not known (e.g., when the kind of leave to be granted has not been settled by the sanctioning authority), the pay to which he would have been entitled if he had remained on duty shall be entered in red ink in the money column of the bill intended for entering leave salary and the amount shall be left undisbursed and treated as held over till the rate of leave salary becomes known. When a drawing officer claims leave salary based on average pay on behalf of any government servant he shall sign and attach to the first bill in which the claim is made a statement of the calculations determining the amount of leave salary claimed. If any pay drawn outside the government servant's substantive office or section enters into the calculations, the statement shall include references to the vouchers on which, or the office in which, such pay was drawn. When a drawing officer claims leave salary based on actual pay on behalf of any government servant, he shall sign and attach to the bill a certificate that the leave salary is claimed at the same rate as the substantive pay of the government servant on the day immediately preceding that on which the leave commenced within the meaning of the note under Rule 93, Part I of the Kerala Service Rules. This certificate is however not necessary in the case of maternity leave even though leave salary is claimed at the same rate as full pay.

*NOTE.*—No statement of the calculations determining the amount of leave salary claimed need be attached to pay bills in respect of those Government servants whose names are omitted from the bill (*See* Rule 171 below:)

**171.** The names of government servants of the following classes may be omitted from pay bills:—

- (i) Government servants for whom service books are not required to be maintained (*Vide* Rule 172 of Part III of the Kerala Service Rules.)
- (ii) All government servants in last grade service.

Each bill from which names have been omitted in accordance with the rule shall contain sufficient information to enable the treasury and the Accountant General to apply the necessary arithmetical checks and the drawing officer shall certify on it as follows:—



“Certified that every government servant on whose behalf pay or leave salary is claimed in this bill has actually been on duty or on authorised leave, as the case may be, during the month for the period on account of which his pay or leave salary is claimed and that full details of the names of the government servants concerned and the emoluments drawn for them working upto the total included in this bill have been duly shown in the office copy”.

The government may in consultation with the Accountant General extend the provisions of this rule to other specified classes of establishments, when the entry of names in the bills is not essential for audit purposes.

Claims on behalf of government servants whose names are omitted from a bill under this rule shall not be included in a single item except so far as they are identical in all respects. For example, a claim for the whole month for five Head Constables each of whom draws a pay of ₹ 57 a month may be entered as a single item. Claims on behalf of government servants with different designations or government servants who have the same designation but draw pay at different rates or for different periods shall always be shown separately.

**172.** The drawing officer shall have the office copy of every pay bill relating to government servants of the two classes mentioned at the beginning of Rule 171 prepared separately so as to show full details of names, leave, etc. Total of this pay bill shall then be entered in the pay bill for government servants of other classes and the drawing officer shall see that the grand total of the latter agrees with the total amount shown in the fair copy.

The “pay of menials” charged to “contingencies” shall not be included in establishment pay bills—See Appendix II.

**173. Absentee statement.**—The drawing officer shall ordinarily attach an absentee statement in Form T.R. 52 to the monthly establishment pay bill if any person other than a last grade servant has been absent during the month on leave (other than casual leave), or deputation, or suspension, or without leave or if a post has been left vacant substantively, whether or not any government servant officiated in it (c.f. Note 5 on the form itself). When signing the absentee statement the drawing officer shall see that a diagonal line is drawn across the blank space, if any, below the last entry. If no such government servant has been absent otherwise than on casual leave during the month the drawing officer shall sign second certificate printed on the establishment pay bill. Form T.R. 52 also makes provisions for separate

statements of substantive changes in regard to members of the establishment and must, therefore, be filled up and attached to the monthly establishment pay bill, whenever there has been any change that has to be included in these statements of substantive changes, even if there is no entry to be made in the absentee statement proper.

When the scale of an establishment is fixed for the State or a District, the controlling authority shall submit to the Accountant General, not later than the date fixed by the latter, a consolidated absentee statement for each month showing the complete chain of arrangements. The head of an office need not attach an absentee statement in Form T.R. 52 to his monthly establishment pay bill so far as it relates to any establishment the scale of which is fixed for the State or a district.

**174.** *First drawal of pay.*—When the name of a government servant appointed to a post other than in the last grade service appears for the first time in the pay bill of an establishment, the previous post in government service, if any held by him shall be stated and a last pay certificate attached showing the date of handing over charge advance, outstanding, etc. If he was not holding any such appointment previously or is re-employed after resignation or forfeiture of past service the drawing officer shall furnish a certificate in the bill to the effect that the health certificate required by Rule 13 of Part I, Kerala Service Rules has been obtained from the competent authority and filed in the office. In the case of non-gazetted government servant mentioned in Exception to Rule 169 (b) above instead of the drawing officer the Gazetted Officer countersigning the bill shall record the necessary certificate in the bill.

*NOTE.*—Rules 163 (d) to 163 (g) above will apply to non-gazetted establishment also.

**175.** *\*Increment.*—(a) “A register of increment” will be maintained by the Drawing Officer, in Form 9A prescribed in Volume II of Kerala Financial Code.

When an increment is claimed the drawing officer will make a note in red ink against the relevant claim in the pay bill. Increment raising pay to ₹..... with effect from ..... authorised and noted in the Service book.

*NOTE.*—Also see Articles 89, 90 and 91 of the Kerala Financial Code, Volume I.

(b) When an increment claimed, has been specifically withheld/operates to carry the government servant over an efficiency bar/is conditional on the acquisition of departmental tests or completion of the period of probation, a copy of the order issued by the competent authority, sanctioning the increment

\*Substitution [G.O.(P) 5/75/Fin., dated 3rd January, 1975]

and specifying that the order is fit to cross the efficiency bar/has passed the departmental examination(s) or completed the period of probation satisfactorily, as the case may be, should be attached to the pay bill in each case in addition to the notings required under (a) above. In case the increment claimed involves reckoning of broken periods of service an explanatory memorandum showing briefly how the date of increment has been arrived at, shall also be attached to the bill.

**176. Arrear bills.**—Arrear pay shall be drawn on a separate bill and not in the ordinary monthly pay bill. The amount of arrears claimed for each month shall be entered separately in the bill with a reference to the bill from which the amount was omitted, or withheld or in which it was recovered by deduction. If the claim relates to an allowance or special pay newly sanctioned, the name of the authority which sanctioned it and the number and date of the sanction order shall be entered in the bill. Arrear bills may be presented at any time subject to the conditions prescribed by the Government in that regard (*See* Articles \*52 to 58 of the Kerala Financial Code) and may include as many items as are necessary. The drawing officer shall certify in every arrear bill that no part of the amount claimed has been drawn previously. A note of the arrear bill shall invariably be made in the office copy of the bills for the period to which the claim pertains, over the dated initials of the drawer of the arrear bill, in order to avoid the risk of the arrears being claimed over again.

\*This amendment shall be deemed to have come into force on 17th day of April, 1986.

*NOTE—1* A travelling allowance bill presented after the end of the month succeeding that in which the journeys covered by the claims are performed shall be treated as arrear bill for the purpose of this rule.

*NOTE—2* The pay of a person, transferred from one Local Fund or Municipality to another or from government service to service under a Municipality or Local Fund or Vice versa, upto the date of his transfer, should be drawn on a separate bill of the office from which he is transferred and disbursed to him. His pay for the period of joining time and for the rest of the month should be drawn in the pay bill of the establishment to which he is transferred.

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\*Substitution [G.O.(P) 304/89/Fin. dated 21st June, 1989]

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**\*\*NOTE** —3 Arrears of pay and allowances, if any, due to a gazetted government servant in respect of a non-gazetted post held by him prior to his promotion to the gazetted post, should be drawn and paid to him by the drawing officer of his last non-gazetted post and a revised Last Pay Certificate issued to the Gazetted Officer concerned with copy to the Treasury Officer.

**\*\*This amendment shall be deemed to have come into force on 17th day of April, 1986.**

**NOTE** —\*4 Where arrears of pay and allowances of government servant who is transferred from one Division/Office/Department to another and in respect of whom last pay certificate has been issued has to be drawn and disbursed by the drawing and disbursing officer of the Division/Office/Department to which the government servant is transferred he shall prepared “Due and Drawn Statement” in respect of arrears of pay and allowances of such government servant and send it to the office from which the government servant has been transferred for verification of the claim. The latter office shall check these statements, make entries in their records (i.e., in the office copy of the bills) and return to the concerned drawing and disbursing officer with a certificate to the effect that the arrears relating to the government servant have been noted in the relevant office copies of bills. On receipt of the “Due and Drawn Statement” with the certificates, the drawing and disbursing officer shall prepare the arrear bills of the government servant in the proper form, record the necessary certificate and draw the bill from the Treasury and disburse the arrears to such government servant on proper acquittance. The expenditure on this behalf shall be debited to the budget provisions of the office in which the government servant is serving at the time of drawing the arrears.

**177. Private police guards and additional police.**—The cost of police guards, whose services are placed at the disposal of private parties is recoverable monthly in advance. The drawing officer who draws bills on the treasury for the charges on account of such guards shall certify on each bill that the full amount due has been recovered from the parties concerned and credited into the treasury and shall attach to the bill a memorandum in Form

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\*Substitution [G.O.(P) 304/89/Fin. dated 21st June, 1989]

\*Addition [G.O.(P) 363/76/Fin., dated 26th November, 1976]

T.R. 54 in duplicate giving particular of the total amount recovered towards the charges included in the bill and the numbers and dates of the chalans under which the amounts were credited into the treasury. The Treasury Officer shall record on both copies of the memorandum certificates of verification of credits in the treasury accounts for the amount stated to have been recovered retain one copy with the bill and return the other to the drawing officer for making the necessary entries in the departmental accounts.

The Inspector General of Police, the District Magistrate or any other officer authorised by the Government in this behalf recovers the cost of additional police employed under section 14 of the Madras District Police Act, 1859 section 15 of the Indian Police Act, 1861 and the Travancore-Cochin Police Act not in advance but subsequently. The drawing officer shall attach to the monthly pay bill for any such additional police a memorandum in Form T.R. 55 in duplicate showing the total charges incurred on the additional police and the demand, collection and balance in respect of the recoveries. He shall obtain from the District Magistrate concerned particulars of the recoveries made and credited into the treasury every month, and shall be responsible for seeing, that the necessary demands are issued and the recoveries are made without undue delay. The Treasury Officer shall record on both copies of the memorandum certificates of verification of credit in the treasury accounts for the amount stated to have been recovered, return one copy of the drawing officer and retain the other with the bill.

**178.** *Travelling allowances.*—The claims of travelling allowance of clerks and other subordinates who have accompanied an officer on tour or have performed other authorised journeys shall be prepared in Form T.R. 56 [See also article 97(c), Kerala Financial Code]. The treasury shall pay such bills on the receipt of the head of the office, after countersignature by the controlling authority when the head of the office is not the controlling officer, [See also Rules 113 to 116 of Part II of the Kerala Service Rules].

Drawing Officers shall pay special attention to the detailed Instructions and the certificates printed on the travelling allowance bill forms.

**179.** *Special to the Police Department.*—The procedure to be followed for payment of the cost of tickets issued on motor bus warrants to Sergeants, Sub Inspectors, Head Constables and Constables in the Police Department who have to travel on duty by motor bus has been laid down in Article 98(c) of the Kerala Financial Code. The bill for the amounts should be prepared in Form T.R. 59.

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**180.** [Omitted]

[G.O.(P) 386/80/Fin., dated 18th June, 1980]

**181.** *Other miscellaneous payments to government servants.—*  
*Overtime fees.*—Every bill on which overtime fees are claimed under the rules in force or with the sanction of a competent authority shall contain a certificate as follows:

“Certified—

- (1) that the government servants for whom overtime fees are claimed in this bill have actually earned them by working overtime;
- (2) that the periods for which overtime fees are claimed in this bill have been checked with the initial records and found to be correct;
- (3) that the overtime fees are claimed at rates sanctioned by a competent authority; and
- (4) that the overtime fees have been taken into account in calculating the income tax to be recovered from the government servants noted in this bill”.

When the overtime fees are to be paid out of fees collected from private parties, the drawing officer shall certify on the bill that the prescribed fees payable by private parties on account of the overtime have been realised and credited into the treasury.

*C. Last Pay Certificate*

**182.** The form prescribed for last pay certificates and the rules according to which they should be prepared, are contained in Appendix 12. A Treasury Officer (or the head of the office in the case of non-gazetted government servant) should on no account disburse any pay or allowances to a government servant to whom he has granted a last pay certificate, unless the certificate is first surrendered.

*#Exceptions*—\*(1)In respect of a Gazetted Government Servant deputed to foreign service and in respect of whom Last Pay Certificate has already been issued, arrears of salary, if any, due for the period of his service under the Government shall be paid by the Treasury Officer of the Treasury from where

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\*Addition [G.O.(P) 616/82/Fin., dated 22nd October, 1982]

# Substitution [GO(P) 65/83/Fin. dated 4<sup>th</sup> February, 1983]

the pay of the employee was drawn prior to his deputation to foreign service, on the basis of specific authorisation issued by the Accountant General. The surrender of Last Pay Certificate already issued shall not be insisted in such cases. The Treasury Officer shall also issued revised Last Pay Certificate to the Foreigner Employer after the disbursement of the arrears through the Accountant General for refixing the officer's emoluments in Foreign Service. The outstanding T.A. claims of such an employee shall be paid by the Treasury Officer only after such claims are subjected to †pre-check by the Accountant General.

†This amendment shall be deemed to have come into force on 17th day of April, 1986.

(2) In respect of a Government Servant other than a Gazetted Officer deputed to Foreign Service, and in respect of whom Last Pay certificate has already been issued, the Head of the Office from where the employee was deputed to Foreign Service shall, draw and disburse the arrears of salary, if any, due to such employee for his period of service under Government, without insisting on the surrender of the Last Pay Certificate already issued. The Head of the Office shall also issue a revised Last Pay Certificate to the Foreign employer after the drawal and disbursement of the arrear salary for refixing the emoluments of the officer, in the Foreign employment. The outstanding travelling allowance claims of such an employee shall be drawn and disbursed in the usual manner by the Head of the Office from where the Government Servant was deputed to Foreign Service.

(3) All claims of a retired Gazetted Government Servant whether it relates to salary or travelling allowance ‡for the journeys performed whether before or after retirement shall, be paid by the Treasury Officer only after †pre-check by the Accountant General, provided that such †pre-check shall not be required for payment of last salary in respect of those governed by the Kerala Service Rules in which case the procedure outline in sub rule (a) of rule 212 of these rules shall be followed. The surrender of any Last Pay Certificate previously issued, shall not be insisted on in such cases and a revised Last Pay Certificate shall be issued after the disbursement of the arrear claims.

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†Substitution [G.O.(P) 304/89/Fin. dated 21st June, 1989]

‡Insertion [G.O.(P) 208/89/Fin. dated 12th April, 1989]

† This amendment shall be deemed to have come into force on 17th day of April, 1986.

(4) The arrears of salary, if any, due to a retired Government Servant other than a retired Gazetted Government Servant, in respect of whom as Last Pay Certificate has already been issued shall be drawn and disbursed in the same manner as regular monthly pay, allowances etc. by the Head of the office from which the Government Servant retired, on the responsibility of such Head Office without reference to the departmental authorities and the Accountant General. The surrender of Last Pay Certificate already issued shall not be insisted in such cases. A revised Last Pay Certificate shall also be issued after the drawal and disbursement of the arrear salary, where necessary. Outstanding T.A. claims of such officers, may also be drawn and disbursed in the usual manner by the head of the office from which the Government Servant retired.

*NOTE*— The term Government Servant used in exceptions (2) and (4) above includes a non-gazetted officer who was drawing the pay and allowances on salary bills countersigned by a gazetted officer having control over him as mentioned in the exception to rule 169 (b).

**183.** If the emoluments of a government servant upto the date of his transfer to a new post are not drawn before he proceeds to the new post [*See* sub clause (ii) of clause (d) of article 87 of the Kerala Financial Code] and his emoluments for the whole month are therefore drawn together in the new post, the allocation of the charge between the old post and the new post should be clearly indicated in the bill. The last pay certificate of a non-gazetted government servant should give the information necessary to enable the drawing officer to note the allocation correctly in the bill of the new office. A gazetted or other government servant who draws his own bills is himself responsible for showing the correct allocation of the charge in any bill relating to service in more than one post.

**184.** [Deleted G.O.(P) 386/80/Fin., dated 18th June, 1980]

**185.** [Deleted G.O.(P) 386/80/Fin., dated 18th June, 1980]

**186.** *Pensioners.*—A government servant who retires on a pension is required to produce a last pay certificate before he can draw his pension for the first time. A last pay certificate should therefore be granted to every government servant who retires on a pension by the Treasury Officer concerned in the

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†Substitution [G.O.(P) 304/89/Fin. dated 21st June, 1989]



case of gazetted officers and the drawing officer in the case of non-gazetted officers. If a non-gazetted officer is himself the drawing officer his last pay certificate should be countersigned by his immediate superior gazetted officer. The Accountant General will direct, when he issues the order for the payment of the pension, that no payment be made until a last pay certificate has been produced at the treasury where the first payment of pension is made. In cases where the application for pension to the Accountant General is made after retirement, the last pay certificate should be submitted along with the application for pension.

**186 A.** Notwithstanding anything contained in rule 164 (a), 165 (a) and 432 (a), the pay and allowances of a government servant gazetted or non-gazetted, who is certified by a Magistrate to be lunatic should be paid in accordance with the following procedure under the provisions of section 95 (1) of the Indian Lunacy Act, 1912.

(1) (a) On receipt of information that a government servant has been certified to be a lunatic, the head of the office in which the government servant, before his being certified to be a lunatic was last employed should on the basis of the orders issued by the appointing authority indicating the person(s) to whom and the proportion in which the pay and allowances admissible to the government servant may be disbursed in accordance with the provisions of section 95 (1) of the Indian Lunacy Act, 1912, draw the pay and allowances of the government servant in the appropriate bill form, gazetted or non-gazetted as the case may be, from the treasury or other office of disbursement. The claim should be supported by all the relevant certificates which the Head of the Office is required to furnish in the normal circumstances. However, in respect of the certificates which solely depend on the personal knowledge of the government servant and which cannot be furnished in such cases, the head of the office should record, if he is satisfied about the reasonableness of the claim a certificate to the effect that the claim is not susceptible of verification but is considered reasonable. If the government servant is invalidated from service, the claim would be the last one in respect of him and the requisite payment in case he was a gazetted government servant shall be made only after the head of the office has satisfied himself by the reference to the Accountant General, the department authorities, if any, and his own records, that no government dues are outstanding against him. In other cases payment may be made on the responsibility of the head of the office concerned.

(b) The amount withdrawn in the manner stated above may be paid to the person(s) referred to in sub paragraph (a) above, in the proportion determined by the appointing authority and receipts obtained, stamped, where necessary.

(2) Where a government servant has been invalided from service and it is found that some Government dues are outstanding against him even after the adjustment of his claims for pay and allowances, the same may be adjusted against the amount of his death-cum-retirement gratuity, if any, and if the same is also insufficient, the balance of the outstanding dues may be written off under sanction of the competent authority.

### CHAPTER III

#### CONTINGENCIES AND OTHER MISCELLANEOUS EXPENDITURE

**187.** (a) “Permanent advances” are granted to certain government servants to enable them to meet contingent charges relating to their offices before drawing bills for the amounts. When a permanent advance is sanctioned it shall be drawn from the treasury on a bill in Form T.R. 42 supported by a copy of the order sanctioning the advance. The several items of contingent expenditure which are met from the permanent advance shall be recorded in one or more registers to be maintained on each office in the form prescribed for the purpose.

(b) A gazetted government servant who is the head of an office may draw his office contingent bills. He may also delegate this power to a gazetted government servant serving under him—[See Rule 163 (g)].

A non gazetted government servant who is the Head of an office may draw his office contingent bills subject to the condition that such bills should be countersigned before payment by a gazetted officer in control over him or by the head of the department at the discretion of the latter. \*No such countersignature shall be required for the drawal of wages of contingent employees listed in Appendix II by those officers as listed in Appendix 10 Kerala Treasury Code, Volume II.

*Exception.*—(1) The Assistant Educational Officers shall draw rent bills of Government Primary Schools in their jurisdiction; such bills need not be countersigned.

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\*Addition [G.O.(P) 170/81/Fin., dated 13th March, 1981]

*Exception.* — \*(2) The Assistant Educational Officers shall pass contingent bills relating to petty construction and repair works of primary schools for amounts upto ₹1,000 without the countersignature by the District Educational Officers.

(c) Bills for contingent expenditure that require the countersignature of the controlling authority before payment shall be drawn in Form T.R. 59. The Treasury Officer shall not pay such bills unless they have been duly countersigned.

(d) In regard to contingent expenditure that requires the countersignature of the controlling authority after payment, the drawing officer shall present abstract bills in Form T.R. 60 at the Treasury for payment, and send monthly detailed bills in K.F.C. form No. 11 to the controlling authority for countersignature and transmission to the Accountant General. The detailed bills duly countersigned by the controlling officer shall be sent to the Accountant General direct not later than the 20th of the month succeeding that to which the bills relate. In the abstract bills the expenditure shall be classified under the detailed account heads. The numbers assigned to the sub vouchers pertaining to each entry in an abstract bill shall be shown against the entry, and the amount of each sub voucher for more than \$ ₹ 1000 shall be stated. A certificate shall be attached to every abstract contingent bill to the effect that the detailed contingent bills have been submitted to the controlling officer in respect of abstract contingent bills drawn more than a month before the date of that bill. On no account may an abstract contingent bill be cashed without this certificate. \*\*While forwarding the detailed contingent bill to the Accountant General after counter signature by the controlling authority, the Drawing and Disbursing Officers shall attach all sub-vouchers of rupees five hundred and above, therewith. All sub-vouchers below rupees five hundred shall be defaced, and a certificate of having defaced and retained all such sub-vouchers shall be recorded in the detailed contingent bills by the controlling authority.

\*\*This amendment shall be deemed to have come into force on 25th April, 2003.

(e) Bills for contingent expenditure that do not require countersignature shall be drawn in Form T.R. 61. The drawing officer shall

\*Addition [G.O.(P) 102/75/Fin., dated 21st March, 1975]

\$ Substitution [G.O.(P) 5/84/Fin., dated 3rd January, 1984.]

\*\*Substituted the notification issued vide G.O.(P) 80/88/Fin. dated 3rd February, 1988 with G.O.(P) 289/2008/Fin. dated 8th July, 2008.

show full particulars of the charge in the bill, attach to it all sub vouchers for individual payments exceeding \$ ₹1000 and sign the prescribed certificate in regard to the other sub vouchers.

**188.** The following further directions shall be followed when preparing contingent bills:—

(i) The heads of account relating to contingent expenditure, i.e., the sub head of appropriation, the detailed account head, and the descriptive item subordinate to the detailed account head are generally printed in the form prescribed for the purpose, according to the needs of the department concerned. If any such relevant entries have not been printed in a bill form, they shall be entered in manuscript in the bill, and the totals from the contingent registers shall be posted against them.

(ii) Full details regarding any expenditure which requires explanation, e.g., miscellaneous charges, shall be entered in the bill, except when they are available in sub vouchers that will be sent to the Accountant General.

(iii) As a rule, charges debitable to more than one major head of account shall not be included in a single bill. Separate bills need not, however, be drawn for such charges when they are shared in a fixed proportion by two branches of the same office and are reviewed by the same authority, but the incidence of such charges shall be carefully indicated on the bills, so that the charges may be properly classified in the accounts.

(iv) Certain prescribed certificates regarding items of contingent and miscellaneous expenditure of various classes are required on contingent bills and bills for miscellaneous expenditure—[see Rules 181, 187 (d) above and 188 (x) below and also Appendix 4 of the Kerala Financial Code, Vol. II]. Certain certificates of the same kind are also prescribed in departmental manuals or codes or are printed on the form of bills intended for particular departments.

(v) Contingent charges that require the special previous sanction of superior authority and those (other than the payment from contingencies) that arise periodically (e.g., rents, rates, taxes, etc.) including those for which a fixed allowance has been sanctioned, shall be drawn on separate bills, which shall show clearly that the charges are of a special or periodical nature. Particulars of the sanction of the expenditure shall be furnished on each such bill. When more than one bill is drawn in respect of expenditure for which a lump sum has been

\$ Substitution [G.O.(P) 5/84/Fin., dated 3rd January, 1984.]

granted under a single special sanction, a note shall be made on the second and each subsequent bill of the total amount spent up-to-date under the sanction.

*NOTE*— In the case of contingent bills payable at treasuries on account of rents, rates, taxes, etc., due to local bodies which have a banking account at the treasury, the bill shall be endorsed in favour of the local body concerned irrespective of the amount involved.

(vi) The pay and fixed allowances of a member of the staff borne under contingencies who has been declared to be ineligible for pension and actually discharge duties appertaining to one of the classes of staff described in Appendix II whatever his designation may be, shall be drawn on contingent bills. No other pay and allowances of any kind shall be drawn on a contingent bill.

(vii) When a permanent advance is running short and payments exceeding the balance have to be made at once, these items too may be included in the bill, entering against them the numbers that the sub-vouchers will bear when the payments have been made—[see also Article 122 (a) of the Kerala Financial Code.]

†(viii) When a contingent charge exceeding ₹ 1,000 is payable to a firm of suppliers, a single party etc., separate contingent bill shall ordinarily be prepared for the amount and endorsed for payment by Reserve Bank Remittances drafts in cases in which the drawing officer concerned is attached to a banking treasury or a treasury having currency chest facility. Where the drawing officer is attached to a non-banking treasury without currency chest, the bill for the contingent charges above ₹ 1,000 shall be drawn in cash from the non-banking treasury and disbursed to the payee in cash or by money order or by Bank Draft at the expense of the payee. When payment is made by draft, the draft as and when obtained shall be forwarded to the payee. ‡A proper receipt for the amount should be obtained from the party/firm concerned and retained by the drawing and disbursing officer.

‡This amendment shall be deemed to have come into force on 9th October, 1985.

Note:—This amendment has been given effect to w.e.f. 9th October, 1985 as per the circular No. 87/85/Fin. dated 9-10-1985 in modification of the contrary contained in G.O.(P)No. 548/87/Fin. dated 23-6-1987.

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†Substitution [G.O.(P) 548/87/Fin. dated 23rd June, 1987]

‡Substitution [G.O.(P) 1065/92/Fin. dated 14th December, 1992]

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\*A proper receipt for the amount should be obtained from the party concerned. If the amount involved is above ₹100 the receipt should be forwarded to the Accountant General. After effecting payment a certificate to the effect that the payment has been made to the proper person and that a proper acknowledgment has been obtained and filed in his office may be sent to the Accountant General by the drawing officer.

Whenever a contingent bill is endorsed to a private party, the drawing officer shall, before signing the bill, obtain the specimen signature of the party on the body of the bill which he shall attest before signing the bill. The drawing officer shall simultaneously issue an advice (in Form T.R. 106) to the Treasury Officer [\* \*] giving full particulars of the bill. The bill must at once be entered in the Contingent Register and a note made to the effect under the initials of the drawing officer that the amount has been drawn. The Treasury Officer should invariably return the duplicate copy of the advice with the date of payment to the drawing officer after payment is made.

Where the endorsee wishes to collect payment on the bill through a messenger (other than a banker) the messenger must produce a letter of authority in Form T.R. 103. †The letter of authority should be preserved in non-banking treasuries for 10 years (*See* Appendix 25 of K.T.C., Vol. II).

In the case of grants-in-aid, scholarships, stipends, book allowances, etc. of non-Government institutions including those referred to in Rule 197 (a) the Officers authorised to countersign or pass the bills, shall simultaneously with countersigning or passing of such bills, issue an advice to the Treasury Officer in Form T.R. 105 giving full particulars of the bill. The Treasury Officer should order payment on such bills only after referring to the advices received.

*Exception.*—Grants-in-aid bills pertaining to the pay and allowance of teachers and non-teaching staff of the Aided Schools referred to in Rule 197 (a) do not require the advice referred to.

*NOTE*— [Omitted]

[G.O.(P) 669/79/Fin., dated 30th July, 1979]

(ix) The amount of the bills to be paid by book transfer shall not be included in the body of the bill itself but only in the memorandum of appropriations, expenditure and balance at the foot of the bill.

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\* Addition [G.O.(P) No. 12/75/Fin., dated 6th January, 1975]

\*\* Omitted [G.O.(P) 20/81/Fin., dated 8th January, 1981]

†Addition [G.O.(P) No.147/74/Fin., dated 25th June, 1974]

(x) *Supply of water.*—Expenditure incurred on the supply of water to offices should be restricted to what is really necessary. The drawing officer should attach a certificate in the following form to every contingent bill which includes such charges:—

“Certified that the expenditure on watermen for the supply of water has been scrutinised and is necessary”.

**189.** [Deleted]

**190.** *Works expenditure charged as contingent expenditure.*—Bills for charges on account of petty works and repairs allotted to departments other than the Public Works Department shall be drawn in Form T.R. 62. The name of the work, the serial number of the bill in the series of bills for that work, the number and date of the last bill, the number and date of the order sanctioning the work and the amount of the sanctioned estimate shall be entered on each such bill in the spaces provided for the purpose. Each item of charge shall be fully described and details furnished where necessary, as to the rates and quantities. All sub-vouchers for individual payments exceeding \$ ₹ 1000 shall be attached to the bill. If it is not possible to furnish full details of the charges with the necessary sub-vouchers when drawing the bill, they shall be furnished within one month in a bill headed “Not payable at the treasury” with the necessary sub-vouchers attached.

When a bill contains a charge for labour engaged departmentally the drawing officer shall certify that the amount charged was paid on muster rolls maintained in accordance with the rules to labourers who actually worked on the work. These muster rolls shall be submitted to the Accountant General, if he calls for them. In the case of contingent employees for whom no muster rolls are maintained, disbursing officer concerned shall furnish a certificate as follows:-

“Certified that all contingent employees whose pay has been charged in this bill were actually entertained in Government service during the period concerned.”

**191.** *Renting of private building for office and residential purposes.*—

(a) When claiming the first charge for rent in every year, for a private building to provide office or residential accommodation the drawing officer should attach to the bill, a certificate from the Executive Engineer, Buildings and Roads having territorial jurisdiction over the area, that a suitable Government building was not available.

(b) When claiming the first charge for rent for the first year, the drawing officer should attach to the bill, a certificate from a competent authority in the P.W.D. (Buildings and Roads) under whose jurisdiction the building is situated that the amount of rent fixed is reasonable, having regard to the local conditions and the scale of accommodation provided.

§Substitution [G.O.(P) 5/84/Fin., dated 3rd January, 1984.]

(c) When the building rented is in a municipality the first bill on which the rent is drawn should also be supported either by a letter from the Executive Authority of the Municipality stating what amount he considers to be a reasonable rent for the building, such amount being not less than the rent charged in the bill or by an order of the Head of the Department sanctioning the payment of the rent, if the rent is higher than that recommended by the Executive Authority of the Municipality. The first bill on which the rent is drawn in each subsequent year should also be supported by a certificate of the Executive Authority of the Municipality, that the rent charged is reasonable, or by an order of the Head of the Department sanctioning payment of the rent. This requirement is in addition to the certificates by the other authorities mentioned above.

*NOTE* 1—For the purpose of this rule, the following officers of the P.W.Department (Roads and Buildings Branch) are competent to issue rent certificates for the amounts noted against each in places where there is no Rent Controller.

- |                              |    |                                     |
|------------------------------|----|-------------------------------------|
| (i) Chief Engineer           | .. | Any amount                          |
| (ii) Superintending Engineer | .. | do.                                 |
| (iii) Executive Engineer     | .. | Rent not exceeding ₹ 200 per mensem |
| (iv) Assistant Engineer      | .. | Rent not exceeding ₹ 50 per mensem  |

*NOTE* 2—In the case of departments, in which a Civil Engineering Unit is functioning, the certificate of reasonableness of rent, issued by officers, exercising the powers of their counterparts in the P.W.D. may be accepted. The non availability of Government Buildings even in these cases should be certified by the Executive Engineer of the Division concerned.

*NOTE* 3—In cases where the rent of building occupied is ₹ 10 or below, the Head of the Department may certify that no Government building is available and that the rent charged is reasonable. In such cases no certificate need be insisted from the officer of the P.W. Department.

*NOTE* 4—No annual renewal of certificate of reasonableness of rent need be insisted, if the same department occupies the same building



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continuously at the same or lower rate of rent. If however the occupation of the building prolongs over 3 years, the Head of Department should furnish a certificate that there has been no reduction in rental value of buildings in the locality. This certificate should be attached to the first bill for rent after the expiry of the period of 3 years. Unless the periods of lease have been specified in the original sanction it is not, however, necessary to revise sanction for the continued occupation of the same buildings in subsequent years.

**192.** *\*Service postage stamps.*—The Service Postage Stamps required for an office shall be purchased from the respective Head Post Offices on payment. The amount required for this purpose shall be drawn from the Treasury/Bank by means of contingent bills, by bill drawing officers and cheques, by cheque drawing officers.

\*This amendment shall be deemed to have come into force on the 1st day of October, 1985.

**193.** *Discount on stamps.*—The discount on stamps allowed to certain class of vendors under the rules framed under the Kerala Stamp Act, 1959 is credited to them by deduction from the purchase money to be paid by them for stamps. Receipts in Form T.R. 64 should be taken for the payment of the discount, besides the indent on the treasury for stamps. It is the duty of the Treasury Officers to see that the discount has been correctly calculated. They should certify to this effect in the subsidiary schedule of receipts on account of stamps sent to the Accountant General with the monthly accounts. The full face value of the stamps should be shown as a credit in the stamp accounts and the discount shown separately as a payment.

**194.** [Omitted]

[G.O.(P) 386/80/Fin., dated 18th June, 1980]

**195.** *Recovery of amounts attached by courts.*—When any moneys due by the Government to any person, otherwise than as pay and allowances of a government servant, are attached by a prohibitory order of a court of law, the government servant responsible for making the payment shall give effect to the court's order, unless he has reason to think that the amount payable is exempt from attachment, in which case he shall report the matter to the Government for orders before making the payment.

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\*Substitution [G.O.(P) 82/88/Fin. dated 3rd February, 1988]

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When the attachment relates to an amount for which a bill has to be drawn on the treasury, the treasury and the department concerned shall, in giving effect to the court's order follow the same procedure as that prescribed in Rule 211 for deducting from the bill and remitting into court an amount attached from a government servant's pay and allowances.

When the attachment relates to an amount which has to be disbursed by means of a departmental cheque, the procedure laid down in Rule 442 shall be followed. (Please *See* note after the first paragraph of Rule 208 in the case of attachment on Personal Deposit Accounts).

**196.** *Grants in lieu of magisterial fines.*—

(a) The Government make grants to the local funds and private bodies concerned on account of the fines that magisterial courts levy under certain enactments and credit to the Government (*See* Article 327 of the Kerala Financial Code). The grants payable to the Trivandrum and Calicut Corporations and other local funds and to private bodies shall be paid annually on the basis of the amount realised in the previous year. Departmental registers showing fines collected shall be maintained by the District Magistrates. The amount due on account of the files collected in each financial year shall be paid early in July, in the following year.

(b) \*The District Magistrate shall draw bills in form T.R. 61 annually for grants payable on account of magisterial fines to local funds and private bodies. A consolidated bill of all panchayats coming under the jurisdiction of the District Treasury shall be prepared for the payment to be made at the District Treasury concerned and presented at the District Treasury along with a copy of the order sanctioning the payment, and a detailed statement showing the particulars of annual credits, the refunds made during the year, the amount deducted as expenditure on account of the services of processes and batta to witness and the net amount due to each local fund or private body concerned. He shall state against Municipalities, Port Funds, Port Trust Funds that the amount are to be credited by book transfer in the banking accounts of the respective local fund at the treasury. The District Treasury Officer, on receipt of the bill, shall transfer-credit the amount to the Personal Deposit Accounts of the panchayats concerned and send intimation to the respective sub treasuries for raising the balance in the banking Personal Deposit Accounts maintained at the sub treasuries. The Treasury Officer shall then send advice to the District Magistrates for the purpose of intimation to the local fund authorities. Separate bills shall be prepared by the District Magistrate in respect of the private bodies falling under the jurisdiction of

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\*Substitution [G.O.(P) 221/77/Fin., dated 13th July, 1977]

different District Treasuries. In such cases the District Magistrate shall furnish his specimen signatures and observe other formalities as required under the rules. For every payment of this kind to a local fund, exceeding \$ ₹ 1000 made in the banking account of the local fund at the treasury or sub treasury, the Treasury Officer/Sub Treasury Officer shall obtain receipt to be sent to the Accountant General.

*NOTE*— In the case of institutions which are not having accounts with the treasuries, the District Magistrate shall prepare a bill separately for such institution and present them at the treasury, in which the District Magistrate is a drawing officer, along with money order form duly filled up or application for R. B. R. as the case may be.

(c) The District Magistrate shall draw in cash the amounts payable to panchayats and the branches of the society for the Prevention of Cruelty to Animals and send them to the authorities concerned by money order at their expense. If, however, there is a treasury or sub treasury at the headquarters of the authority concerned, or if it has servants of its own, the Treasury or Sub Treasury Officer shall intimate to it the amount due and state that, unless the amount due is collected within a month, it will be sent to it by money order at its expense. When such amounts are sent to the authorities concerned by money order, the money order receipts shall be treated as vouchers.

*Exception*—Payments due to branches of the society for the Prevention of Cruelty to Animals, which are at the headquarters of districts, may be made by endorsement of contingent bills in accordance with the procedure laid down in Article 128 of the Kerala Financial Code [*See also Rule 188 (vii) above*].

**197.** (a) *Educational grants-in-aid, scholarships, stipends and book allowances.*—When claiming payments due by the Government to a non Government institution under these heads, the Correspondent, Manager or Headmaster of the institution shall prepare bills in form T.R. 114, and furnish particulars of the orders sanctioning each payment. The bill for a grant-in-aid requires the countersignature of the government servant specified in the sanction, and shall be accompanied by a duplicate in coloured form headed “*Not payable at the Treasury*”.

The head of a Government institution shall prepare bills in Form T.R. 114, for the scholarships, stipends and book allowances sanctioned for his institution and furnish particulars of the order sanctioning each payment.

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§Substitution [G.O.(P) 5/84/Fin., dated 3rd January, 1984.]

The following procedure shall be adopted for the drawal and disbursement of salary of teachers and non-teaching staff of aided schools:—

\*(i) On the 20th day of every month the Headmaster shall prepare in triplicate an establishment bill for the salaries of teachers for that month in accordance with the sanctioned strength and the rates of pay allowed and forward the same to the Assistant Educational Officer/District Educational Officer concerned, as the case may be, attaching the undermentioned enclosures to the duplicate bill only. Other enclosures, if any, to be attached to the bill such as Provident Fund Schedules, Family Benefit Scheme Schedule shall be enclosed with the original and duplicate bills:

- |   |    |              |
|---|----|--------------|
| (a) Absentee statement  | .. | In duplicate |
| (b) **[Omitted]   |    |              |
| (c) Last Pay Certificate,<br>wherever necessary   | .. | do.          |
| (d) Combined statement of demand,<br>collection and balance of fee<br>income for the period from the<br>21st of previous month to the<br>20th of the current month in the<br>prescribed form. | .. | In duplicate |
| (e) Triplicate copies of the chalan<br>for the remittance of the fee<br>collection into the Treasury<br>from the 21st of the previous<br>month to the 20th of the current<br>month.           | .. | do.          |
| (f) A manuscript certificate in the<br>bill itself signed by the<br>Headmaster as follows:  |    |              |

“Certified that the tuition fees collected from the 21st day of the previous month to the 20th day of the current month have been remitted into the Treasury.”

\*This amendment shall be deemed to have come into force on the 4th day of February, 1975.

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\*Substitution [G. O. (P) 209/88/Fin. dated 9th March, 1998]

\*\*Omission [G.O.(P) 1065/92/Fin. Dated 14th December, 1992]

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\*\* (ii) The Controlling Officer, *i.e.*, the Assistant Educational Officer or the District Educational Officer, as the case may be, shall carefully check and pass the bill after satisfying himself that the fee income due to Government has been remitted into the Treasury and return two copies of the bill (the original and the duplicate with enclosures) duly signed (countersigned in the case of Secondary and Training Schools) to the Headmaster within three days of their receipt in his office with the following manuscript certificate in the original bill for encashment.

“Certified that all the documents required for audit have been enclosed with the duplicate bill”.

The triplicate copy of the bill shall be retained in the office of the Controlling Officer (with other enclosures) with information that “all the documents required for audit have been enclosed with the duplicate bill”.

\*\* This amendment shall be deemed to have come into force on the 4th day of February, 1975.

† (ii A) *NOTE*—If the Headmaster in whose favour the bill is endorsed for payment by the Assistant Educational Officer or the District Educational Officer, as the case may be, desires that the amount of the bill should be paid to some other persons employed in his school, he shall append a letter of authority authorizing such person to receive the proceeds of the bill duly attesting the signature of such other person. The bill shall be paid by the Treasury/the Bank to the person so mentioned in the letter of authority at the risk of the Headmaster of the Institution concerned.

† This amendment shall be deemed to have come into force with effect from 6th day of April, 1985.

† *NOTE*:—This amendment has been given effect to *w.e.f.* 6th April, 1985 so as to make it inclusive of the provisions in G. O. (P) 205/85/Fin. dated 6-4-1985.

(iii) The Headmaster will disburse the salaries to the teachers immediately on encashment and get their acquittance in the acquittance roll register and also in two more copies (loose sheets) in the same form. The two copies signed also by the Headmaster should be sent to the controlling officer

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\*\* Substitution [G. O. (P) 209/88/Fin. dated 9th March, 1988]

† Addition [G. O. (P) 1065/92/Fin. dated 14th December, 1992]

with an encashment statement as in the form given below within three days from the last date of disbursement of the money. Any failure to disburse the amount as above if the failure is due to the fault of the Headmaster, or to remit into the treasury the fee collection within two days of collections will be dealt with as defalcation of Government money.

#### ENCASHMENT STATEMENT

Name of School etc.

1. Bill No.
2. Period of claim
3. Amount
4. Date of passing
5. Date of encashment
6. Name of Treasury
7. Date of disbursement and amount
8. Balance of undisbursed amount

(Signature of the Headmaster)

(iv) The procedure outlined above will be adopted *mutatis mutandis* in the case of the pay of the non-teaching staff also.

(b) When the head of an institution prefers a claim on account of Government scholarships granted through the Harijan Welfare Department, he should prepare a bill \*in the Form T.R. 114 or in the Form prescribed by the concerned department, with the approval of the Government and send it to the District Welfare Officer for the district concerned. The District Welfare Officer should check the bill and countersign it if he is satisfied that it is in order. If the institution is situated at a place where there is a treasury, he should then return the bill duly countersigned to the head of the institution for encashment at the treasury and disbursement of the amount to the scholars. If the institution is situated at a place where there is no treasury, the District Welfare Officer should cash the bill and remit the amount to the head of the institution at the Government's expense for disbursement to the scholars.

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\*Substitution [G.O.(P) 553/79/Fin., dated 19th June, 1979]

**198.** *Statement of amounts due to the Government by a local body.*— Any amount due to the Government by a local body, including an amount due on account of a loan which it has taken from the Government shall, if it remains unpaid be subject to recovery by adjustment from grants payable to it by the Government other than those payable under the provisions of a statute.

A statement showing all the amounts due to the Government by the local body and remaining unpaid shall be presented at the treasury along with every bill on which a local body claims payment of a non statutory grant-in-aid. Out of the grant payable to the local body, the Treasury Officer shall credit to Government the amount shown in the statement of amounts due by it or the whole of the grant, whichever is less, and he shall credit the local body's account only with the balance of the grant, if any. The treasury shall send the statements of amounts due by local bodies prescribed above to the Accountant General along with the bills.

**199.** *Compensation awarded by courts out of fines to injured parties.*— When a court orders the payment to an injured party of an amount kept in deposit in the treasury which was awarded to him as compensation out of a fine imposed in criminal case, it shall certify on the order either—

(1) that the sentence and award have been confirmed by the appellate court and no order has been received from the court of revision reversing or modifying the order of compensation, or

(2) when the order as to compensation has been modified in appeal or revision, that the payment ordered is in conformity with such modification, or

(3) that the appeal time has expired and no appeal has been preferred, and that no order has been received from the court of revision reversing or modifying the order of compensation.

**200.** *Refunds of revenue.*—Bills for drawing moneys from the treasury on account of refunds of revenue shall be prepared in Form T.R. 65 unless some other form has been prescribed in regard to any particular class of such refunds. Every refund shall be noted against the original receipt entry in the departmental accounts. The government servant who is responsible for the maintenance of the departmental accounts containing the original receipt entry shall certify on the bill that the refund has been so noted and shall fill in columns (1) to (5) of the Form. The Treasury or Sub Treasury Officer shall not

pay any such bill unless particulars of the order of sanction of a competent authority are furnished on the voucher and a certified copy of the order is attached to it if no copy is separately communicated to the Accountant General.

A government servant who draws a bill for a refund of revenue shall certify on the bill that the restrictions prescribed by the Government in regard to time limits for claims for refunds (*See* Article 44 of the Kerala Financial Code) have not been contravened. The certificate shall be in that one of the alternative forms provided for the purpose in the form of refund bill (Form T.R. 65) that is appropriate in each case. When he is himself the sanctioning authority, he shall also certify on the bill that the refund claimed satisfies the conditions, if any, prescribed in the departmental rules and administrative orders; in other cases, this certificate shall be furnished by the competent authority in the order of sanction.

Unlike sub-vouchers for contingent charges, sub-vouchers relating refunds of revenue shall not be cancelled. The Treasury or other Officer, who disburses the amounts by money order or otherwise, shall forward to the Accountant General for audit all sub-vouchers, however small the amount involved. The Secretary, Kerala Public Service Commission, however, shall, in respect of the amounts drawn by him from the District Treasury, Trivandrum for remittance by money order to the parties, send only a certificate of disbursement to the Accountant General retaining the money order receipts with him.

*NOTE 1—Refunds of land revenue.*—Revenue Inspectors are required to make refunds of land revenue, when necessary, during their tours. Each Revenue Inspector should estimate the amount that he is likely to require for the purpose each month and apply to the Tahsildar for the necessary funds. The Tahsildar should check the amount with the published list of excess collections that the Divisional Officer has authorised him to refund, draw the required amount on a bill containing details of the items included and send it to the Revenue Inspector. The Revenue Inspector should submit the receipts obtained from the payees to the Tahsildar, who should attach them to the bill submitted to the Treasury Officer in support of the charge in the sub treasury account. The Revenue Inspector should refund to the sub treasury by the date of closing its monthly account any part of



the amount drawn and sent to him that he has not disbursed and any amount that he so refunds should be deducted at the foot of the refund voucher on which the amount was originally drawn.

Jamabandi Officers are also required to make such refunds, when necessary, and should obtain the amount required from the Tahsildar concerned. The Tahsildar should draw a sum equal to the excess collections to be refunded in respect of the villages to be dealt with at each Jamabandi camp and hand it over to the Jamabandi Officer before he starts work at the camp. The Jamabandi Officer should make the refunds to claimants who are present at the camp and return any undisbursed balance to the Tahsildar together with the payees' receipts before leaving the camp.

*NOTE 2—Refunds on account of stamp.*—When a refund has to be made on account of spoilt or damaged stamps (other than stamps received back from a vendor), the Tahsildar should draw a bill in Form T.R. 66 and obtain the payee's receipt on it.

If the order of sanction of the competent authority is not recorded on the bill itself, a certified copy of the order should be attached to the bill.

*NOTE 3—Refunds of process and poundage fees by courts of law.*—Refunds of process and poundage fees should be treated as refunds, of stamp revenue. The court should make such refunds, when necessary, from its permanent advance and recoup its permanent advance by drawing a contingent bill headed "Refund of process and poundage fees" on the treasury at the end of each month. It should attach to every such bill at the relevant refund vouchers in the form prescribed by the High Court containing the signatures of the payees in token of having received the amounts refunded.

When a refund has to be made after a process has been transmitted for service from one court to another, the refund order should be forwarded for payment to the Judge of the court in which the process fees have been deposited.

*NOTE 4—Refunds of registration fees.*—A registering officer should make refunds of registration fees, when necessary, from his permanent advance and recoup his permanent advance by drawing a contingent bill headed “Refund of registration fees” on the treasury. He should attach to every such bill all the relevant refund vouchers in Form T.R. 65 containing the signatures of the payees in token of having received the amounts refunded.

*NOTE 5—Refunds of excess receipts on account of advertisements in the Gazette and other official publication.*—The Superintendent, Government Press, should meet in the first instance from his permanent advance refunds of excess receipts on account of advertisements in the Kerala Gazette and other official publications, and subsequently recoup the permanent advance by presenting bills at the District Treasury, Trivandrum. These bills should be supported by money order acknowledgments of the parties concerned.

*NOTE 6—Refunds of college and examination fees.*—When any college fees have to be refunded under the rules and orders in force, the Principal of the College should draw a bill for the amount to be refunded, attach to it the order of a competent authority sanctioning the refund and present it at the treasury for payment.

If an examination fee or a part of such fee has to be refunded, the government servant who received the fee (the Secretary, Kerala Public Service Commission, or the Commissioner for Government Examinations or the Text Book Officer) should endorse a certificate on the original receipt for the fee, specifying the amount to be refunded. The person who paid the fee should present the receipt so endorsed for payment at the treasury which issued the receipt.

When the fees payable by more than one candidate in a school have been remitted into the treasury in a lumpsum and a single collective receipt issued and a part of the amount has to be refunded, the procedure laid down in Rule 200 above should be followed.

*NOTE 7—Refunds of fines.*—When an appellate court or court of revision, other than the High Court, reverses or reduces a sentence of

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fine on appeal, it should issue a refund order in the form prescribed by the High Court.

When the High Court reverses or reduces a sentence of fine the court which passed the original sentence should issue a refund order on receiving the High Court's certificate under section 425 and 442 of the Code of criminal Procedure in regard to its order on appeal or in revision.

*NOTE 8—Refunds of salestax and agricultural income-tax.*—Refund of sales tax and agricultural income-tax shall be claimed in Form 49 of Kerala General Salestax Rules and the form prescribed in rule 32 A of the Agricultural Income Tax Rules, respectively. When a refund is sanctioned, the assessing authority concerned, shall forward a refund order in the relevant form mentioned above, to the party concerned, simultaneously giving due intimation to the Treasury Officer regarding the issue of refund order. The refund order shall be made payable only at the treasury in which the original credits have been made. The Treasury Officer shall verify the original credits noted in the refund order and put his initials in the column provided for the purpose in the refund order, as token of having checked them. The refund order shall be passed for payment, only after verification of the credits, as mentioned above.

**201.** *Loans and advances.*—Particulars of the order sanctioning the loan or advance shall be furnished in every bill or other document on which a loan or advance is drawn.

In the case of a loan sanctioned to fully owned Government Company/ Corporation, a written undertaking in the form prescribed by the Government in that behalf should be got executed before the loan is actually disbursed. A certificate that the written undertaking has been obtained from the loanee should be recorded by the countersigning authority on the bill for the drawal of the amount of the loan. In cases where the bills for drawal of loan amounts are not required to be countersigned by the sanctioning authority, the following procedure shall be followed in regard to furnishing/execution of the undertaking by the loanee institutions.

The sanction should specifically state that the undertakings/agreement would be furnished executed by the loanee before the drawal of the amount of loan. It should also include a clause that the Accountant General/Disbursing Officer

would authorise payment only on the receipt of a certificate from the sanctioning authority that the undertaking/agreement has been obtained from the loanee. The sanctioning authority should ensure that the requisite certificate is furnished to the Accountant General/Disbursing Officer as soon as the undertaking/agreement is received from the loanee, so that payment of money is not unduly delayed. The sanction of a competent authority to a personal advance may, if preferred, be obtained in the form of countersignature on the bill itself before it is presented at the treasury, instead of in a separate order.

The treasury shall not pay a bill for an advance under the head “Advances to cultivators” (See Article 246 of the Kerala Financial Code) unless it is signed by an officer who has power to sanction the advance. If it is presented at the treasury duly signed together with the borrower’s receipt for the amount of the advance, duly stamped when necessary, the treasury shall pay the amount direct to the borrower or his duly authorised agent. As an alternative, an officer who has to disburse advances may draw on his own receipt on an abstract bill such portion of the amount of the sanctioned advances awaiting disbursement as he is likely to require for payment to the borrowers during his tours. When this latter alternative is adopted, the Collector shall prescribe for each officer concerned, with due regard to the circumstances, a maximum amount which he may draw on such an abstract bill, and the following rules shall be observed:-

(1) No disbursing officer shall cash another abstract bill, before furnishing a detailed bill to account for the disbursements from the amount drawn on the last abstract bill and refunding into the treasury any balance remaining undisbursed. A disbursing officer who cashes an abstract bill shall under no circumstances delay the submission of the corresponding detailed bill beyond the end of the second month following that in which he cashed the abstract bill.

(2) The disbursing officer shall take the receipts of the borrowers or their duly authorised agents on the spot when he disburses the advances and shall certify at the foot of the detailed bill that all the advances included in it were paid in his presence.

(3) The Collector shall retain the borrowers’ receipts and after checking the detailed bill with them, shall forward it to the Accountant General through the Treasury Officer in support of the debits appearing in the treasury account.

*NOTE*— In the case of advances granted to cultivators by officers of departments other than Revenue, the Government may, by special order, entrust the duties of the Collector under the above rule, to the district heads of the departments concerned. In the absence of any such special order, such duties shall be done by the Collector of the District in respect of ‘advances to cultivators’ granted by officers of other departments also.

**202.** *Survey Department Bills.*—Bills for temporary advances sanctioned for survey parties for demarcation purposes shall show the state of the advance for which a statement showing the amount drawn up-to-date, the amount covered by recovery lists advised to the Collector and the balance available should be attached to each bill. Bills for amounts due to contractors for survey stones and other charges recoverable from ryots shall be in the forms prescribed in the departmental manuals or orders. No bill for an amount due to a contractor for survey stones shall be paid, unless both the contractor and the survey officer-in-charge of the survey party have signed it and the survey officer has certified on it that the stones bought for use as survey marks have been brought into the stock registers and the necessary notes regarding payment made in order to prevent payment of any second claim on the same account.

**203.** *Bills for survey charges in the Revenue Department.*—The Tahsildar shall, when necessary, draw bills for advances for replacing missing boundary marks in the form prescribed in the Standing Orders of the Board of Revenue and shall attach to each bill for the cost of survey stones both the contractor’s receipt for the amount and the acknowledgment of the village officer who took charge of the stones. They shall prepare the necessary bills in due course for adjusting these charges in the manner laid down by the Government and shall certify on each such bill that the amount charged to the Government under cost of survey marks has been checked and found to be correct.

**204.** *Repayment of deposits.*—Every order issued by a court or other authority for the repayment of a deposit from a treasury shall be in English. The order of a court or other authority for the repayment of a deposit and the voucher for such repayment shall be in Form T.R. 67 except when some other form has been specially prescribed for the purpose for any class of deposits. When only a part of a rupee is to be repaid, the space against the words “rupees” shall be scored through or the word “nil” shall be written in it, in order to prevent interpolation. As a safeguard against fraud, the authority

which orders the repayment shall enter the name of the payee after the words "Passed for payment" thus; "Passed for payment to....." the authority revalidating an order of repayment which lapsed under the provisions of Rules 207 and 237 (3) shall verify that a note of repayment over the initials of the authority ordering the repayment has been made against the original entry in the check register.

Deposits, the detailed accounts of which are not kept at the treasury and which are credited to the Government under Article 296 of the Kerala Financial Code, Volume I, cannot be repaid without the sanction of the Accountant General who will authorize payment on ascertaining that the item was really received and was carried to the credit of Government as lapsed and that the claimant's identity and title to the money are certified by the Officer signing the application for refund.

\*Deposits, the detailed accounts of which are kept at the treasuries and which are credited to the Government under Article 296 of Kerala Financial Code, Volume I, may be refunded without the sanction of the Accountant General. The Treasury Officer shall before authorising refund in such cases, ascertain that the item was really received and is traceable in his records was carried to the credit of Government as lapsed and was not paid previously and that the claimant's identity and title to the money are certified by the officer signing the application for refund.

**205. Repayment of revenue deposits.—**

(a) A revenue deposit should only be repaid on an order of the court or authority which ordered the acceptance of the deposit. When an earnest money deposit has to be repaid, the departmental government servant in whose favour the amount was deposited, should endorse a repayment order on the receipt which the treasury issued when receiving the deposit. When, however, he decides that the deposit should be credited to the Government, he should return the receipt to the treasury with an order endorsed on it for payment by transfer to the appropriate head of account.

(b) When an earnest money deposit made by intending tenderer in another State has to be repaid, the departmental officer concerned should arrange for the repayment through the Accountant General and for this purpose he should forward to the Accountant General the original deposit receipt of the Treasury Officer with the refund order duly endorsed thereon.

(c) When a deposit is to be transferred to another head of account whether at the district treasury or at a sub treasury, the government servant who ordered the acceptance of the deposit should prepare and sign a voucher in Form

\*Substitution [G.O.(P) 136/74/Fin., dated 13th June, 1974.

T.R. 69 and send it to the treasury. If several items of the same nature are to be transferred on the same day, they may be included in one voucher, but transfers to be effected on different days should not be entered on the same voucher.

(d) [Deleted]

**206.** *Repayment of civil courts deposits.—*

(a) *At stations where the treasury does not transact its cash business through the Bank.—*A person who claims that any moneys are due to him from a court should present a receipt for the amount to the court with his application. If the claim is in order, the court should issue an order to the treasury for the payment in Form T.R. 70 specifying the date on which the order is issued, the amount to be paid and the account to which the payment is debited. The receipt taken from a party for a sum paid out of the court should, when filed in the court, be attached by gum to the office counterfoil of the original order book.

The claimant should present the order at the treasury in the account month in which it is issued or, if he fails to do so, should return it to the court, which may re-issue it after the presiding Judge has re-dated it and initialed the correction. When an order is thus re-dated and re-issued, the further date should be entered in the office counterfoil of the original order book.

(b) *At stations where the treasury transacts its cash business through the bank.—*The procedure for obtaining payment of moneys due from these courts is the same as that described in the preceding clause, except that the court should compare the application with the entry in the register of receipts and verify that the balance in deposit is sufficient to meet the payment before issuing an order on the bank for payment of the amount and that the order should be issued in Form T.R. 71.

(c) *At stations where there is no treasury or where the treasury is located at a great distance from the court.—* The civil court should refund the moneys claimed from the permanent advance and recoup the permanent advance later by drawing contingent bills on the treasury, supported by the relevant individual deposit repayment vouchers duly completed.

**207.** *Repayment of revenue deposits and criminal court's deposits.—* An entry should be made on every order for the repayment of a revenue deposit or a criminal court deposit stating that no payment will be made on it after the close of the financial year in which it is issued or three months from the date of issue, whichever is earlier.

**208.** *Repayment of personal deposits.*—The treasury should make payments only on cheques taken from a cheque book issued by the treasury, signed by the responsible administrators of the personal deposit account and presented within three months from the date of issue. The Treasury or Sub Treasury Officer, as the case may be, should see that no payment is made on any cheque unless the balance in hand is sufficient to meet it. As a rule, the responsible administrator of each personal deposit account should have a drawing account with, and draw cheques, on either a district treasury only or any one sub treasury only. The Government will specify the treasury or sub treasury on which he should draw cheques in the order sanctioning the opening of the personal deposit account. If an administrator has to carry out transaction in more than one district, Government may permit him to have a personal deposit account in each of them. When a personal deposit account relates to an estate which has dealings with more than one sub treasury in a district, its drawing account should be with the district treasury only and Government drafts or cash orders should be obtained for payments to be made at sub treasuries [*See* Rule 213 (a) below]. If an estate, the drawing account of which is kept at a sub treasury, requires occasionally to have payments made at the district treasury, the Treasury Officer may make the payments and adjust them in his accounts for the estate; he should inform the Sub Treasury Officer at once of any such payment, so that the necessary entries may be made in the personal deposit account of the estate.

*NOTE* 1—[Deleted]

[G.O.(P) 362/76/Fin., dated 25th November, 1976]

*NOTE* 2—If a government servant attaches an estate or part of an estate he is the “responsible administrator” of it and should sign the cheques relating to it. If, however, the attaching officer is the District Collector it is permissible for him to delegate this power to a Revenue Divisional Officer, if he wishes; if he does so, he should inform the Treasury Officer and the Accountant General at once.

*NOTE* 3—\*When a prohibitory order is received from a Court attaching a certain amount from a personal deposit account maintained in the Treasury, the Treasury Officer shall withdraw the said sum including M.O. commission, if necessary, from the personal deposit account concerned by presenting a bill in form T.R. 42 duly signed by him and arrange remittance of the amount to the Court concerned in the usual manner. The Treasury Officer shall intimate the Administrator of the personal deposit account as and when the attachment order is effected.

\*Substitution [G.O.(P) 362/76/Fin., dated 25th November, 1976]



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*NOTE* 4—The Examiner of Local Fund Accounts and Treasurer of Charitable Endowments, Trivandrum may delegate to any of the gazetted officers in his office at Trivandrum his powers to operate on the account in the District Treasury, Trivandrum styled ‘Personal Deposit Account of the Treasurer of Charitable Endowments.’

*NOTE* 5—When a personal deposit account is opened in the Treasury with reference to Note 2 under Rule 93 of these Rules the head of the institution concerned (Principal of the College or a similar head of a post-matric institution other than a college) is the “responsible Administrator” of that account. If the institution is situated at the headquarters of a district or anywhere in the taluk in which the district headquarters is located the drawing account shall be in the District Treasury and in other cases the drawing account shall be in the sub treasury at the headquarters of the taluk in which the institution is situated unless specifically ordered otherwise by the Director of Treasuries.

*NOTE* 6—The administrator of each personal ledger account shall furnish to the Treasury Officer, at the close of each financial year, a certificate of acceptance of the closing balance as worked out in the Treasury Accounts, after reconciling differences, if any, between the Treasury Accounts, and the Administrator’s Accounts. The Treasury Officer shall not permit withdrawals from the Personal Deposit Account after 31st May of any year unless and until the closing balance certificate in respect of the previous financial year has been received by him.

**209.** *Special to the Forest Department.*—In the Forest Department only the Divisional Forest Officer has power to order the payment of an earnest money deposit. He should do so, when necessary by endorsing his orders on the treasury receipt. No such deposit should ever be repaid in part leaving a balance still in deposit.

## SECTION II

**Procedure in Treasuries**

## CHAPTER I

**TREASURIES WHICH DO NOT TRANSACT THEIR CASH BUSINESS THROUGH THE BANK***A. District Treasuries*

**210.** (1) A bill or other documents presented for payment at a District Treasury shall be received and scrutinized in the Accounts Department and then placed before the Treasury Officer. If he is satisfied that the claim is admissible, the authority good, the signature genuine and in order, and the receipt a valid discharge, the Treasury Officer shall sign and order for payment at the foot of the bill, or other document. After the bill, or other document has been completely entered in the accounts and Treasury Officer has signed the order to pay, it shall be sent to the treasurer's Department and the payee shall be directed to the Treasurer's counter. The Treasurer shall make the payment and enter it in his account, which is a cash book (without subsidiary registers) in which each cash transaction is posted as it occurs. The Treasurer shall punch the stamp, if any, affixed to the payees receipt, stamp the document 'paid' and retain it for delivery of the Accounts Department when the books are compared. All bills and other documents passed for payment on any day shall be paid on the same day and no payment shall be made otherwise than in accordance with a written order of the Treasury Officer.

*NOTE* 1—In treasuries where the “token system” has been introduced the instructions issued in that regard should be strictly adhered to.

*NOTE* 2—\*In respect of treasury savings bank cheques presented for encashment, the Treasury Officer or the Officer authorised for the purpose will examine the cheque and the amount thereof and after satisfying himself that the claim is admissible, affix rubber stamp “Pay Cash” on the face of the cheque and put his dated signature in token of his order of payment. Necessary entries regarding the amount withdrawn will be made in the savings bank ledger account and the cash scroll simultaneously by the Officer who passes the cheque. When the payment is

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\*Insertion [G.O.(P) 303/73/Fin., dated 23rd July, 1973]

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made by the Treasurer, he will affix rubber stamp "Cash Paid" and affix his dated signature in the cheque after passing necessary entries in his cash book.

*NOTE* 3—\*\* Bills sent to Treasuries through messengers should be endorsed by the drawing officer in the name of messengers. The signature of the messenger shall be taken on the bill itself,—

(i) in the drawing office, when it is endorsed in the messengers name, duly identified and attested by the drawing officer;

(ii) at the Treasury Counter before payment is obtained, (In cases where more than one bill is paid to a messenger at one and the same time it is enough if the signature of the messenger is obtained in any one of the bill, as the messenger's signature is obtained for the purpose of identification of the payee only);

(iii) the messenger should acknowledge receipt of the bill amount and discharge the claim before token is obtained from the Treasury.

(2) In checking bills and making payments, the Treasury Officer shall observe the following rules:—

(a) The Treasury Officer shall not make any payment without obtaining adequate information as to its nature, and shall not accept any bill or other document which does not formally present this information, unless there are valid reasons, which he shall record in writing, for not insisting that the information be shown in the bill or other document (*See* Rule 21, Part I of these Rules). He shall make sure, that he will be in a position to satisfy the Accountant General that the claim made in every bill that he pays is valid and to prove to him that the payee actually received the amount of the bill. He shall also check carefully, that the rules regarding the completion of vouchers and the endorsements on bills have been observed.

(b) Before paying a bill on the authority of an order purporting to have been issued by the office of the Accountant General, the Treasury Officer shall, in addition to checking the bill in the usual manner, verify the signature on that order by comparison with the specimen signature of the signing officer furnished to him by the Accountant General.

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\*\* Addition [G.O.(P) 626/81/Fin., dated 29th September, 1981]

A bill \*pre-checked or passed by the Accountant General and enfaced for payment at a Treasury or an authorisation issued by the Accountant General for non-recurring payments due to a gazetted government servant such as fees, honoraria, etc., should not be paid if it is presented at the treasury three months after the date of enfacement or authorisation as the case may be: Such bills or authorisations for payments debitable to traveling allowance, contingencies, grant-in-aid scholarships, stipend etc., passed for payment and issued in one financial year shall not be paid after the close of that year evenif three months have not elapsed since the date of enfacement/authorisation. In all such cases where the period of validity, is over, the bills/authorisations should be returned to the Accountant General by the Treasury Officer with a non payment certificate for cancellation of the enfacement/authorization, if fresh sanction or allotment of funds is necessary or for revalidation of the \*pre-checked enfacement/authorisation as the case may be, by the Accountant General.

\*This amendment shall be deemed to have come into force on 17th day of April, 1986.

(c) The Treasury Officer shall not accept any document bearing an erasure. He shall return any bill, or other document bearing an erasure and inform the drawer that he may present a fresh one. If documents bearing erasures are received frequently from any office the Treasury Officer shall bring the fact to the notice of the head of that office.

(d) The Treasury Officer shall correct any arithmetical inaccuracy or obvious mistakes in a bill, presented to him for payment, but shall intimate to the Drawing Officer at once any correction which he makes (*See* Rule 22, Part I of these Rules). Similarly when a bill contains any inadmissible or doubtful item which can easily be eliminated, the Treasury Officer shall disallow it, pay the remainder of the bill, give the person who presented the bill a memorandum containing details of the disallowance and the reasons for making it, and attach a copy of the memorandum to the bills. When there is a change in the office or rate of pay of a gazetted government servant, the Treasury Officer shall check the bill, in which the new rate of pay is first claimed with reference to the order directing the change, before he passes it. When the special authority of the Accountant General is required under rule 175 above for passing an increment, the Treasury Officer shall not pay the increment, unless an increment certificate approved by the Accountant General or by an authorised assistant on his behalf is attached to the bill.

\*Substitution [G.O.(P) 304/89/Fin. dated 21st June, 1989]

Treasury Officer shall check the correctness of any deduction made in a bill with reference to the Indian Civil Service Family Pension Regulations or the Superior Service (India) Family Pension Fund Rules.

*NOTE*— Every treasury should keep a register in Form T.R. 72 showing the names of all gazetted government servants who draw their pay from it. As soon as each pay slip issued by the Accountant General is received, the amount stated in it should be entered against the name of the government servant concerned. Whenever the pay bill of a gazetted government servant is presented for payment, reference should be made to this register to see that the rate claimed does not exceed the sanctioned rate. Whenever last pay certificate is issued to a gazetted government servant, the word “nil” together with the date from which payment at the treasury has ceased should be written in the money column of the register against his name and the number and date of the last pay certificate should be quoted. Every entry made in this register should be submitted immediately to the Treasury Officer for attestation by his dated initials.

\$(e) The Treasury Officer shall use a book of counterfoil forms in Form TR 73 for communicating to drawing officers objections raised in the course of pre-audit of bills and other claims. Such objections shall not be written as endorsement on the bills themselves. A list of objections that are commonly found necessary to be raised in the course of pre-audit of bills and other claims is furnished in Appendix 27.

When a bill or other claim is to be objected, the relevant item of objection in Appendix 27 should be fully written up in the original and counterfoil of Form TR. 73 in the blank space above the space for signature of the Treasury Officer. The list in Appendix 27, is not exhaustive. If the objection to be raised is one not included in Appendix 27 that may also be written fully with the relevant authority for the objection in the blank space above the space for the signature of the Treasury Officer.

(f) When checking arrear claims, the Treasury Officer shall pay special attention to the rules laid down by the Government in regard to such claims (*See* Articles 61 to 68 of the Kerala Financial Code).

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§ Substitution G.O.(P) 385/83/Fin., dated 11th July, 1983]

(g) When an endorsement or re-endorsement on a bill is unauthorised, incomplete or otherwise irregular [*See* Rule 163 (p), 166, 167 and clause (c) of this rule] the Treasury Officer shall refuse payment and return the bill to the person who presented it with a memorandum explaining why payment is refused.

(h) The Treasury Officer shall on no account pay any abstract bill for contingent expenditure requiring countersignature after payment, in which the drawing officer should have furnished the certificate prescribed in the sentence of rule 187 (d) but has not done so.

(i) When contingent bill endorsed in favour of a private party is presented at the Treasury for payment, the Treasury Officer shall check the particulars of the bill with the advice received from the drawing officer before making payment. When a single claim for an amount of ₹50 or more is included in contingent bill for several items, the Treasury Officer may honour the bill provided the drawing officer has recorded in the bill the special and exceptional reasons for doing so. If the bill is in order and is paid, he shall make a note accordingly on the advice and return the slip in Form T.R. 45 accompanying the bill duly filled in.

The same procedure will apply in the case of bills for grants-in-aid, scholarships, stipends and book allowances referred to in rule 188 (viii). After payments is made, the Treasury Officer should return the duplicate copy of the advice to the drawing officer noting therein the date of payment.

An endorsement on a contingent bill shall lapse three months after the date of the endorsement, or at the end of the financial year, whichever is earlier, and the Treasury Officer shall not pay an endorsed contingent bill if the endorsement has lapsed.

(j) The Treasury Officer shall not pay any contingent bill for an amount less than one rupee, except on the last working day of the month or when the drawing officer is about to hand over charge.

(k) Before paying a bill for overtime fees payable out of fees recovered from private parties, the Treasury Officer shall verify that the prescribed fees have been realised and credited into the treasury and certify to that effect on the bill, stating the amount of the fees realised and the item or items in the accounts in which they were included.

(l) The Treasury Officer shall not pay any bill relating to scholarships or stipends, unless the sanctioning authority has communicated to him the necessary sanction for the payment.

(m) The Treasury Officer shall not pay a bill for a loan or interest bearing advances to gazetted and non-gazetted government servants unless the claim is drawn or countersigned by the officer specified in the sanction order and a certified copy of such sanction order is attached to the bill. The signature of the departmental officer should be verified at the treasury before the bill is passed for payment.

The Treasury Officer shall not pay a bill for a loan to fully owned Government Company/Corporation unless the countersigning authority has furnished a certificate on the bill to the effect that a written undertaking in the form prescribed by the Government for the purpose has been obtained from the loanee, or in cases where the bill is not required to be countersigned by a departmental authority, unless the sanctioning authority has furnished the above certificate separately to the Treasury Officer as required in Rule 201. However, if the bill for such a loan is presented at the Treasury on the basis of an authorisation from the Accountant General, the furnishing of this certificate need not be insisted by the Treasury Officer as in such cases, the certificate is to be furnished to the Accountant General direct and the authorisation will be issued by the Accountant General only on receipt of the certificate.

(n) Before paying a Survey Department bill referred to Rule 202 the Treasury Officer shall satisfy himself with reference to the statement attached to the bill that the amount applied for can be met from the balance of the advance standing to the credit of the survey party.

(o) The Treasury Officer shall make payment on a refund bill only after verifying the credit for the original receipt by means of the particulars in columns (4) and (5) of the bill (Form T.R. 65) affixing his signature in column (6) in token of his having done so and certifying on the bill that the items included in it have not been refunded previously.

(p) A deposit shall only be repaid under an order of the authority which originally ordered the acceptance of the deposit and ordinarily, only on the appearance of the person entitled to it and on his furnishing a proper receipt. A deposit not exceeding ₹ 100 may however, be repaid by money order under the rules applicable to refunds of revenue (*See* also Rule 216 below) on receipt of the order of the competent authority. The Treasury Officer shall credit to the Government any deposit or balance of a deposit amounting to less than fifty paise which is due for refund. If a valid claim for repayment is subsequently received, the repayment shall be treated as a refund of revenue.

*Exception*—The limit of ₹ 100 prescribed in the above rule for the issue of money orders shall not apply to refunds of deposits made under the Co-operative Societies Act and to surcharge on a stamp duty levied under section 71 of the Kerala Panchayat Act, 1960 (Act 32 of 1960), section 125 of the Kerala Municipalities Act, 1960 (Act 14 of 1961), section 133 of the Calicut City Municipal Act, 1961 (Act 30 of 1961), and the orders in G.O.(Ms.) 101/62/DD, dated 15th February 1962.

(q) When a claim is presented for repayment of a revenue deposit, the Treasury Officer shall compare the refund order of the Court or other authority, which directed the acceptance of the original deposit, with the entry in the register of receipts. If the amount in deposit is sufficient, he shall take the payee's receipt, make the payment and immediately record the amount and the date of the repayment in the register of payments (Form T.A. 14 of the Kerala Account Code, Volume II) and also in the register of receipts. If there is not a sufficient balance at the credit of the particular item to meet the payment ordered, the Treasury Officer shall endorse that fact on the refund order and return it to the person who presented it.

An earnest money deposit shall never be repaid in part.

(r) \*Refund orders under Section 63, 66, 67, 68, 69, 70 or 71 of the Kerala Court Fees and Suit Valuation Act, 1959 (Act 10 of 1960) shall be issued to the party either in Form T.R. 65 or in Form No.70 of the Civil Rules of Practice, Kerala. In all cases in which such refund is made in cash, a deduction of seven paise for each rupee or fraction thereof shall be made, except in cases when the refund pertains to any fee paid in pursuance of an order of court which has been varied and reversed in appeal. The authority ordering the refund shall specify in the refund order in Form T.R. 65 or Form No. 70 of the Civil Rules of Practice, Kerala, as the case may be, the amount if any, to be deducted at seven paise per rupee or fraction thereof and the net amount payable to the party. The refund order shall also contain the particulars of the suit and the party should have signed the order in token of having received payment before presentation of the order at the Treasury. Such orders can be endorsed to a messenger who shall also receive the payment as aforesaid. While making any such payment the Treasury Officer shall observe, with special care, the precautions in rule 214 below in regard to payments to persons not in Government service.

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\*Substitution [G.O.(P) 1065/92/Fin. dated 14th December, 1992]



(s) The Treasury Officer shall not make payment on a refund order that has lapsed under the rules (*See* Rules 206 and 207 above).

(t) The procedure in regard to payment of interest on different forms of Government securities shall be regulated by the rules and orders on the subject contained in the Government Securities Manual and any other rules or orders issued by the Government in this behalf.

(u) *Letters of credit.*—(1) Every payment made on the authority of any letter of credit must be noted without fail, at the time of payment either in the appropriate register of payments or on the reverse of the letter of credit.

(3) The Treasury Officer must bear in mind that the letter of credit shows the maximum amount he has authority to pay or the Departmental Officer credited has authority to ask for and that any further payment is made at the Treasury Officer's own risk, the balance of credit after each payment must therefore be so recorded that there can be no risk of over payment.

**211.** (a) The Treasury Officer shall deduct from a bill for the pay, etc., of a gazetted government servant (or a non-gazetted government servant who is permitted under Rule 169 above to draw his pay, etc., on bills in the forms prescribed for gazetted Government servants) any amount attached by a prohibitory order of a Court of Law. He shall remit to the proper courts, in accordance with the procedure prescribed below, all amounts deducted from the pay, etc., bills of government servants on account of court attachment orders, whether deducted by himself or by the drawing officer. No such amounts may be remitted to the court by cash order or Government draft.

*\*NOTE* 1—If an order of attachment against a gazetted government servant (or a non-gazetted government servant who is permitted under rule 169 above, to draw his pay, etc., on bills in the form prescribed for gazetted government servants) is received before a previous order of attachment against the same government servant has been fully complied with, the recoveries shall be made by the Treasury Officer so long as the total amount recoverable with reference to the attachment orders is within the maximum limits prescribed in Article 102, Kerala Financial Code, Volume I.

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\*Insertion [G.O.(P) 7/75/Fin., dated 3rd January, 1975]

*NOTE 2*—If the new attachment order has the result of increasing the amount beyond the maximum limits prescribed, the Treasury Officer shall return the attachment order to the Court concerned with a statement showing—

- (i) particulars of the existing attachment;
- (ii) particulars of the amount withheld and paid into the court concerned up-to-date in respect of the existing attachment; and
- (iii) (a) the balance amount available to be recovered after effecting the existing attachment.  
(b) the actual attachable amount.

(1) *When the court is located at the headquarters of the treasury which cashes the bills.*—The Treasury Officer shall clear the amounts deducted, once a month, by payment to the court in cash. When making the payment, the Treasury Officer shall send to the court a covering memorandum together with the original advice list prepared by the drawing officer [See Rule 163 (j) above] for each deduction made by a drawing officer and an advice list prepared by the treasury for each deduction made by the Treasury Officer.

(2) *When the court is not located at the headquarters of the treasury which cashes the bills.*—The Treasury Officer shall remit each amount deducted to the proper court, at once, by postal money order in the manner indicated below:-

(i) When the Treasury Officer himself makes the deduction from a bill, he shall prepare a money order form for the amount in favour of the court, deduct the money order commission as well as the amount to be remitted from the bill, pass the bill for the net amount and then send the money order form to the post office for issue, furnishing a certificate that he has credited to the post office by book transfer the amount of the money order together with the money order commission due on it.

(ii) When the drawing officer has made the necessary deduction from a bill under Rule 163 (j) above, the Treasury Officer shall credit the amount deducted to the post office by transfer and send the money order form to the post office for issue, furnishing a certificate as prescribed in sub-clause (i) above. When he receives the receipt furnished by the post office for the money order, he shall check it with the amount deducted from the bill and then transmit it to the drawing officer for record.

*NOTE*— A similar procedure shall be adopted in the case of attachment of salary of a government servant under the provisions of the Revenue Recovery Act.

(b) It is possible that a government servant whose emoluments have been attached, may refrain from signing the acquittance roll and intentionally allow them to remain undisbursed, or if he is a government servant who draws his pay on a separate bill, may refrain from presenting his bill at the treasury in order to evade or delay the recovery of an amount attached by a court. If a Treasury Officer has received a court attachment order relating to the emoluments of any government servant who draws his pay on a separate bill and that government servant does not present his bill for pay due for the previous month by the third working day of the month, the Treasury Officer shall at once bring the facts to the notice of the government servant immediately superior to the government servant whose emoluments have been attached. When he considers it necessary in order to avoid delay in recovering an amount attached by a court from the emoluments of a government servant working under him, the head of the office, or, in the case of a government servant who draws his pay on a separate bill, the administrative government servants immediately superior to the government servant whose emoluments have been attached, may draw the emoluments of the government servant concerned to the extent to which they have been attached, subject to the prescribed restrictions and apply the amount so drawn in satisfaction of the attachment order by remitting it to the court. The amount so drawn shall be charged in the accounts, and the particulars of the attachment order shall be entered in the acquittance roll or the bill, as the case may be, as an authority for the charge. The money order receipts received from the courts shall be filed with the attachment register.

*NOTE*— The Treasury Officer should maintain a register in Form 4A of Kerala Financial Code to record the details of prohibitory orders received from courts and the recoveries effected by him in pursuance thereof.

**212.** (a) The Treasury Officer shall, subject to the usual checks at the treasury, make payment of the last pay and allowances of a regular gazetted government servant governed by the Kerala Service Rules who finally quits the service of the government on retirement, resignation, removal or dismissal or is placed under suspension, on the strength of a certificate from the Head of the Department as follows:

# "I certify that there is no outstanding liability/arrangements have been made \*to recover the amount of ₹..... (Rupees ..... ) towards assessed liabilities other than compulsory deductions like House Buildings Advance, Motor Conveyance Advance in the monthly bills, from the arrears of pension and/or death-cum-retirement gratuity\*/to withhold from the death-cum-retirement gratuity the estimated amount of outstanding liability plus 25 per cent thereof amounting to ₹..... (Rupees ..... ) \*/to accept a cash deposit of ₹ ..... (Rupees.....)/or a surety bond for ₹..... (Rupees ..... ) towards unassessed liabilities or to withhold the entire death-cum-retirement gratuity of ₹ ..... (Rupees.....) when departmental proceedings have been taken\*, from/against Shri..... employed as ..... and retired/.....on.....

\*Delete portion inapplicable.

Signature(withdate).....

Station .....

Designation....."

The bill claiming the last pay and allowances shall be presented to the Head of the Department who shall attach to the bill the aforesaid certificate and transmit the bill to the treasury of payment under intimation to the government servant.

(b) The disbursement of last pay and/or allowances of those gazetted officers who are governed by service rules other than the Kerala Service Rules of those who are not entitled either to pension or death-cum-retirement gratuity such as contract officers, provisionally appointed persons of non-officials like Members of the Legislative Assembly, Members of Committees and Commissions, etc., and of re-employed pensioners whose death-cum-retirement gratuity has been released, shall be made only after \*pre-check of the claim by the Accountant General. The Treasury Officer should satisfy himself with reference to the certificate regarding liabilities if any, from the countersigning authority or the Head of Department as the case may be, the orders of the Accountant General and the treasury records (including rent

# Substitution [G.O.(P) 547/87/Fin. dated 23rd June, 1987]

\* Substitution [G.O.(P) 304/89/Fin. dated 21st June, 1989]

demand statements, advices for recovery for loss of government property due to the negligence of the government servants, Court attachment orders, co-operative recoveries, etc.) that no demands are outstanding against them to the Government.

\*This amendment shall be deemed to have come into force on 17th day of April, 1986.

(c) The last payment of pay, allowances, etc., to any other government servant in any of the circumstances mentioned in clause (a) above, may be made in the same manner as the regular monthly pay, allowance, etc., without reference to the departmental authorities and the Accountant General on the responsibility of the Head of the Office.

**\*\*Exception.**—In the case of officers in the cadre of Personal Assistant to the District Educational Officers and above, the authority to countersign the last salary bills shall vest with the Senior Administrative Officer of the Office of the Director of Public Instruction and in the case of officers in the cadre of Headmaster/Assistant Educational Officer/Senior Superintendent and of those having identical scales of pay in the Department the authority shall vest with the Deputy Director of Education.

**NOTE 1.**—The term ‘government servant’ used in clause (c) includes a non-gazetted officer who draws his pay and allowances on salary bills countersigned by a gazetted officer in control over him as mentioned in the exception to Rule 169 (b) and in his case the responsibility for payment will be that of the gazetted officer countersigning his salary bill.

**NOTE 2.**— When an amount found to be due to a government by a government servant on any of the occasions mentioned in the previous clauses represents (a) over payment of his pay, allowances or leave salary, (b) house rent or postal and State Life Insurance premia due by him, or (c) an outstanding balance in respect of any advance made to him by the government, it shall be adjusted against the last pay and allowances or leave salary due to him. If the amount due to the government exceeds the amount payable to the government servant

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\* Substitution [G.O.(P) 304/89/Fin. dated 21st June, 1989]

\*\* Insertion [G.O.(P) 187/2005/Fin. dated 25th April, 2005]

as aforesaid the excess shall be recovered from his claim for death-cum-retirement gratuity after giving the officer concerned a reasonable opportunity to explain [*Vide* Note 2 and Ruling No.25/68 below rule (3) of Part III, K.S.R.]. If the amount proposed to be recovered exceeds the death-cum-retirement gratuity the excess over the death-cum-retirement gratuity, can be recovered from the arrears of pension, if any, due to the officer if written consent is obtained from him as pension (as distinct from death-cum-retirement gratuity) enjoys the protection of the Pension Act. A written consent is valid only to the extent it covers the amount of pension earned by him till the date of such written consent. If there is balance still to be recovered from the government servants steps shall be taken to proceed against him in a Court of Law unless the Executive Authority concerned considers that it is not worthwhile to adopt that course.

*NOTE 3.* — The certificate from the Head of Department indicated in sub-clause (a) above shall be in triplicate. The original copy shall be sent to the Accountant General for safe custody along with the pension papers of the gazetted government employee prepared by him; the duplicate shall be attached to the bill and the triplicate filed by the Head of Department.

**212 A.** *Claims of deceased government servants.*—In the case of claims of a deceased government servant, on receipt of the claims for the payment of arrears of pay and allowances from his/her heir/heirs the Head of Office in which the government servant was last employed should draw the amount in the appropriate bill form from the Treasury according as the deceased government servant held a gazetted or non-gazetted post at the time of his death. The claim should supported by *all the relevant certificates* which the Head of the Office is required to furnish in the normal circumstances. However in respect of the certificates which solely depend on the personal knowledge of the government servant, but which obviously cannot be furnished by the Head of the Office, the Head of Office should record, if he is satisfied about the correctness of the claim, a certificate to the effect that “the claim is not susceptible of verification; but is considered reasonable”. Further, as the claim would be the last one in respect the deceased government servant, the requisite payment in the case of a government servant whose pay is drawn on a gazetted government servant’s bill form, shall be

made only after the Head of the Office has satisfied himself by reference to the Accountant General, the Departmental authorities concerned if any, and his own records that there are no demands outstanding against him. In the case of other government servants, payment may be made without reference to the Accountant General on the responsibility of the Head of the Office concerned. The amount so withdrawn should be disbursed to the claimant or claimants determined with due regard to the provisions of Article 95 of the Kerala Financial Code, Volume I, after obtaining a formal receipt, stamped wherever necessary, from the rightful claimant or claimants.

**213.** \*(a) A Treasury Officer may issue either a draft or a cash order for the purpose of defraying service expenditure from a Sub Treasury in his district in exchange for properly prepared bills. In the case of non banking Sub Treasuries, cash orders may also be issued in the following cases, namely:-

- (1) for the payment of collections of one court into another;
- (2) for the payment of land acquisition charges (land compensations) originally credited under Revenue Deposit/ Work Deposit into the account of a court in another Sub Treasury within the same District.

Sub Treasury Officers may accept remittances under the head of “Cash Orders” under personal deposits, for the purposes mentioned above and grant to the remitter a receipted chalan in Form T.R. 88A. The Sub Treasury Officer shall transmit the duplicate chalan to the District Treasury in a separate cover on the same day (not with the daily accounts) for the disbursement of cash or for the issue of a cash order, as the case may be. The District Treasury Officer, on receipt of the original chalans from the payer, shall debit the item to “Personal Deposits”, “Cash Orders” and pass it for payment of cash if it is payable at the District Treasury, or issue a cash order if payable in another Sub Treasury.

The conditions under which a draft can be issued are explained in the rule in Part VI of these Rules, one of which is that the minimum amount for which a draft can be issued is ₹50 except in special circumstances, such as family remittance in the case of Officers and men of the Police Department. For amounts below this minimum, cash orders in Form No. T.R. 87 are to be issued on any desired Sub Treasury within the district.

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\* Substitution [G.O.(P) 41/77/Fin., dated 31st January, 1977]

*Exception 1.*—Cash orders may be issued even for sums over ₹\*50 in the case of payments to be made at the Sub Treasuries which have no currency chest facilities and cannot, therefore, act as Treasury Agencies of the Reserve Bank of India and issue drafts.

*Exception 2.*—Cash orders will be issued, irrespective of the amount and whether the treasuries drawn on are banking or non-banking with or without currency chest facilities, for the pay and allowances for the non-gazetted personnel of the Police Department.

*Exception 3.*—A cash order may be issued by a Treasury Officer in exchange for a cheque drawn on the District Treasury by a Presiding Officer of a Land Tribunal (in whose name a P.D. account is maintained at the treasury) if so desired by the Presiding Officer, irrespective of the amount involved, the nature of the Sub Treasury on which the cash order is drawn (i.e. banking or non-banking with or without currency chest facilities) and the purpose of the remittance.

The following rules shall be observed in connection with the issue of cash orders:—

(i) When the Treasury Officer passes for payment a bill or other document which is payable in full at a single Sub Treasury, he shall not issue a cash order, but shall endorse the bill or other document for payment at the Sub Treasury. An endorsement of this kind shall remain current, like a cash order for three months only.

A cheque drawn by the administrator of an estate on his personal ledger account at a District Treasury for an amount required at a Sub Treasury shall not, however, be endorsed for payment at the Sub Treasury. The Treasury Officer shall retain it, treating it as paid at the District Treasury, and issue a cash order on the Sub Treasury.

(ii) The Treasury Officer shall not issue a cash order for the remittance of amounts due to private parties, such as decree amounts, costs, sale proceeds of attached estates and the like. Such remittances are not in the interest of the public service and shall, therefore, be made by postal money order at the expense of the parties entitled to receive the amounts.

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\* Substitution [G.O.(P) 279/73/Fin., dated 17th May, 1973]



(iii) The Treasury Officer shall use cash order forms in the order of the numbers printed on the books, and shall use one book, at a time for issuing cash orders on all Sub Treasuries. He shall inform all Sub Treasuries when he begins to use a fresh book. He shall have the orders issued on each Sub Treasury numbered in separate annual series, and these numbers shall be noted below the number of the book printed on cash order. Both the numbers which appear on each cash order shall be quoted in the lists of paid orders furnished to the Accountant General.

(iv) The directions laid down in Rule 253 below, regarding the custody of cheque forms supplied for drawing cheques on treasuries shall apply also to the custody of cash order forms.

(v) When a cash order is issued, the Treasury Officer shall assign serial number to the order and enter the amount and other particulars in the appropriate register prescribed in the Kerala Account Code, Volume II. An advice in Form T.R. 88 shall then be sent by first post to the Sub Treasury drawn upon and the cash order handed over to the person tendering the money or the bill against which the order is issued.

(vi) On receipt of the advice of a cash order from the Treasury Officer, the Sub Treasury Officer shall immediately enter the particulars in register in Form T.A. VII of the Kerala Account Code, Volume II and when a cash order is presented the advice register must be consulted before payment; the cash order with the receipt endorsed will be the voucher for the payment, which must be noted at the time in the advice register.

*NOTE*—The adjustment of cash order will be watched at the treasury in accordance with the directions contained in the Kerala Account Code, Volume II.

(vii) A cash order shall lapse three months after the date of issue if not cashed within that time. Payment of a lapsed cash order shall be stopped, and the charges, which it represent, shall be cancelled and adjusted. If payment is subsequently claimed, the claimant shall be required to forward the lapsed cash order to the Treasury Officer, who shall arrange for the payment and make a note against the relevant entry in the cash order ledger Form T.A. 16 in the Kerala Account Code, Volume II so as to prevent any possibility of making a second payment.

\*NOTE—The following procedure shall be followed in the case of claims for payment of a lapsed cash order:—

The original cash order shall be presented at the Treasury from which it was issued by the Head of Office who drew the bill in payment of which the cash order was issued, duly endorsing on the reverse “Payment received in cash” or a fresh cash order obtained on..... Treasury as the case may be. The Treasury Officer shall treat the cash order as voucher and pay the amount to the officer either in cash or in the form of a fresh cash order as required by the drawing officer. In both cases, the payment shall be debited in the treasury accounts under the service head debiting which the original cash order was issued.

If payment is made in the form of a fresh cash order the amount shall also be credited simultaneously under “Personal Deposit Cash Orders”. The original item which appeared in the statement of lapsed cash orders referred to in Article 115, Kerala Account Code, Volume II and the month of cash account with which the statement was forwarded to the Accountant General under Article 120 of Kerala Account Code shall be quoted on the lapsed cash orders while effecting payment in the above manner. For payment of a lapsed cash order sanction of the Accountant General is not ordinarily required. But, if payment is claimed after the period specified under clause (a) of Article 53 of the Kerala Financial Code for the payment of a claim without pre-audit from the date of issue of the cash order, the claim shall be referred to the Accountant General for audit and sanction.

(viii) When it is reported that a cash order has been lost or destroyed within three months from the date of issue, the Treasury Officer shall follow the procedure indicated in Rules 410 to 412 of Part VI of these Rules for the issue of duplicate draft. If a duplicate cash order is issued, it shall lapse three months after the date of issue of the original, if not cashed within that time.

(b) A Sub Treasury Officer shall not issue any cash order unless, for special reason, he is authorised to issue cash orders in any case by a general or special order of the Government. If, for special reasons, a Sub Treasury Officer is authorised to issue cash orders on the District Treasury or any Sub Treasury in the same district the procedure shall be the same as that prescribed for the District Treasury.

\*Addition [G.O.(P) 654/81/Fin., dated 15th October, 1981]

*NOTE*.—Cash orders for co-operative societies remittances may issue from the District Treasury to the Sub Treasuries and *vice versa* and from Sub Treasuries or other Sub Treasuries within the districts.

**214.** *Payments to persons not in Government service*.—When a person not in government service claims payment for a service rendered or supply made, the Treasury Officer shall observe the following rules:—

(a) He shall refuse payment, if the bill is not drawn or countersigned by the Head of the Department or other responsible government servant, under whose immediate order the service was rendered or the supply made and shall inform the applicant for payment that he may either present a bill so drawn or countersigned, or apply to the Accountant General for the issue of an order for payment. If the bill is so drawn or countersigned but the Treasury Officer considers that the authority of the drawing or countersigning officer is not sufficient for making the payment he shall refuse payment and inform that Officer that he may refer the matter to the Accountant General.

(b) He shall invariably take special precautions to satisfy himself as to the identity of the applicant for payment in respect of any bill drawn by a person who is not a government servant or drawn by a government servant and endorsed for payment to a private party.

(c) When a bill endorsed for payment to a contractor or supplier is re-endorsed by him in favour of a bank, the Treasury Officer shall not pay the bill, unless the contractor or supplier has received the bill and also signed a separate endorsement in favour of the bank.

*NOTE*— Payments due to contractors may, if so desired by them, be made to their Banks instead of direct to contractors provided that, the department concerned obtains;

- (1) an authorisation from the contractors in the form of a legally valid document such as a power of attorney or transfer deed conferring authority on the Bank to receive payment, and
- (2) the contractor's own acceptance of the correctness of the account made out as being due to him by Government or his signature on the bill or other claim preferred against Government before the settlement of the account or claim by payment to the said Bank. While the receipt given by the Bank will constitute a full and sufficient discharge for the payment, contractor should, wherever possible, be induced to present their bill duly receipted and charged through their Bankers.

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Nothing herein contained should operate to create in favour of the bank any right or equity vis-à-vis the Government.

**215.** *Payment of pensions.*—The procedure to be followed by treasuries in paying pensions is detailed in the rules in Section IV of this part.

**216.** (a) *Payment of endorsed bills.*—When a bill is endorsed or endorsed and re-endorsed strictly in accordance with the provisions of Rule 163 (q) above, and the payment is duly made to the person specified in the endorsement or re-endorsement and his signature duly taken in acknowledgment of the payment, the drawing officer's signature on the bill is a valid discharge.

(b) *Payment by postal money order.*—When the drawing officer desires that the whole or part of the amount of a bill, other than a bill relating to the claims of Government servants be sent to some other person by postal money order and has made the necessary deductions in the bill, the Treasury Officer should pass the bill for the net amount, credit the deductions by transfer to the Post Office and send the money order form to the Post Office with a certificate stating that he has credited the amount of the money order with the commission due on it to the Post Office by book transfer. He should obtain an individual receipt from the Post Office in respect of each such money order, check it with the amount deducted from the bill and transmit it to the drawing officer for record.

**217.** When the Government have authorised the head of an office to send bills of specified kind to the treasury by post the Treasury Officer should remit to the drawing officer by postal money order the amount passed for payment (less the money order commission) in respect of each such bill duly sent to the treasury, and should treat the money order commission as a contingent charge of the drawing officer.

**218.** *Refunds of revenue and deposits.*—The Treasury Officer or other disbursing officer concerned should observe the following directions in regard to amounts not exceeding ₹100 due for refund from revenue or from deposits:-

(i) Subject to the exceptions described in direction (ii) below, the Treasury Officer or other disbursing officer concerned should remit to the person entitled to the refund any amount not exceeding ₹100 that is due for refund by postal money order at the expense of the payee on receipt of a refund order passed by the competent authority, without any avoidable delay,

and, in any case, within one month from the date of the refund order, without waiting for an application from the payee.

In rare cases, where he feels that it would be risky to send the amount straight away to the person entitled to it by postal money order, the Treasury Officer or other disbursing officer may issue a notice inviting the payee to appear and receive payment in person at the treasury or other office concerned, and inform him that, if he fails to appear within one month (or such longer period as may, when necessary, be specified), the amount to be refunded will be remitted to him by postal money order at his expense.

(ii) Any amount not exceeding 12 P. which is due for refund and any amount exceeding 12 P. which is due for refund and is payable to several parties in sums not exceeding 12 P. each should be credited to the Government. Any amount exceeding 12 P. but not exceeding 50 P. which is due for refund and any amount exceeding 50 P. which is due for refund and is payable to several parties in sums not exceeding 50 P. each (and not all below 12 P.) should remain credited to the Government unless a claim is preferred by the person entitled to the refund, in which case the amount to be refunded to him should be sent to him by postal money order at his expense unless he appears in person to make his claim and takes payment in person.

(iii) When the Treasury Officer sends an amount by postal money order with reference to these directions, he should follow the procedure laid down in Rule 216 (b) above for sending money orders. He should state briefly the purpose of the remittance in the acknowledgment portion of the money order form in continuation of the printed entry “ Received the sum specified on the reverse on .....” leaving sufficient space below this manuscript entry for the payees’ signature or thumb impression. When he receives the money order acknowledgment duly signed by the payee, he should attach it to the usual form of receipt (Form T.R. 67) in which he should show clearly the full amount of the refund and the deduction made from it on account of the money order commission and then dispose of it as a paid voucher in the usual way.

(iv) The Treasury Officer should issue postal money orders with reference to these directions only in the first half of the month, so that he may be able to send complete vouchers for the payments with the monthly treasury account.

**219.** *Repayment of civil courts deposits.*—Before the Treasury Officer pays an order of a civil court for the repayment of deposit, he should require the person who presents the order to acknowledge receipt on the reverse of the order. If that person is not the person named in the court's order, he should be required to satisfy the Treasury Officer that the signature purporting to be that of the person named in the court's order is authentic and that he is authorised to receive payment.

**220.** *Receipt stamps.*—The Treasury Officer should take special care to see that all receipt stamps on vouchers are so defaced that they cannot be used again, so that no one may be tempted to steal vouchers for the sake of the stamps on them.

**221.** *Transfer payments.*—

(a) When a bill, or other document is paid wholly by “transfer”, that is, by entry of the amount in the accounts as a receipt under some head of account, no cash is paid out and the Treasurer should neither enter the item in his cash book nor stamp “Paid” on the bill, or other document. When the entries in the accounts in respect of a payment by transfer are complete, the Section Head in the Accounts Department should stamp “Paid by transfer” on the bill, or other document.

*Exception.*—\*(1) Deleted.

\* This amendment shall be deemed to have come into force on the 1st day of October, 1985.

*#Exception.*—(2) In respect of inter departmental adjustment involving manufacturing, production or supply of articles or repair operations the following procedure shall be followed.

No adjustment is required if the cost of supplies/services is ₹ 250 or less in each case except in respect of issues of stores of stock or material on account of the work within a Public Works Division or between two such divisions or between one Public Works Division and another service department which shall be settled by adjustment irrespective of the amount involved.

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\* Exception renumbered vide G.O.(P) 39/88/Fin. dated 13th January, 1988.  
Exception-1 deleted vide G.O.(P) 82/88/Fin dated 3rd February, 1988.

#Insertion vide G.O.(P) 39/88/Fin. dated 13th January, 1988.

(b) When a payment is to be made by transfer to a revenue or receipt head for which a subsidiary register is maintained (e.g., Land Revenue) the Treasury Officer's payment order should indicate the major and detailed heads affected as in the following example:—

\*Pay ₹.....by transfer to credit of 029. Land Revenue (a) Land Tax”.

(c) When a bill is presented for an amount to be paid in the form of service postage stamps required by the drawing officer, the Treasury Officer should pass it for “payment by transfer”, issue the stamps, enter the amount in the list of payments and credit the amount of the bill to the appropriate head. He should refuse payment if the certificate as to the disposal of the previous supply of such stamps, referred to in Rule 192 (a) above, is not furnished with the bill.

(d) When the amount of a bill or other document is payable partly in cash and partly by transfer credit to some head of account, an entry should be made in the number book for the transfer credit and the Treasury Officer should show separately in his payment order the amounts payable in cash and by transfer respectively. The Treasurer should stamp “paid” on the bill or other document in respect of the cash payment, and the Section Head in the Accounts Department should, after completing the necessary entries in the accounts, stamp “Paid by transfer” on it in respect of the payment by transfer.

(e) When the amount of a bill or other document is to be paid partly at the district treasury and partly by one or more cash orders payment at sub treasuries, the Treasury Officer's payment order should be in the following form:-

“Pay ₹..... in cash and ₹..... by transfer credit to personal deposits.”

**222.** *Duplicate “not payable” copies of bills.*—A duplicate unreceipted copy prepared on coloured paper and headed “Not payable at the treasury” should be presented at the treasury along with every bill relating to charges of any of the following kinds:—

(1) Grants-in-aid to local bodies, private institutions, etc., (except grants to universities and grants to local bodies for water supply and drainage schemes).

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\* Substitution [G.O.(P) 169/76/Fin., dated 17th June, 1976]

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(2) Scholarships and stipends.

(3) Contributions (except those accounted for under the head “71—Miscellaneous”).

(4) Pay of Accountants under local bodies who are not Government servants.

(5) Leave salaries of gazetted government servants.

(6) Pay and allowances of government servants whose services have been lent to local bodies when charged direct to the Government in the first instance.

The Treasury Officer’s pay order should appear only on the original bill payable at the treasury. He should endorse a certificate of payment on the “Not payable” duplicate bill and transmit it to the prescribed departmental controlling officer.

*NOTE*— Bills relating to charges referred to in item (1) of the list in this rule should be transmitted by the Treasury Officers to the departmental officers at the same time as each bi-monthly list of payments is forwarded to the Accountant General.

**223.** \**Treasury Bill Book.*—Every officer shall enter particulars of all bills in a book called the “Treasury Bill Book” in Form T.R. 74 which shall be presented at the treasury along with each bill. Treasury Officers shall not pass any such bill for payment unless the treasury bill book is presented with it. The drawing officer shall be held personally responsible for entries in columns 1 to 6 and columns 12 and 13 of the book and omissions to make the entries required in respect of any bill and similarly the Treasury Officers shall be responsible for the entries or omission to make entries in columns 7 to 11 except in respect of the bills endorsed to private parties. Column 14 shall be filled in and attested by the Drawing Officer/Treasury Officer as required by the nature of the entry therein.

*Exception 1.*—Bills for personal claims of gazetted government servants and of non-gazetted government servants who are specially authorised to draw their claims on Gazetted Officers’ Salary or T.A. bill Forms under Rule 169 for pay etc., need not be entered in the Treasury Bill Book.

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\* Substitution [G.O.(P) 25/78/Fin., dated 6th January, 1978]



*Exception 2.*—The Treasury Bill Book need not be presented along with any contingent bill endorsed in favour of a private party or with police department's bill relating to bus owners claim or with travelling allowance bills of the Railway Police and Criminal Investigation department which may be paid at Sub Treasuries without pre-audit by the Treasury Officer.

*NOTE 1.*— Bills for personal claims of gazetted government servants and of non-gazetted government servants who are specially authorised to draw their claims on Gazetted Officers' bill forms under Rule 169 for pay, etc., if they are drawn by superior officers under Rule 211 (b) shall be entered in the Treasury Bill Book pertaining to the office of the Superior officer which should be presented at the treasury along with such bills and in such cases the restriction in Note (4) below shall not be applicable.

*NOTE 2.*— In respect of contingent bills endorsed to private parties, the particulars of the bill shall be entered in columns 1 to 3 the details of the party in column 5 and the word "Endorsed" shall be entered in column 14, under the signature of the officer signing the bill in column 13. As the proceeds of these bills are not to be entered in the Cash Book, columns 7 to 11 to be filled in by the Treasury Officer may be left blank.

*NOTE 3.*— The Treasury Bill Book shall be supplied by the Treasuries at the rate of one book for each institution maintaining independent sets of accounts and cash book, on requisition from the drawing officer concerned. The Treasury Officer shall fill up, attest and sign the first fly leaf of the Bill book before it is made over to the drawing officer. The drawing officer concerned shall be responsible for the proper maintenance of each of the Bill Books so obtained by him. An officer drawing bills on more than one treasury or sub treasury shall obtain separate Treasury Bill Books from the respective Treasuries. He shall enter the bills to be presented in each treasury or sub treasury in the Bill Book issued by the concerned Treasury.

*NOTE* 4.— A Treasury or Sub Treasury Officer shall refuse to accept any bill if it is presented along with a Bill Book which has been used for presentation of bills on another Treasury.

*NOTE* 5.— A Treasury Bill Book shall be used till all the pages in the Book are exhausted or till the end of the financial year, whichever is earlier or till the Bill Book in use is irrecoverably lost. A fresh Bill Book shall be issued by the Treasury or Sub Treasury on presentation of the requisition in the printed form appended to the Bill Book, except for the issue of a Bill Book for a new financial year or in continuation of a lost one all requisitions for Bill Book shall be accompanied by the Bill Book in use, so as to enable the Treasury or Sub Treasury Officer to satisfy that the book has been completely used up and the blank columns have been cancelled by the drawing officer.

*NOTE* 6.—A fresh Treasury Bill Book shall be brought into use at the beginning of each financial year (i.e. entering the particulars of bills to be encashed from the 1st April onwards) and a second or subsequent volume shall not be brought into use in the same financial year unless the pages of the previous volume are completely used up or when the Bill Book in use is irrecoverably lost and a certificate to that effect is recorded by the drawing officer above the 1st entry in the new volume.

*NOTE* 7.— (a) When a Treasury Bill Book is found missing the drawing officer concerned shall intimate the details to the concerned Treasury Officer. The latter shall thereupon take necessary precautionary measures to ensure that bills, if any, presented along with the Bill Book, alleged to be lost are not honoured by the Treasury.

(b) The drawing officer shall initiate an enquiry into the loss of the Bill Book and fix up the responsibility for its loss and take such further action as is deemed necessary.

(c) If the drawing officer is convinced that the Bill Book is irrecoverably lost, he may send a requisition with office seal duly affixed to the Treasury concerned stating that fact and requesting for the issue of a new Treasury Bill Book. The Treasury/Sub Treasury Officer shall there upon

issue a new Bill Book to the drawing officer concerned recording the fact that it is issued in lieu of the lost Bill Book on the first page of the book. The treasury officer shall simultaneously intimate the fact of issue of the new Bill Book in place of the lost one, to the controlling officer of the concerned drawing officer.

- (d) The drawing officer shall also reconstruct the lost Bill Book, with reference to the entries in the cash book, contingent registers, etc., of his office and verify the entries in the reconstructed book with reference to the subsidiary registers in the Treasury/Sub Treasury. The reconstructed Bill Book with the certificate reconstruction and verification with the Treasury/Sub Treasury figures recorded by the drawing office shall be made available to the inspecting officers for scrutiny.
- (e) In case, a lost Bill Book is found out subsequently the drawing officer shall immediately cancel the blank pages and the requisition slip attached to the Bill Book under proper attestation. He shall also take steps to keep the same under safe custody, along with other used-up Bill Books. The fact of recovery of lost Bill Book shall also be reported to the Treasury/Sub Treasury Officer concerned.

*NOTE* 8.— The Treasury/Sub Treasury Officer shall not honour the bills presented for encashment, if he notices erasures or unattested corrections in a Bill Book, without reference to the Drawing Officer. It shall be the duty of the Drawing Officer to ensure that there are no erasures or unattested corrections in the Bill Book.

*NOTE* 9.— If columns 1 to 6 and 12 and 13 in respect of bill already encashed are not properly filled up by the Drawing Officers, the bills are liable to be objected to by the Treasury or Sub Treasury.

*NOTE* 10.— The Drawing Officers are personally responsible for the correct maintenance and safe preservation of the Bill Book.

*NOTE 11.*—A stock-cum-issue register of blank Bill Books shall be maintained at the Treasuries in Form 74 B and the stock shall be subjected to verification by the Inspecting Officers and audit parties. The serial number of the books received and issued shall be noted in the register together with the invoice/letter number of Government Press for receipt and requisition letter number and date of issue. The blank Treasury Bill Book shall be kept under double lock under the joint responsibility of the Treasury Officer and the Treasurer. Bill Book shall be issued according to serial number (first in first out method.)

**224.** *Memorandum of deductions from bills.*—When the Treasury Officer pays a bill drawn by a Survey Officer or other Drawing Officer whose headquarters is at a distance from the treasury, he should give the messenger, who brought the bill, a memorandum in (Form T.R. 75) showing clearly the amount of cash and Government drafts (if any) handed over, to him and explaining the deductions, or alterations if any, made in the bill or bills presented. The memorandum should be bi-lingual (i.e., in English and Malayalam), since it is important that the messenger should satisfy himself that the amount of cash and drafts (if any) shown in it as handed over to him is correct; when the messenger is not able to read, the Treasury Officer should himself explain to him the entries in the memorandum.

**225.** The Treasury Officer should maintain in Form T.R. 76 a Register of Bills received for pre-audit before payment at a sub treasury.

**226.** When making any payment amounting to ₹ 250 or more to a non-official on behalf of the Government or any local authority on account of fees, commission, bonus, remuneration or reward of any kind, the Treasury Officer should furnish details of the payment and the payee's address to the Income Tax Officer concerned, or, if he has any doubt as to which Income Tax Officer is concerned to the Commissioner of Income Tax.

The minimum limit of ₹ 250 applies to each single payment made to any one person and not to the total payments made to him during the year.

#### *B. Sub Treasuries*

**227.** The procedure prescribed in rules 210 to 229 in regard to the payment of moneys at district treasuries at stations where the treasury does not transact its cash business through the Bank, shall apply generally *mutatis mutandis* also to sub treasuries at such stations and at the headquarters of

districts, except that, unless there is a specific order of the Government to the contrary in regard to any class of payments, no payment shall be made at any sub treasury except upon a cash order drawn by the Treasury Officer on the sub treasury or a bill passed by him for payment at the sub treasury. Alterations and corrections in pass orders on bills payable at sub treasuries should be attested by the full signature of the Treasury Officer concerned. Bills passed for payment at sub treasuries should be sent by the Treasury Officers concerned direct to the sub treasuries where they are payable, intimation being sent at the same time to the departmental officers concerned asking them to take payment at the sub treasury on production of the intimation duly endorsed by them in favour of the person to whom, or to whose authorised messenger, payment is desired. The intimation should be triplicate in Form T.R. 77.

\*A register in Form T.R. 18 shall be maintained at the Sub Treasuries for noting details of passed bills for payment before the bills are sent to the Treasurer for effecting payments. This register is to be maintained by the Sub Treasury Officers, duly initialling each entry simultaneously with the signing of the Pay Order, and before they are entrusted to the Treasurers for making payment. At the end of the day, if any bill is returned by the Treasurer without actual payment, the corresponding entry in Form T.R. 18 along with the related entries in the subsidiary and other registers should be cancelled under his initials.

**228.** (a) A sub treasury shall pay valid claims of the classes specified in Appendix 13 without the Treasury Officer's express pay order. A district treasury shall not, except under special arrangements or on particular occasions, pay claims which fall into any of those classes.

(b) When the office of the Accountant General issues an order to make a payment at a sub treasury, it shall ordinarily send the order to the Sub Treasury Officer through the Treasury Officer. If, on account of urgency, it is sent direct, the Accountant General shall inform the Treasury Officer to the fact and furnish the Sub Treasury Officer direct, if it has not already been done, with a specimen signature of the Audit Officer who has signed the order.

(c) Items placed in deposit by the Sub Treasury Officer himself without the authority of the Treasury Officer may be repaid on his own authority but amounts credited in other Sub Treasuries can be paid only on

\* Insertion [G.O.(P) 77/78/Fin., dated 16th January, 1978]

the orders of the Treasury Officer. The Director may, however, issue orders that, before repayment, all deposit repayment orders shall be forwarded to the district treasury for being passed for payment.

If any class of deposit is repayable at the sub treasury, it shall not be payable at the District Treasury also.

\*NOTE [Deleted]

\*This amendment shall be deemed to have come into force on the 1st day of October, 1985.

**229.** (a) *Payment of land cess and fishery rentals to panchayats.*— For paying fishery rentals or half-yearly or final instalments of land cess due to panchayats the Treasury Officer or Sub Treasury Officer should prepare a consolidated bill in triplicate, including the amounts payable by book adjustment as well as by cash, with full details as to the amount due to each panchayat which should be obtained from the Collector and draw the total amount only on the date fixed and notified to the President of panchayats to appear at the treasury to receive payment. The Presidents should be given 15 clear days' notice of the day so fixed. The three copies of the bill should be disposed of as follows:-

- (i) Original to the treasury as a voucher with the list of payments.
- (ii) Duplicate to be kept in the treasury or sub treasury.
- (iii) Triplicate to be sent to the District Panchayat Officer.

The Treasury Officer or the Sub Treasury Officer concerned should disburse the amounts in the following manner:—

If a panchayat has a banking account with the Sub Treasury, the panchayat should be effected by book adjustment. The Treasury Officer or the Sub Treasury Officer concerned should certify that such amounts have been credited to the accounts of the respective panchayats. When the Presidents appear in person the officer-in-charge of the treasury should disburse the amounts due to them and obtain their acknowledgments in the special register prescribed for the purpose. The amounts due to those panchayats, whose Presidents fail to appear at the Sub Treasury on the day fixed, should be remitted to them at their expense either on

\* Deletion [G.O.(P) 82/88/Fin. dated 3rd February, 1988]

that date, if convenient, or on the next days and the postal money order receipts and the payee's acknowledgment; should be filed with the duplicate of the bill. If the disbursement is made by a Sub Treasury Officer he should after disbursing the amounts in the above manner, furnish a certificate of disbursement to the Treasury Officer retaining the special register. The Treasury Officer will arrange to receive individual certificates from each sub treasury, and on the strength of the same and on the strength of the records of disbursement made at the District Treasury furnish to the Accountant General along with the treasury account, a consolidated certificate of disbursement for purposes of audit. A certificate of payment should also be endorsed on the triplicate bill sent to the District Panchayat Officer concerned who is responsible for auditing the accounts of the class II panchayats.

(b) *Payment of surcharge on stamp duty.*—The procedure laid down in sub rule (a) above namely, preparation by the treasury of bills in triplicate and sending the triplicate copy to the District Panchayat Officer shall be followed for payment of surcharge on stamp duty.

## CHAPTER II

### TREASURIES WHICH TRANSACT THEIR CASH BUSINESS THROUGH THE BANKS

**230.** At places where the treasury transacts its cash business through the Bank, all payments shall be made at the Bank unless the Government have specially ordered, in regard to any class of payments, that they shall be made elsewhere. At district headquarters stations where the district treasury transacts its cash business through the Bank the sub treasury payments shall nevertheless be made at the sub treasury.

*NOTE* 1.—In treasuries where cash business is transacted through the Bank, all pension claims will be paid at the treasuries themselves irrespective of any monetary limit. The amounts required for the payment of the pensions will be drawn from the Bank as an imprest.

*Exception*—As an exception to Note I above, pensions which are collected through the State Bank of India or the State Bank of Travancore, through their branches conducting Government business, will be paid at the Bank counters instead of a treasury counters.

*NOTE* 2.—All cash transactions relating to Treasury Savings Bank will be done at the treasury. \*The procedure prescribed in Note 2 to sub rule (1) of rule 210, will be followed in Bank Treasuries as well.

**231.** (a) Except for bank drafts and cheques which shall be presented at the Bank for payment direct, all bills and other documents shall first be presented at the treasury. The Officer-in-charge of the treasury shall examine the bill or other document and if he approves and passes the charge, he shall enface on it an order to pay a specified amount. The order shall be numbered, dated and signed and the particulars of it shall be entered in the register of payment orders issued. The treasury shall then send the bill or other documents together with a list in duplicate of such bills or other documents to the Bank in a box through a special messenger who should be an employee of the treasury. The box should be properly locked and sealed in the presence of the Officer-in-charge of the treasury who should keep one of the two keys of the lock in his personal custody. The duplicate key should be in the personal custody of the agent of the Bank. On receipt of the box the agent will after verifying the seal to ascertain that there has been no tampering on the way, open the box with his key, verify the contents with entries in the list of bills or other documents and return one copy of the list with his acknowledgment of the bills and other documents and the box to the treasury through the messenger. Payment will be made by the Bank when the payee presents the token received by him from the treasury at the Bank. In passing bills and other documents for payment at the Bank, the Treasury or Sub Treasury Officer shall observe generally, rules 210 to 229 above.

\*\**NOTE* 1.—Bills sent through messengers to the Treasury and the Bank should be endorsed by the drawing officer in the name of the messenger. The messenger's signature should be taken on the bill itself,—

(i) in the drawing office, when it is endorsed in the messengers name, duly identified and attested by the drawing officer;

(ii) at the Bank, when the bill amount is actually paid to him;

(iii) the messenger should acknowledge receipt of the bill amount and discharge the claim before token is obtained from the Treasury.

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\*Addition [G.O.(P) 303/73/Fin., dated 23rd July, 1973]

\*\*Substitution [G.O.(P) 626/81/Fin., dated 29th September, 1981]



**\*\*NOTE 2**—Requisition by the Accountant General or an Officer of the Indian Audit and Accounts Department authorised by the Accountant General in this behalf for obtaining Reserve Bank of India drafts for effecting monetary settlement of inter Governmental and other miscellaneous transactions need not be presented at the treasury, but may be presented at the bank direct without the express pay order from the Treasury.

(b) The above procedure should be followed *mutatis mutandis* in cases where bills are sent to the Treasury or the Bank by Government servants other than drawing officers. When the amount of a bill is to be paid partly at the Bank at the district headquarters and partly at sub treasuries, the Treasury Officer shall authorise payment of the bill partly in cash for the amount required for disbursement at headquarters and partly in drafts or cash orders for which formal applications should be attached to the bills.

(c) The Bank shall make payment strictly in accordance with the pay order of the officer-in-charge of the treasury, after obtaining on the bill or other documents a proper discharge from the payee in addition to the signature at the foot of the bill. All bills, cheques and other documents, passed by Treasury Officers and the Accountant General for payment at the Bank, as well as Interest Payment Orders, etc., being non-negotiable instruments warrant special precaution on the part of the Bank in the matter of identification of the payee. All such claims have normally to be presented by the payee personally, but where payment is desired to be made to an endorsee (other than a banker) or a messenger, the provisions of rule 188 (viii) or the rule in the Note under (a) above, as the case may be, should be strictly followed by the drawing officer. The Bank will not, however, disburse payments of such claims unless the Bank is satisfied about the identity of the person receiving payments as attested by the drawing officer in accordance with rule 188 (viii) or Note under (a) above, as the case may be. The Bank shall also verify before making the payment that the signature of the drawing officer attesting the payee's signature tallies with that on the bill as passed by the Treasury Officer.

Payment of cheque including Public Debt Office interest warrants which are governed by the Negotiable Instruments Act shall be made in accordance with the provisions of that Act and any generally recognised practice established among bankers by custom.

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**\*\*Addition** [G.O.(P) 613/81/Fin., dated 23rd September, 1981]

A bill \*pre-checked by the Accountant General and enfaced for payment at a Treasury or an authorisation issued by the Accountant General for non-recurring payments due to a gazetted government servant such as fees, honoraria, etc., should not be paid if it is presented at the Treasury three months after the date of enfacement or authorisation as the case may be. Such bills or authorisations for payments debitabale to travelling allowance, contingencies, grant-in-aid, scholarships, stipend, etc., passed for payment and issued in one financial year shall not be paid after the close of that year even if three months have not elapsed since the date of enfacement/authorisation. In all such cases where the period of validity is over, the bills/authorisations should be returned to the Accountant General by the Treasury Officer with a non-payment certificate for cancellation of the enfacement/authorisation, if fresh sanction or allotment of funds is necessary or for revalidation of the \*pre-checked enfacement/authorisation as the case may be, by the Accountant General.

\*This amendment shall be deemed to have come into force on the 17th day of April, 1986.

(d) Payment orders issued by the Treasury shall be valid only for a period not exceeding ten days to be fixed by the Collector. If the payee does not turn up to receive payment at the Bank before the expiry of the fixed time, the Bank shall return the bill to the Treasury Officer for revalidation on further application of the party.

*NOTE*—T.A. Contingent, Grants-in-aid, Scholarship and Stipend bills which have been passed for payment by the Treasury Officer during a financial year will not be paid at the Bank in the next financial year. In such cases the passed bills which remain unpaid at the close of the 1st working day of the financial year should be returned by the Bank to the Treasury Officers concerned who shall cancel the 'Pay Order' and sent back the bills to the parties concerned. This restriction will also apply to other types of bills which are payable from the allotment of a specified year only.

**232.** When the drawing officer desires payment of a bill or other document to be made wholly or partly in drafts, he shall submit a formal application with the bill and indicate the manner in which he desires payment to be made in his receipt on the bill. If the Officer-in-charge of the treasury is satisfied that the issue of drafts is permissible he shall specify accordingly in the pay order the manner in which payment shall be made.

\*Substitution [G.O.(P) 304/89/Fin. dated 21st June, 1989]

**233.** When the holder of a Government promissory note registered for payment of interest at a Treasury which transacts its cash business through the Bank desires to claim interest, he shall present it to the Treasury or Sub Treasury Officer concerned, who shall examine it make the necessary record in the manner prescribed in the Government Securities Manual and, if interest is payable to the holder under the rules, give him an order on the Bank for payment of the amount due.

**234.** The treasury shall prepare all advices or certificates of payment which have to be sent to any public officer or department under any rule since the point to be advised or certified is not that the moneys have been, paid out by the bank but that the payment has been duly entered in the treasury accounts.

**235.** *Treasury Bill Book.*—The Treasury Bill Book need not be presented at the bank along with any bill passed for payment at the Bank. The Treasury should fill up columns 7 to 11 of the book even when the payment is made at the bank and the government servant in the Treasury who initials the entries in the Treasury Bill Book should make a note of the objection or disallowances in the relevant columns and remark columns as the case may be over his initials.

**236.** [Omitted][G.O.(P) 386/80/Fin., dated 18th June, 1980]

**237.** *Special to Judicial Department.*—Repayment of Civil Court's and Criminal Court's deposits.-

(1) *High Court.*—The repayment of deposits in the High Court is governed by the original and appellate side rules of the High Court contained in the "Civil Rules of Practice".

(2) *Other Civil Courts.*—When any person presents an order of a civil court for repayment of a deposit in whole or in part, the Bank should require him to acknowledge receipt of the amount on the reverse of the order. If he is not the person named in the court's payment order, the Bank should require him to satisfy it that the person named in the court's order has signed an acknowledgment of receipt on the reverse of the order and has authorized him to receive the payment.

Every order of a civil court for repayment of a deposit should be taken to the Treasury Officer for countersignature before it is presented at the Bank,

unless the Bank keeps a personal ledger account for the deposits of each court. Each civil court for which the Bank maintains such an account should intimate the Bank, from time to time the amount of the lapsed deposits which should be deducted from the balance shown in the account and the pass book.

The Bank should not make payment on any order for the repayment of a civil court deposit which is presented after the end of the account month in which it was issued (*c.f.* Rule 206 above).

*NOTE*—The personal ledger accounts for the deposits of civil courts dealing with treasuries which transact their cash business through the Bank are maintained by the Bank.

(3) *Repayment of Revenue and Criminal Courts' deposits.*—A deposit standing at a person's credit in a Treasury Officer's Judge's or Magistrate's accounts should be repaid only on the order of the government servants who maintain the registers in which it is entered. A person who claims the repayment of any such deposit should apply to the government servant who received it. If the claim is in order, the government servant should, after examining the check register and making the necessary entry regarding the repayment, give the applicant an order for payment at the Bank. A repayment order signed by a Judge or Magistrate should be taken to the Treasury Officer for countersignature before it is presented at the Bank, unless the Bank keeps a personal ledger account for the deposits of each court. Each Magistrate's Court for which the Bank maintains such an account should intimate to the Bank, from time to time, the account of the lapsed deposits which should be deducted from the balance shown in the account and the pass book.

The bank should not make payment on any order for the repayment of a revenue deposit or a criminal court deposit, unless it is presented before the expiry of three months from the date of issue or before the close of the financial year in which it is issued, whichever is earlier (*c.f.* Rule 207 above).

**238.** *Special to Local Funds.*—In cases where the banking accounts of the local funds are kept at the bank (*See* Instruction III in Chapter V in Part VIII below) all adjustments made to the debit/credit of such account, either by the treasury or by the Accountant General, should without delay, be communicated by the treasury to the bank.