

GOVERNMENT OF KERALA

FINANCE DEPARTMENT

C I R C U L A R

Sub:- Excess drawal of persoanl claims of staff - Non-recovery in time - Instructions issued.

Ref:- Letter No. Co-ordn/IV/4-G1/90-91/41 dated 18.4.1990 from the Accountant General (Audit), Thiruvananthapuram.

The Accountant General in his letter cited has brought to the notice of Government regarding certain excess drawal of persoanl claims of staff, noticed during the inspection of Treasuries, on account of any one or more of the following reasons:

- (1) Grant of first, second or subsequent increment on the normal date instead of from the date of declaration of probation.
- (2) Excess drawal of surrender leave salary on account of erroneous excess credit of Earned Leave in leave account.
- (3) Drawal of ineligible special pay with leave salary.
- (4) Grant of increment before joining in State Life Insurance.
- (5) Excess drawal of pay due to erroneous pay fixation.
- (6) Excess drawal of Travelling Allowance.

2. Even when the controlling Officer/Head of Office is convinced of the irregular drawal, it is seen that they are not prompt in recovering the excess amount drawn and crediting it to Government. After the lapse of several months or years, the usual reply is that the officer concerned has been transferred to some other station and details of recovery if made has to be collected from the new office. While analysing such cases it would show that enough time was at the disposal of the head of office to whom the objection was first pointed out to recover the money from the concerned. In such cases it is very difficult to keep track of the officers transferred both for audit as well as departmental controlling officers and gather the details of recovery. ~~from the concerned. In such cases it is very difficult to keep track of the officers transferred both for audit as well as departmental controlling officers and gather the details of recovery.~~ As a result much unnecessary correspondence has to be undertaken to clear the inspection report paras. This is the position in respect of other dues to be recovered from staff such as cost of lost tokens, trunk call charges, adjustment of T.A. advances and recovery of principal and interest of persoanl advance etc.

In the circumstances, all the controlling officers/Head of Officers and Treasury Officers are instructed to make recoveries promptly and regularly and to note the balances pending recovery in the Last Pay Certificate without fail. Any laxity on the part of the Controlling Officers/Head of Offices ~~in~~ in the matter will be viewed seriously and appropriate action taken against them.

D. RAVINDRAN
Additional Secretary.

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FINCANCE (ESTT. C) DEPARTMENT

Circular No.51/90/Fin.

Thiruvananthapuram, Dt. 5.7.1990

To

The Accountant General (Audit/A&E) Thiruvananthapuram.

All Heads of Departments and Offices

The Director of Treasuries, Thiruvananthapuram

All District Treasury Officers/All Sub Treasury Officers

The Stock File.