



GOVERNMENT OF KERALA

Abstract

DISBURSEMENT OF SALARY AND OTHER ENTITLEMENTS OF  
GOVERNMENT EMPLOYEES THROUGH TREASURY/  
BANK ACCOUNTS—FURTHER—ORDERS ISSUED

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FINANCE (STREAMLINING) DEPARTMENT

G. O. (P) No. 57/2013/Fin. Dated, Thiruvananthapuram, 30<sup>th</sup> January, 2013.

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- Read :—
1. G. O. (P) No. 658/10/Fin dated 3-12-2010.
  2. G. O. (P) No. 402/11/Fin dated 23-9-2011.
  3. Minutes of meeting held by Chief Secretary on 11-12-2012.
  4. Circular No. 65/12/Fin dated 1-11-2012.

**ORDER**

As per Government Order 1<sup>st</sup> read above, it was ordered that Salary and other entitlements of all Self Drawing Officers in the State shall be disbursed only through their Treasury Savings Bank Accounts. In the G. O. 2<sup>nd</sup> cited, all Government Employees including Self Drawing Officers were permitted to draw their Salary and other Entitlements through their accounts with Public Sector Banks if they desire so.

GCPT. 4/860/2013/TP.

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2. It has come to the notice of Government that, still huge amount of physical cash on account of salaries, is being handled in many offices. The meeting referred 3<sup>rd</sup> cited has expressed concern over the risk involved in handling bulk cash for salary disbursement in offices and treasuries. It has also come to the notice of Government that, Drawing and Disbursing Officers are facing problems in handling huge amount of cash due to growing volume of salary and also the risk in retention of undisbursed amount in cash chests.

3. In the Circular referred 4<sup>th</sup> above, use of SPARK has been made mandatory for all Government Employees including those working in cheque-drawing Departments. The SPARK is already enabled with the provision for drawing salary through banks.

4. In the above circumstances, all Government Employees including Self Drawing Officers who desire to draw their salary through their bank accounts are advised to make use of the facility provided in SPARK.

5. Those employees who prefer to claim their salary through bank accounts may furnish the details of their bank account to the Drawing and Disbursing Officers (DDOs) concerned who in turn shall upload the details of bank accounts into SPARK data base so as to generate necessary bank statements to facilitate crediting of salary to the respective accounts. Along with the salary bill the DDOs shall prepare and present to treasury, a consolidated statement of bank accounts (in duplicate) showing name of employee, name of bank branch (with IFS code) and net amount payable. The SDOs shall directly enter the details of bank accounts in the SPARK and submit a bank statement as above to Treasury along with the salary bill.

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6. The Treasury Officers, after verifying and passing the salary bill, shall ensure transfer credit, net amount of salaries payable, to the bank account of the employees as per the list furnished by the DDOs/SDOs. In the case of non-banking treasuries, the Treasury Officer shall obtain a consolidated POC for the amount to be transferred to bank from the treasuries to which such treasuries are attached to, and ensure credit the amount to the respective account electronically. After crediting the payments, Treasury Officer shall return the duplicate copy of the statement to DDO/SDO recording confirmation of credit.

7. If the pay and allowances of the Government Employees of an office are paid under this scheme by credit to the concerned bank account of the employee, the confirmation of credit issued by the treasury to DDO/SDO shall be a legal quittance for the purpose of payment of salary to that employee and no stamped acquittance need be maintained for this purpose.

8. The detailed procedures as envisaged in the Government Orders 1<sup>st</sup> and 2<sup>nd</sup> read above shall be followed while opening TSB accounts/bank accounts and disbursing salary and other entitlements.

9. Necessary amendments in codel provisions will be issued separately.

By order of the Governor,

**Dr. V. P. Joy,**  
*Principal Secretary (Finance).*

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To

The Principal Accountant General (Audit), Kerala,  
Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

All Heads of Departments.

All Departments of the Secretariat.

The Director of Treasuries, Thiruvananthapuram.

All District/Sub Treasury Officers (Through Director of  
Treasuries).

The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)

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