

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH HYDERABAD**



**Financial Management
For
Drawing & Disbursing Officers**



Dear Participants,

The State Government of Andhra Pradesh has launched a major Training and Human Resource Development initiative. For effective and efficient implementation of various programmes taken up by the Government, well-trained and well-informed official machinery is a must. The Government had been introducing a large number of new programmes and have launched a series of measures aimed at Administrative Reforms with the sole objective of Providing SMART (Simple, Moral, Accountable, Responsive and Transparent) Government and for providing satisfaction to the citizen.

No initiative or programme of any organization can be successfully implemented if its functionaries are not fully involved in the programme. The best way to involve would be to make each functionary aware of his role-functions and responsibilities and make him fully conscious of what is expected of him. To achieve this, it has been considered necessary to assess the training needs of every functionary. An exercise has been launched for getting relevant information through Optical Mark Reader (OMR) Formats specially developed for the purpose. I am sure you too might have filled in the OMR format to facilitate our appreciation of your background, your requirements and your training needs.

It has also been felt necessary that every functionary in the department should be provided with booklets giving comprehensive information about the working of his department and also the specific job to be done by him as a functionary of the department. It has also been proposed to conduct various orientation courses, technical update programmes, general administration packages necessary for the day-to-day working etc. The mandate is that every public functionary should be exposed atleast to one training module every year.

In order to meet the above objectives, Dr. MCR HRD Institute of Andhra Pradesh proposes to bring out a series of booklets (in coordination with the concerned Departments) covering various aspects of administration. This material can be

used as course material while conducting training programmes, or general reference material by you during your day-to-day working.

The present volume on "FINANCIAL MANAGEMENT for drawing and disbursing officers" was brought out in January 1999 covering important aspects relating to classification of government accounts, preparation of budget, financial Rules, maintenance of accounts. In addition to covering the duties and responsibilities of various levels of Accounts staff including from Chief Accounts Officers, Accounts Officers of the Treasuries and Accounts Department, Drawing and Disbursing Officers, checklists have also been included for DDOs to attend to their work responsibilities.

It must be mentioned here that there is a common misconception that training in Accounts Management is necessary only for staff borne on the permanent rolls of departments like Treasuries and Accounts and Local Fund Audit. The fact of the matter, however, is that every officer and staff member responsible for the proper government running of government office has necessarily to oversee the management of public funds. In many cases, field level officers of line departments, through eligible promotions, get elevated over time to positions where they have to ensure budget releases and manage the spending of these funds. It is our understanding and experience that every government department, in fact, requires training in various aspects of public fund management.

We have drawn on the knowledge and experience base of a large number of competent Resource Persons in the preparation of this volume and would like to place on record our debt of gratitude to

Sri M. Narayana Murthy, Senior Audit Officer (retd.)

Accounts General's Office

Sri A. Venkaiah

Sri N. Kesava Murthy

Sri S. V. Ramana Murthy, formerly Senior Faculty

Members of the Institute of Administration

and

Officers of the Pay and Accounts Office

who have contributed extensively to the preparation of the material included in this publication. Sri D. Siva Prasad of HRDI has coordinated this activity under the supervision of Mrs. Usha Ashok Kumar FA & CAO and Mrs. Urmila Subba Rao ADG. In view of the changes brought out and amendments issued by Government from time to time, the volume is revised and updated.

Please note that the information given in these series is for training purpose only and cannot be the basis for any litigation or legal Action. Any suggestion for improvement or extension of the printed material is welcome and may please be sent directly to the Director General, Dr. MCR Human Resource Development Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad - 500 033. Please quote the series number and the title of the booklet when communicating your suggestions.

We propose to update and revise these booklets periodically incorporating the suggestions made by the participants.

Hyderabad
Date: 10-12-2001

P. V. R. K. PRASAD I.A.S
Director General
Dr. MCR HRD Institute of
Andhra Pradesh
&
Ex-officio spl. C.S. to Government(HRD)

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**Financial Management
for
Drawing & Disbursing Officers**

Financial Management

for

Drawing & Publishing Companies

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Canons of Financial Propriety

- 1.1. The following principles govern the incurrence of expenditure from public funds. These are called Standards of financial propriety and are laid down in the Introductory chapter of Financial Code Vol. I as articles No.3, 4 and 5.
 - (a) The expenditure must have been sanctioned by a general or special order of the authority competent to sanction such expenditure.
 - (b) Sufficient funds must have been provided for the expenditure in the Appropriation Act for the current financial year or by a reappropriation of funds sanctioned by a competent authority (Budget availability).
 - (c) The expenditure should not be prima facie more than the occasion demands. Every Government servant should exercise diligence and care while incurring expenditure (Art. 3&38).
- 1.2. It is the duty of every Government servant not merely to observe complete integrity in financial matters but also to be constantly watchful to see that the best possible value is obtained for all public funds spent by him or under his control and to guard scrupulously against every wasteful expenditure from public funds (Art.4).
- 1.3. All appropriations in the budget lapse at the close of the financial year. A Government servant should not, on any account, reserve or appropriate by transfer to a deposit or any other head or draw from the treasury and keep in cash chest any portion of an appropriation i.e., Budget, remaining unspent during the year in order to prevent it from lapsing and use it for expenditure after the end of the year (Art. 39)
- 1.4 Every Govt. servant should see that proper accounts are maintained not only by him but also his subordinates. **He should check the accounts as frequently as possible** in order to see that his subordinates do not commit fraud, misappropriation or any other irregularity. The Govt. will hold him personally responsible for any loss that may be found to be due to any neglect of the duties laid upon him. The fact that he has been deceived or misled by a subordinate will not mitigate his personal responsibility as he is required to be familiar with financial rules and exercise a specially strict and close control over his subordinates. (Art 5)

Duties and Responsibilities of Accounts Officers of T & A Dept.

Govt. have laid down the duties and responsibilities of the officers of the Treasuries and Accounts in the offices of Heads of Depts, vide G.O. Rt. No.1416 Fin & Plg. dated 1-7-1997, which are :

1. As a representative of Finance Department the Head of Accounts Branch has to act as Financial Adviser to the Head of Department on all the matters involving financial implications.
2. Fixation of pay of the employees of the Department should be done with the advise of the Accounts Branch.
3. Accounts Branch has to attend to release of increments, maintenance of Service Registers.
4. Accounts Branch is responsible for maintenance and disposal of pension files within the Department. For the purpose, periodical returns in prescribed form should be obtained from all the Heads of Offices and to pursue the pension cases at every state till their finalisation.
5. Accounts Branch has to scrutinise applications for sanction of loans and advances with reference to Rules issued from time to time and maintain register to watch the seniority of applications.

6. BUDGET:

- i) To prepare Number Statements and Budget estimates of Revenue and Capital and Loan Accounts under Plan and Non-plan schemes of the respective departments.
- ii) To release budget under plan a and non- plan schemes as per the instructions of the Heads of the Department. The relevant files have to be maintained in the Accounts Branches.
- iii) To review monthly expenditure with reference to release of funds.
- iv) To prepare proposals for supplementary grants/ re-appropriation/and to ensure timely preparation of savings and excess.

- v) Reconciliation of expenditure/revenue. Review with Accountant General.
 - vi) To Prepare performance Budget and prepare departmental budget speech in the Legislature Assembly.
 - v) Reconciliation of expenditure/revenue, Review with Accountant General.
 - vi) To Prepare performance Budget and prepare departmental budget speech in the Legislature Assembly.
- 7. MAINTENANCE OF ACCOUNTS :**
- i) To ensure maintenance of accounts of the Department.
 - ii) Submission of detailed contingent bills in time to Accountant General, A.P, Hyderabad and to bring cases of delay to the notice of the head of the Department
 - iii) To watch the receipt of utilisation certificates by maintaining Register of utilisation certificates.
- 8. INTERNAL AUDIT :** To conduct Internal audit of all monetary transactions in the Department.
9. Disposal of Audit Reports/Inspection Reports and objection Book Items.
10. To prepare notes on Public Accounts Committee matters.
- 11. E.A.Ps & CENTRALLY SPONSORED SCHEMES:** Preparation of cost of components of projects financed by External Agencies and Centrally Sponsored Schemes. Preparation of Project Reimbursement claims and to obtain Audit Certificates for the Project Accounts.
12. To report to the Director of Treasuries & Accounts, any instances where financial irregularities are noticed.
13. The Joint Director / Chief Accounts officer/Accounts Officer/Assistant Accounts Officer, shall be included as members of the Departmental Committees, where constituted for stores purchases, condemnation/disposal and auction.
14. He shall take responsibility as Drawing & Disbursement Officer. He may however nominate any Gazetted Officer to do it.

15. He shall undertake tours of various sub-ordinate offices for at least 5 days a month, with the permission of head of the department.
16. **CADRE MANAGEMENT** : To maintain full cadre strength particulars under Non-Plan and plan with supporting Government orders from year to year and alert the Pay & Accounts officer/District Treasury Officers not to allow the pay and allowances if further continuation has not come or if the existing posts are abolished. The number statements should be stored in accordance with the existing cadre strength under plan & non-plan should be strictly in conformity with the current sanctioned cadre strength in the Department.
17. To maintain full particulars of Cadre strength paid from contingencies , wages, honorary, work charged establishment etc., and the budget releases for these categories should be strictly for the approved number of posts under each category so that entry through these methods could be effectively checked in the Department.
18. The Accounts Officer, shall accept the decisions of the Heads of the Department concerned and action taken on them. In case the advice is given to a Gazetted Officer regarding his personal claims, vide item (vi) of para 2 above is not accepted by the Head of the Department concerned and if the Accounts Officer considers that the decision of the Head of the Department is not in conformity with the rules and regulations in force, he shall enter the particulars in a Register to be maintained in the form given below and submit it to the head of the Department so that the later may have as opportunity of reconsidering his orders. Extracts from this Register in respect of items, regarding which the difference of opinion has persisted should be sent quarterly to the Director of Treasuries & Accounts on the 5th January, April, July and October.

Accounts Officers Register of Objections

S1.	Particulars	Amount	Accounts officers Comments	Orders of the head of Dept.	Remarks

All the above subjects shall be dealt with in the Accounts Branches attached to the Head of Departments only. As for as the subjects of Account Branches are concerned the status of Joint Director/ Chief Accounts Officer/Accounts Officers/Assistant Accounts Branches attached to the various Head of Departments will be next to the Head of the

Department, irrespective of his pay scale and that of other senior officers in the Department. While the Director of Treasuries & Accounts is the Administrative Authority in so far as the officers and staff of the Accounts Branches in the offices of the Heads of the Departments are concerned, the Head of the Departments concerned shall be immediate administrative controlling authority for day to day work. The Joint Director / Chief Accounts Officer, Accounts Officer / Assistant Accounts Officer will work under the Administrative control of the Head of the Department but he is not subordinate to the other Departmental Officers of whatever rank.

Financial Code

INTRODUCTION

1. The A.P. Financial code, which is in two volumes, deals with general provisions concerning financial administration of the Government. Aspects relating to various issues such as revenue, expenditure, establishment charges, contingent charges, stores, works, grants-in-aid, deposits, losses, misc. expenditure, loans and advances, miscellaneous subjects etc., and the proformae of contracts and agreement, various registers etc., are dealt in the vol.I. The vol.II comprises of appendices concerning delegation of financial powers. Prominent among these appendices are those which deal with delegation of financial powers on various administrative and financial matters. In all, there are 330 articles and 27 forms in vol. I and 27 appendices in the vol. II. The executive orders issued by Government on financial management from time to time also have to be adhered by all Govt. servants.

GOVERNMENT TRANSACTIONS

2. Government's financial transactions consist of receipts and disbursements. The receipts comprise ordinary revenue derived from taxes, duties, fees, fines and similar items of current Government income and receipts of a deposit or banking nature including repayment of loans and advances. Government disbursements comprise expenditure out of ordinary revenues, capital expenditure and payment of banking nature including loans and advances and repayment of deposits (Art. 1&2) .

RECEIPTS, THEIR COLLECTION AND CHECK

- 3.1 Every Government servant who is responsible for the collecting of any moneys due to the Government should ensure that :
 - (a) Demands are made immediately as payments become due.
 - (b) Effective steps are taken to ensure the prompt realisation of all amounts due.
 - (c) Proper records are kept to account for all collections made.
 - (d) The demand, collection and the balance are monitored frequently to ensure complete realisation.

Irrecoverable dues are written off as per provisions contained in Appendix 23 APFC vol. II (Art. 7-9). The G.O.Ms.No.148, Fin. & Plg. dt.21-10-2000 has enlarged powers in regard to writes off.

- 3.2 Rents of Government buildings due from Government servants should be recovered from the Government servant concerned promptly in accordance with the Instructions contained in Art 14-21.
- 3.3 Where any Government property or right is sold by public auction, adequate time should be given between the date of notification of the auction and the actual date. The Government servant conducting the auction shall give adequate time before knocking down the bid in favour of the highest bidder and shall also obtain signatures of successful bidder and two other bidders lower to the highest bid (Art 22-A).
- 3.4. **REFUNDS OF REVENUE** Appendix 2, Vol. II, deals with powers of various authorities regarding refund of revenue. In case of ex gratia refund, a claim for refund, is entertainable upto a time limit of one year if notice has not been given. When notice is given, the time limit is one year. Statutory refunds are governed by the Law of Limitations. As per G.O.Ms.No. 94 Fin & Plg dt. 27.3.86. the original record should be traced and the fact of refund recorded in the departmental record and the counterfoil of the cash receipts, original receipt issued to the payees should also be collected if possible and destroyed.

SANCTIONS

- 4.1 A sanction order should stipulate the authority under which it is accorded; Copies of the sanction to the A.G. under the ink signature of a Gazetted officer (Art. 45).
- 4.2 Sanction of the Government or authority subordinate to the Government takes effect from the date of the order conveying the sanction unless otherwise stipulated in the sanction order under the rules on the subject (Art. 49).
- 4.3 A Sanction for a fresh charges lapses if it has not been acted on for a year unless it is specifically renewed. A period of one year is taken into consideration from the date of issue of the sanction which should be considered to have been acted upon, if payment in whole or in part has been made in pursuance of the sanction within 12 months from the date of issue. In cases where part payment has been made within the stipulated period, subsequent payment of balance may be made without a fresh expenditure sanction.

- 4.4 When there is a specific provision in a sanction for any fresh charge to the effect that the expenditure would be met from the budget provision of a specified financial year, such sanction will lapse on the expiry of the specified financial year and will not be operative for one year from the date of sanction (art. 56).
- 4.5 The powers of sanction of the subordinate authorities are laid down in APFC Vol.II. Appendix 7 deals in respect of consumer items and contingent expenditure. The specific provisions relating to delegation of Financial Powers in the Departmental Manuals should also be considered. Apart from these, the Larger delegation of powers are vested with the Heads of Departments, Dist., Collectors and other regional and district officers from time to time as ordered in the following GOs:

G.O.(P) No. 703 GA (AR&T) Dept. dt. 4-12-78,

G.O.Ms.No. 215, Fin & Plg. dt 14-7-83,

G.O.Ms.No. 102, GAD dt. 24-2-86,

G.O.Ms.No. 317, GAD dt. 13-6-86

G.O.Ms.No. 187, GAD dt. 13-6-86,

G.O.Ms.No. 496, GAD dt. 28-9-94 and

G.O.Ms.No. 389 GA (AR&T) dt. 4-9-96,

G.O.Ms.No. 148, Fin. & Plg. dt. 21-10-2000.

- 4.6 **CONTRACTS** : Authorities specified in Appendix 4 of APFC Vol.I are authorised to enter into contracts on behalf of the Government, The standardized form of tender and contract in respect of stores is available in form No.9 appended to the APFC Vol.I. Contracts in regard to which the Governments have not issued any definite rule and contracts containing unusual conditions should be made only after obtaining Government sanction (Art.51).

STORES

- 4.7 Stores include all articles and materials such as furniture, chemicals, scientific instruments, appliances, stationery articles, diet articles, material for construction of buildings, departmentally manufactured stores, tools and plant etc. (Art. 122).

All stores should be purchased through the Director, Printing and Stationery excepting those which have been specifically exempted from his purview under article 123 such as perishables like fruits, food stuff, news papers etc. The items

under rate contract finalized by Director of printing and stationery should be purchased from the earmarked firms. In cases of emergency, the Heads of Departments may purchase stores directly after obtaining approval of the stores purchasing committee in regard to other items as well.

Where stores are purchased directly, the following criteria should be followed in regard to preference in the purchases.

- 4.7.1 First preference for stores manufactured in sister government departments / workshops.
- 4.7.2 Second preference in respect of standard items to fully owned government undertakings and corporations ;in respect of standard items. These corporations need not participate in tenders.
- 4.7.3 In respect of Non-standard items, the undertakings also have to participate in the tenders, if any, called by departments.
- 4.7.4 The items reserved for the SSI units should be exclusively purchased from them, The list can be had from Director of Industries. These units have also been exempted from the requirement of lodging earnest money and security deposit for these specified items for which they have been enlisted.
- 4.7.5 The goods manufactured in jails should be had from them only. They include furniture, stitching of khaki uniforms, attenders' liveries, ammunition boots for officials of police, fire services and prison departments, phenyle, navar. These items can be purchased from outside only after obtaining 'No stock certificate from the jail department.'
- 4.7.6 Modern office equipment such as computers etc, should be purchased only through the A.P. Technology Services Ltd.
- 4.7.7 The cloth requirements of offices towards livery etc., should be purchased from the APCO. Like wise the woolen carpets should be purchased only from A.P. State Wool Industrial Co-operatives. Leather goods should be purchased from LIDCAP.
- 4.7.8 Steel furniture should be purchased solely from APSSIDC, while wooden furniture should be purchased from the jail department, the Government centers like WD workshops, Furniture Mill cum mechanical wood workshop, Sanathnagar etc. Industries Center, Hyd should be given next preference.

- 4.7.9 Stitching of uniform should be entrusted to physically handicapped coop tailoring Industries. Canning of chairs and manufacturing of garden chain should be entrusted to physically handicapped co-op cane and weaving society, (GOMs.No.467 Fin & Plg dt. 9-7-90, GOMs. No.770 Ind. and Commerce dt. 8-11-90, GOMs.No.717 Plg. dt 20-12-85, GOMs. No.106 GAD dt. 27-2-86, GOMs. No.594 GAD dt.22-11-86).
- 4.7.10 **TENDERS** :Article 125 deals with purchases through tender systems.
- 4.7.11 **SINGLE TENDER SYSTEM** : to be adopted in regard to purchases of a small order which does not exceed Rs. 1000 and Rs. 2000 if more than one kind of articles is order at one time and propriety items.
- 4.7.12 **LIMITED TENDER SYSTEM** should be adopted when the limits for the single tender system are exceeded and the estimated value of the order is less than Rs. 5000/-.
- 4.7.13 **OPEN TENDER SYSTEM** should be followed in regard to purchase of stores of a value of Rs. 5000 and more. In regard to PWD, the limit applies to purchases of a value of Rs. 10,000 and above. When comparing the rates quoted by the firms situated in A.P. and those outside the State, the comparison should be done on the basic cost and not inclusive of taxes. Govt orders in this regard should be adhered.
- 4.7.13.1 When open the are called, circular communication should be sent to dealers of repute apart from wide publicity in News papers, trade bulletins etc. A time gap of at least one month should be given between the date of notification of the tender and the last date for submission of tenders. If he lowest tender is passed over specific reasons therefore should be recorded (Art125).
- 4.7.14 **STOCK ACCOUNTS**: Separate stock accounts should be maintained for expendables land non-expendables such as furniture, equipments etc. (Art. 133).
- 4.7.15 **INSPECTION OF STORES** :Stores should be periodically inspected and action taken to regularise the short coming by recovery from concerned/ write off etc. (art 139). The unserviceable articles should be identified and action taken for disposal and write off in the manner indicated in art. 143 APFC Vol. I.

WORKS

5. When a Government building is occupied by more than one department the Revenue Department, if it is one of the occupants and otherwise the department which occupies the major portion of the building will be termed as the department which uses or required the building (art. 151).

No work may be started without a proper estimate. The powers delegated to various departmental authorities to sanction expenditure on works are specified in Annexure 12 APFC vol.II. The following are methods of special execution of works (Art. 163)

- 5.1 **THE DEPARTMENTAL METHOD** : Where the department itself engages the necessary daily labour and procure necessary materials. This method is adopted when no contractor is available or when it is considered economical.
- 5.2 **PIECE WORK METHOD** :the piece worker agrees to execute a work specified rates without reference to quantity and this adopted in regard to petty works.
- 5.3 **LUMPSUM METHOD**:the contractor agrees to execute a complete work with the specification for a lumpsum paymented.
- 5.4 **SCHEDULE CONTRACT METHOD** :the contractor agrees to execute a work at fixed rates and the amount paid to him depending upon the quantity of the work.
- 5.5 **AGREEMENT** :No work which is to be executed under a contract should be started until an agreement is executed with the contractor (Art. 160).
- 5.6 **MUSTER ROLL**:should be maintained in the manner prescribed/stipulated under art. 172 APFC for all departmental works. The attendance of the work charged establishment land casual workers should be taken in the muster roll.
- 5.7 **MEASUREMENT BOOK** :is the original record of actual measurement of the works executed and should be written in the manner laid down ;under art. 175 APFC Vol. I. It must be preserved with great care since it may have to be produced as evidence in a court of law in the event of legal disputes in regard to works.
- 5.8 **ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTION**:Administrative approval means the formal acceptance by an administrative department of a proposal that PWD (R&B) or the Electricity Department, should incur a specified

amount of expenditure on a specified work. Technical sanction means the order for a competent authority sanctioning a properly detailed estimate of the cost of a work to be carried out by PWD/Electricity Dept. after the Administrative approval is obtained (Art 185 APFC vol.I) For execution of works other than by departmental method the tender system should be followed (Art. 192).

- 6 ARREAR CLAIMS :** A drawing office should obtain authorization of AG/PAO in regard to claims which are not preferred within one year of their becoming due. However claims not exceeding Rs.500/- of each individual monthly claim presented within 3 years of their becoming due can be drawn without the need for pre audit.
- 6.1 A T.A. claim made after 3 months from the date on which the claim has fallen due should be refused. No claim for drawal of arrears of TA is admissible consequent on the fixation of pay in the revised pay scales etc. A leave travel concession bill, if preferred after one month of the completion of journeys should be admitted only after imposing a 15% cut over the said claims.
- 6.2 The appointing authorities in respect of NGOs and the Heads of Departments in respect of Gazetted Officers are authorised to sanction arrear claims up to a period of 6 years after pre audit. Arrear claims for periods exceeding six years are sanctioned by the Heads of Departments on adhoc basis vide G.O.Ms. No. 161, F & Plg dt. 27.4.91. But in such cases two separate bills for period over and above six years which are sanctioned on adhoc basis by the Heads of Departments should be prepared vide G.O.Ms. No. 161, F&Plg dt. 27.4.91.
- 6.3 PAY ETC DUE TO DECEASED GOVERNMENT SERVANTS .** Pay, leave salary and the emoluments due to a Government servant are to be paid for the day of death irrespective of the hour of death. In respect of Gross amount of claim up to Rs. 5,000/- payment to the person holding right and title may be ordered by the Head of the office without the need of any legal authority. If the gross amount exceeds Rs. 5,000/- orders of the Heads of the department should be obtained who will order the payment in accordance with the detailed procedure laid down in Art 80.
- 6.4 PAYMENT IN THE CASE OF EMPLOYEES WHOSE WHEREABOUTS ARE NOT KNOWN** (art 81 read with G.O.Ms.No.241, F&P dt.10..9.87 and G.O.Ms.No.111 Fin & Plg dt.22.4.88)
- 6.4.1 In the above case the family should obtain a report from concerned police station that the employee has not been traced. An indemnity

- bond from the Nominee/dependent to the effect that all payment due to the employee, in case he appears on the scene and makes any claim should be obtained. All Government dues should be recovered before effecting payment to the nominees.
- 6.4.2 **PENSION** : Family pension, DCRC applications are entertained only after one year of disappearance.
- 6.4.3 **GROUP INSURANCE** : Insure cover claim is payable after 7 years of the month following month of disappearance provided the claimant produces a proper and indisputable proof of death or a decree of the court of the employee is presumed dead.
- 6.4.4 **SAVINGS FUND** is payable after one year after following the procedure laid down under 4.11.1 above. However in respect of total insurance claims for a period of one year, full subscription at the rate applicable on the date of disappearance together with interest at the rates applicable to savings fund should be recovered from the savings fund amount payable after one year. For a further period of 6 years or till the month in which insurance cover is paid, whichever is later, premium of insurance cover at 3/- per month for every Rs. 10,000/- along with interest should be recovered from the Insurance cover payable after 7 years.
- 6.5. **TOUR ADVANCES** are sanctioned under art. 84 by heads of offices to themselves as well as employees of their offices to defray tour expenses. The advances should be adjusted in full at once when the Government servant returns to headquarters or by 31st March whichever is earlier. Advances drawn in March May be adjusted before 30th April. No second advance should be sanctioned until the first has been fully adjusted. A register in form No.223 APFC Vol.I should be maintained for the adjustments of Tour advances (art.84).
- 6.6 **DEDUCTION OF INCOME TAX** : Every Disbursing officer should make the appropriate deductions of income tax in accordance with the provisions of IT Act. (art. 86).
- 6.7 **ATTACHMENT OF PAY AND ALLOWANCES BY CIVIL COURTS** : The maximum amount attachable by a civil court is calculated on the amount earned and not on what remains after satisfying debts due to the Government on advances taken

under the rules. The emoluments excepting the compensatory allowances detailed in art. 87 are attachable by courts of law.

CONTINGENT CHARGES

- 7.1 Heads of offices have been empowered to incur or sanction expenditure on ordinary and recognized counting i.e. should not involve any commitment beyond a single payment unless the authority concerned has been fully empowered to incur or sanction such recurring expenditure. Appendix 7 & 15 APFC Vol.II in particular deals with powers of various authorities in this regard.
- 7.2 **DELEGATION OF POWERS** : Head of offices may also delegate their powers to incur or sanction expenditure on contingencies to any gazette Government servant serving under him subject to any further conditions and restriction which he may consider necessary.
- 7.3 Government have prescribed the powers of various Heads of Departments and subordinate authorities in the following codes:
- (a) Financial code Vol.II in regard to loans and advances and temporary advances and subordinate authorities in the following codes.
 - (b) Financial code Vol.II in regard to various aspects relating to refunds of revenue, entering into contracts, contingent expenditure, miscellaneous expenditure, write off of losses etc.
 - (c) Departmental codes and manuals specifically for the officer of concerned departments.
 - (d) Executive orders/delegation of powers are accorded in
 - (a) G.O. (P) No. 703 GAD dt. 4.12.78,
 - (b) G.O.Ms: No. 102 GAD dt. 24.2.86,
 - (c) G.O.Ms. No. 490 GAD dt. 28.9.94,
 - (d) G.O.Ms. No. 389 G.A (AR &T) dt. 4.9.96,
 - (e) G.O.Ms.No.148 F & Plg. dt. 21.10.2000

(e) Executive orders conferring larger powers in regard to some specific departments are issued in G.O.Ms. No.417 GAd dt. 5.8.86 etc.

7.4 Contingent charges are recorded in a special register maintained in each office as per provisions under art 103 FC Vol.I. Detailed classification of expenditure and the progressive total against the budget allotted should be recorded in the contingent register as laid down in art. 103.

7.5 DRAWAL OF MONEY RELATED TO CONTINGENT EXPENDITURE:

The moneys under contingencies are generally drawn from public account as follows :

7.5.1 **PERMANENT ADVANCE** : Each office is sanctioned the required amount of permanent advance by the Government. Revision of P.A. may also be sanctioned by the above authority. The P.A. is accounted for in a special register prescribed in GO Ms. No. 54 F&P dt. 14-2-79 appended to financial code vol. and is meant for making initial payments in regard to items of expenditure which are absolutely essential to meet the expenses of an office (art.94) and presentation of bills at the Treasury /PAO (art 106)

7.5.2 **FULLY VOUCHERED BILLS** : In regard to transaction made on credit basis, the amounts required are drawn based on suppliers bills and advance stamped receipts. If these transactions come under countersigned contingencies, i.e. items specified for each department under appendix 8 APFC Vol.I, controlling officer should countersign before draw l, Otherwise these can be drawn by drawing officer, themselves.

7.5.3 **ABSTRACT CONTINGENT BILLS (A.C. bills)** : are drawn for the items of contingencies which require scrutiny and counter signature of the controlling officer after payment (art 102 and appendix FC vol.II). The detailed contingent bills should be sent to controlling officer before the 10th. of the succeeding month to which they relate. In respect of items of expenditure not already earmarked for drawl on A.C. bills under appendix B APFC vol.II, the Heads of departments may authorize drawals on A.C. bills for sums not exceeding Rs. 4000/- on each occasion.

- 7.5.4 TEMPORARY ADVANCE (ART.99) :** may be drawn for meeting contingent expenditure of a specific fund by obtaining specific sanction of Government. Standing sanction in respect of some of the departments are detailed in art.99. A second advance should not be drawn unless the detailed accounts for the earlier advance are submitted by Drawing officer to AG/PAO and certificate to that effect recorded in the bill.

GRANTS IN AID

8. Art 211 deals with grants-in aid. Every order sanctioning a grant should specify clearly the object for which it is given and the conditions, if any, attached to the grant. A utilization certificate should invariably be obtained for all grants and the checks envisaged under art. 211 scrupulously exercised.

DEPOSITS

9. Government received money in connection with the transaction of public business termed as deposits which are repaid to the parties concerned by repayment or otherwise. Any department of Government may receive such deposits. A large number of these relate to revenue administration or the administration of justice. No amount should be credited under a deposit head if it can properly be credited to some other known head in Government account. The criteria under art. 267 and 268 should be followed in accepting deposits. The detailed procedure in regard to credit and repayment of deposits are laid down in T.R. 10 and TR 16 of APTC code Vol.I. The departments should reconcile the balance under deposits with the Treasury / Bank every month.

CARRIAGE OF CASH

10. The minimum precautions to be observed for safeguarding Government money i.e., the encashing of bills, in remitting money from one office to another are stipulated in art. 274-A. The staff members should be detailed for the purpose keeping in view the volume of cash involved.

LOSSES

11. In the event of losses in cash and stores, the departments should follow the detailed procedure under art. 294-302 of the code. Departmental action should be pursued to see that the losses are made good and where this impossible, to get waiver by write off under order of competent authority. The modus operandi of the loss should be investigated thoroughly to know the defects in the system, if any, which resulted in the loss and to ensure necessary remedial measures.

12. MISCELLANEOUS

Govt. circular Memo No.164-B/25/A2/W&M/2000/Fin & plg Dept dt 28.2.200 reiterates the ban on purchase of New Vehicles. Proposals for hiring of vehicles should be accompanied with condemnation certificate issued by the appropriate authority in conformity with orders issued in G.O.Ms.No.333 GA OP II Dated 31-7-1997. Driver of the condemned vehicle should be surrendered to Finance & Plg. (FW-SMPC) Dept.

13. DELEGATION OF POWERS

Delegation of powers as accorded in GOMs No. 490 GAD dt. 28-9-94 and G.O. Ms. No. 389 GA(AR&T) D dt. 4-9-96 and as per G.O. Ms. No. 148, Finance and Planning dt. 21-10-2000 are indicated in the statement.

Sl. No.	Item of Expenditure	Sectt Dept HODs/Dist. Collectors.	Regional officers	Dist.officers (other than (D.C.'S) Unit Offices
1.	Maintenance of Motor Vehicles a. Light Vehicles b. Heavy Vehicles	Full powers subject to guidelines vide G.O.Ms.No.333 GAD Dt.31-7-1997	2000 per vehicle 4,000 per vehicle	2000 per vehicle 4,000 per vehicle
2.	Purchase of Stationery	full powers	full powers	full powers
3.	Purchases of Steel, Wooden Furniture	full powers	50,000	10,000
4.	Repairs to Furniture	full powers	5,000	5,000
5.	Rent of office building	full powers according to plinth area & rent assessment by R&B (instructions issued in G.O. Ms. No.35 F&P dt.27.2.97 read with Govt. Memo 127 R&B/97 dt.9.6.97)	full powers according to plinth area & rent assessment by R&B (instructions issued in G.O. Ms. No.35 F&P dt.27.2.97 read with Govt. Memo 127 R&B/97 dt.9.6.97)	full powers according to plinth area & rent assessment by R&B (instructions issued in G.O. Ms. No.35 F&P dt.27.2.97 read with Govt. Memo 127 R&B/97 dt.9.6.97)
6.	Purchase of bulbs and lamps	full powers	10,000	500
7.	Light referfreshments	Rs. 300 at a time not exceeding Rs. 2000 p.m.	Rs.200 P.M.	Rs.200 P.M.
8.	Books, maps and periodicals	Full powers	12,500(P.A)	600 p.a.
9.	Repairs to typewriters	Full powers	full powers	full powers
10.	Condemnation of Vehicles	full powers Subject to technical scrutiny by PW Workshop or Area Transport Officer	full powers Subject to technical scrutiny by PW Workshop or Area Transport Officer	full powers Subject to technical scrutiny by PW Workshop or Area Transport Officer

S. No.	Item of expenditure	Sectt Dept HODs/Dist. Collectors	Divisional Officers	Tahsildars / Mandal officer
1.	Repairs to Duplicators	Full powers	1,000	1,000
2.	Organisization of Sports and games	50,000		
3.	Electrical installations a. For additional improvements alterations to each building, apartment in the compound	full powers	1,000	1,000
	b. Improvements and alterations and new installation to new buildings	1,00,000	1,000	1,000
4.	Printing locally without referring to govt. Press printing & binding.	full powers	5,000	1,000
5.	Visits of high personages	5,000 on each occasion subject to a ceiling of Rs.50,000	200 per occasion subject to a ceiling of Rs.2,500	200 per pccassopm subject to a ceiling of Rs. 2,500
6.	Purchase of non-govt. Publications relevant to law and Admn. Management	full powers		
7.	Crockery Cutlery and Utensils (Initial Purchase)	5000		
8.	Purchase of Fans.	full powers		
9.	Air Coolers	full powers		

Budget Matters

1. The word "Budget" is derived from the old French word 'Budgettee' which means a 'Little Bag'. In Britain, the term was used to describe the leather bag in which the chancellor of the Exchequer carried to the Parliament the annual statement of the Government's needs and resources.
 - 1.1 The study team on state level administration of the Administrative Reforms Commission of Government of India Defined the term "Budget" as:
"just as Audit is the post-discipline, budget is the pre-discipline on public spending".
 - 1.2 The need for a Budget arises on account of the constitutional obligation laid down under Article 266 (3) which envisages Parliamentary and Legislative control over expenditure.
 - 1.3 The budget of Government expresses its total activity in monetary terms. Budget reflects what the Government intends to do. Expenses are budgeted in relation to anticipated income in a year.

PERFORMANCE BUDGETING

2. A budget should not merely show financial outlays on various sectors and different functions. It should always indicate the physical achievements proposed to be attained from the financial outlay. A budget which exhibits not only the financial but also the physical targets is a performance budget. Some of the development departments in the state a bringing out the physical achievements accomplished and targeted in separate budget publications.

ZERO - BASED BUDGETING

3. Zero base implies that all activities and priorities are revised afresh to create a new and better set-up of allocation for the coming budget year. The essence of this budgeting is to prepare a defence of a 'budget request' with out making any reference to the level of previous appropriations. The Central and State Governments are required to follow this approach for the preparation of their budgets.

PLANNING COMMISSION

4. There is no reference to the Planning Commission in the Constitution through Several commissions have been given Constitutional status. The only reference

to planning in the Constitution is in entry 20 of the Concurrent list - 'Economic and Social Planning'. In pursuance of the power conferred by entry 20 of the Concurrent list a Planning Commission was set up in 1950 by the Government of India. This was an extra - Constitutional and non-statutory body set up by an executive resolution of the Government to act as an Advisory body. Prime Minister Nehru was its first Chairman and ever since every Prime Minister has become the chairman of the Commission. The Minister of Finance is the Member of the Commission along with a few Ministers of Economic Ministries. There are also other members drawn from other fields, particularly from among persons having specialised knowledge in Economics.

The function of the Commission is to formulate & integrate Five Year Plans for economic and social development and for the 'most effective and balanced utilisation of the country's resources' which would initiate a 'process of development which will raise living standards and open out to the people new opportunities for a richer and more varied life'.

The Planning Commission is however, only an advisory body. It formulates plans but has no executive authority to implement them. As the Planning commission has been set up on pursuance of the power vested by the Concurrent list subject, the Commission can make plans for the Union as also for the States, leaving their implementation to the Union Government or State Government as the case may be. Planning pervades all Departments of Government, both at Centre and in the States, and this accounts for the ever increasing sweep of economic and financial responsibilities of the Planning Commission. The Central Plan assistance to the states is given by grants made under Article 282 of the Constitution and here the Planning Commission plays a decisive in Federal - Financial Relations.

CENTRALLY SPONSORED SCHEMES.

5. Only such schemes will be taken up as Central Schemes which :
 - i) Relate to demonstrations, pilot project, surveys and research
 - ii) have a regional or inter-state character
 - iii) require lumpsum provision until they could be broken down territorially, and
 - iv) have an overall significance from all India angle.

- 5.1 These schemes are designed by the Central Government and implemented either directly or through the State Governments. The finances required by the State Governments to implement these Centrally sponsored Schemes are made available wholly or partly. In the latter case, the states make a matching contribution or meet the balance of cost. The C.S.S. are included in the Plan Budget.

NATIONAL DEVELOPMENT COUNCIL

6. The National Development Council was formed in 1952. It is an extra constitutional and extra legal body. It consists of the Prime Minister of India and Chief Ministers of all the States. Presently all members of the Union Cabinet as also the Administrators of the Union Territories have become members of the council. The functions of the council are to strengthen and mobilise the efforts and resources of the Nation in support of the plans, to promote common economic policies in all vital spheres and to ensure the balanced and rapid development of all parts of the country and in particular.

To review the working of the National Plan from time to time, and

To recommend measures for the achievement of the aims and targets set out in the National Plan.

- 6.1 This is the highest policy making body in our country, functioning almost as a super cabinet in economic affairs.

FINANCE COMMISSION

The Finance Commission is appointed by the President under Article 280 of the Constitution read with the Finance Commission (Miscellaneous Provisions) Act, 1951. It consists of a chairman and four other members.

The Chairman shall be a person having experience in public affairs and the four other members shall be appointed from among the following :

Persons who are or are qualified to be appointed as High Court Judges.
Persons having special knowledge of the finance and accounts of the Government.

Persons having wide experience in financial matters and administration, and
Persons having special knowledge of economics.

7.1 It was intended that the Commission should be broad based, capable of looking at the problems facing it from all angles. The first Commission was appointed in the year 1952 and thereafter every five years. Eight such commissions have been appointed so far. It is the duty of the commission to make recommendations to the President as to :

the distribution between the Union and the states of the net proceeds of taxes which are, or may be distributed between them and the allocation between the States of the respective shares of such proceeds : (Eg. Income Tax and Central Excise Duties).

the principles which should govern the grants-in-aid of the revenue of the states out of the Consolidated Fund of India.

any other matters referred to the Commission by the President in the interest of sound finance.

7.2 By practice and convention, the needs of the states relate only to non-plan expenditure. Expenditure on Plan investment and central financial assistance to the states on account of State Plans and Centrally Sponsored Plans are outside its scope. While the scope of the Finance Commission is limited to review of the revenue segment of the Budget, the Planning Commission takes an overall review embracing both capital and revenue requirements of states.

8. THE BUDGET consists

of Consolidated Fund of the States,
Contingency Fund of the State, and
Public Account of the State.

8.1 The transactions relating to the consolidated fund of the states are accounted for in three different sections, viz. (a) Revenue Account (b) Capital Account (c) Loan Account. As per article 266 (1) of the Constitution, all revenues received, all loans raised by the issue of Treasury Bills, loans, or ways and means advances and all money is received in repayments of loan shall form "Consolidated Fund of the State".

8.2 As per Art. 267 (2) of the Constitution "Contingency Funds of the State" is in the nature of an advance of 50 crores from the Consolidated Fund of the

State. It is intended to provide advances for meeting unforeseen expenditure arising in the course of the year, pending authorisation of such expenditure by law to be passed by the state Legislature under Art. 205 and 206 of the Constitution.

- 8.3 As envisaged in Art 266(2) and 284, the 'Public Account' of the state pertains to all public moneys received by or on behalf of the State Government which are not creditable to the Consolidated Fund of the State. The State Government acts as Bankers in receiving amount which they subsequently recover. Some are merely adjusting heads and all these transactions are cleared eventually by adjustment under final heads.

DEPARTMENTAL BUDGET ESTIMATES

9. The budget is based on the departmental estimates submitted by the Heads of departments and certain other estimating officers, and are based on the estimates submitted by the District Officers of the departments.
- 9.1 Heads of Departments and other estimating officer should prepare their estimates in duplicate on the skeleton forms furnished by the Finance Dept. and send one copy direct to the Finance Dept. and the other to the Administrative Dept. of the Secretariat concerned. As laid down in para 16.9.1 of the Budget Manual, all budget estimates should be submitted to the Administrative Depts. of Secretariat concerned with a copy to the Finance and Planning (Fin. Wing) Dept. not later than 1st October.
- 9.2 The administrative dept. should send the estimates with their comments so as to reach the Fin. Dept. by 15th.
- 9.3 The Accountant General will also forward the skeleton forms with the account figures of the previous budget year and the actuals for the first five months of the current financial year to the Fin. Dept. in batches between 10th October and 31st December.

9.4 The form of department estimate is given below

Minor heads, sub-head and Detailed heads of appropriation (1)	Accounts for the year (in rupee) (2)
Budget Estimates for the Current year (3)	Revised Estimates for The current year (4)
	Budget estimates for the next year (5)

- 12.5 An explanatory note to justify the provisions under each sub-head of account should be given covering the following :
- a. The objectives of the department or the scheme.
 - b. The quantum of work done by the department, the physical targets achieved under the scheme during the previous year and the physical targets proposed to be achieved during the current year and the next year.
 - c. the justification for various categories of posts and the number of posts in each category:
 - d. relevance of the programme to the overall objective in the present context, and
 - e. The consequence of its non-funding.
- 12.6 The provisions under the concerned detailed heads i.e. standard objects of expenditure, should be included keeping in view the guidelines indicated in A.P. Budget Manual read with G.O.Ms. No.304 Fin. & Pig. dt 5-12-94.
- 12.7 The provision for Leave Travel Concession and other fringe benefits to employees, i.e., Education Concessions etc., shall be included under "Salaries"
- 12.8 The estimates for contingent expenditure shown under "050 - office expenses"
- 12.9 Details of the items of contingent expenditure included, detailed reasons together with figures should be furnished along with the actuals for the past three years in respect of each item.
- 12.10 Proper attention must be paid while estimating water and electricity charges which should take into account pending arrear bill, the increase in tariff rate etc. and provision for the amounts that will become payable in the year.
- 12.11 Wherever arrears are included, detailed reasons together with figures should
- 12.12 Provisions should be made in the Budget Estimates for the coming

year for all sanctioned schemes but not for schemes of new expenditure which have been submitted to Government but not yet sanctioned.

- 12.13 Inclusion of lumpsum provision in the estimates should be avoided.
- 12.14 Estimating officers should, in preparing the Budget Estimates, make provisions for contingent expenditure etc. on the basis of the lowest expenditure incurred in any of last three years. No increase in provision will be allowed except for special reasons.
- 12.15 Provision for the maintenance of office motor vehicles should be made under the sub detailed head "057 maintenance of functional vehicles". Similarly the provision required for maintenance of functional vehicles like Ambulance Van etc. should be made under the sub-detailed head of account 210 - Motor vehicles' under the respective sub-head of account, The payment required for payment of hiring charges should be made under the head "690-Hiring of Private Vehicles".
- 12.16 The estimating officers should ensure that provisions are included in the Budget Estimates for all items of expenditure which can be foreseen and avoid obtaining supplementary grants during the course of the year. They should prepare the estimates very accurately and include schemes and the provision therefor definitely be spent during the year so as to avoid surrender of huge sums at the end of the year.

REVISED BUDGET ESTIMATES

13. The Revised Estimate for a year is an estimate of the probable receipts or disbursements under each head for that year framed in the course of the year, with reference to the actual transactions recorded for the months of that year for which complete accounts have become available. The revised estimates are prima facie the best guide to the coming year's estimates. They would enable the Govt. to arrive at the appropriate closing balance for the current year which will become the opening balance for the next year. It is therefore essential that. Revised Estimates are prepared with great care and should be as close as possible to the actuals, there are 3 methods for the calculation of Revised Estimates under para 16.6 of the Budget Manual. One of the 3 methods which is considered to be most suitable for each particular case can be adopted. It should be noted that the Revised Estimates do not authorise

any expenditure. If provision is made for additional expenditure in them it is necessary to apply separately for additional appropriation required. Similarly, a reduction in the provision of funds for the revised estimates does not obviate the necessity for the formal surrender of any amount provided in the Budget Estimates.

NUMBER STATEMENTS

- 14 According to para 16.20.1 of the A.P. Budget Manual, the Heads of Departments and the other Estimating Officers are required to submit number statements to the Finance Dept. by 1st August every year, year a statement giving particulars of posts in each permanent and temporary establishments (both gazetted and non-gazetted), the sanctioned monthly pay, the special pay if any, and the fixed allowances attached to posts or Individuals that will be drawn on the 1st April, of the following year and number of officers at each rate of pay for whom provision required under "011 Pay of officers", "012 - Pay of Establishment", "030 - Dearness Allowance", 013 - House Rent Allowance", and "014 Other Allowances" shall be exhibited separately under the detailed head "010 Salaries". The provisions required for meeting the expenditure on educational concession, medical reimbursement charges etc. should be shown under the sub-detailed head "014 - other allowances", and the LTC shall be shown under separate sub-detailed head" 017 - leave Travel Concession" under the detailed head salaries and the details given separately for each of the above items. The details of vacant posts and the period they are likely to be vacant should be indicated in the number statements. Copies of the Govt. sanctions in respect of all temporary establishments should be enclosed to the number statements and their references indicated in the statement where the particulars of staff are given. The number statements in respect of posts under Plan, Non-plan and Grants-in-aid towards salaries shall be sent separately under respective sub-heads, and major heads of accounts. All the Heads of Depts., and other estimating officers should furnish the number statements in the proforma-I and II prescribed by the Finance dept.

BUDGET ESTIMATES RELATING TO PLAN

15. The heads of dept. and the estimating officers should prepare plan budget separately and should not be mixed up or merge with Non-plan

provisions. The Departmental Clearance Committee constituted in G.O.Ms.No.26 F&P (Plg. wing AP.I) Dept., dt. 8-5-95, is convened by the Planning Dept. for new schemes included in the Plan. Proposals to the Departmental Clearance Committee/Project and Programme Approval Committee in the proforma prescribed by the Govt. (Annexure I and II appended to Govt. (Annexure I and II appended to Govt. U.O. Note No. 6217/Plg. A.P./91-1, F& P Dept. dt.1-4-91) should be furnished to the Administrative Dept./Plg. Dept. in 10 copies.

FINAL BUDGET

16. Finance Dept. will determine in final estimates, by about the end of January. Copies of the budget publication containing inter alia the "Annual Financial Statement" or "Budget" prepared by the Finance Dept. are sent to the secretary to the State Legislature for circulation to the members at the time of presentation of Budget by the Finance Minister on a day to be fixed by the Governor which will ordinarily be towards the end of February.

17. There are three stages in the preparation, presentation and obtaining of approval of legislature for the Budget.

17.1 **FIRST STAGE** : Under Article 202, of the Indian Constitution, a statement of estimated receipt and expenditure of the State for each financial year has to be laid before the Legislature. This statement is known as the "Annual Financial Statement" or "Budget". It shall show separately (a) the sums required to meet the expenditure charged on the Consolidated Fund of the State and (b) the sums required to meet other expenditure proposed to be made from the Consolidated Fund of the State. It shall distinguish expenditure on revenue account from the other expenditure.

17.2 **SECOND STAGE** : Under Art. 203 of the Constitution, Demand for grants indicating the service of administration (or Dept.) to which the demands relate are presented to the legislature. These demands are discussed in the Legislative Assembly and voted.

17.3 **THIRD STAGE** : Under Art.204 of the Constitution, after the Demands for Grants are voted by the Assembly, an appropriations required to meet the expenditure charged on the Consolidated Fund, will then be

introduced in the Legislative Assembly. After the bill is passed by the Houses of Legislature, the appropriation Act will be submitted to the Governor for approval and this Appropriation Act, permits the chief controlling officer/subordinate controlling officers/drawing and disbursing officers to incur expenditure from the consolidated Fund of the State for meeting the day to day expenditure on public service.

VOTE ON ACCOUNT

18. The above three stages are normally expected to be completed by 31st March. If any delay is anticipated in this regard, demands for advance grants in respect of the estimated expenditure for a part of the Budget year, may be presented to the Legislative Assembly. Thereafter the demands will be discussed, voted and finally passed an appropriation act in the manner laid down in Art.203 and 204 of the Constitution. This is called "Vote on Account". It permits the Govt. to spend money from the Consolidated Fund of the State, a portion of the financial year from 1st April, pending the passing of Appropriation bill for the whole year.

BUDGET CONTROL AND DISTRIBUTION OF FUNDS TO DISTRICT OFFICES

19. The expenditure incurred during the year should be kept within the provision authorised in the demands for grants and the Appropriation Act. There is a chief Controlling Officer for every service or administrative department who will ensure control of expenditure with reference to details of expenditure reported by the Disbursing officers in Form "B" every month. The figures are consolidated in form "O" by the Chief Controlling Officer.
- 19.1 The Treasuries in the Districts and the Pay and Accounts Officer, in the twin cities render compiled account of receipts and expenditure of the Govt. to the Accountant General.

Computerisation of each month's Govt. accounts, including those relating to Pay and Accounts Office, Hyderabad has been attempted from April, 1979. The purpose sought to be achieved by these computerised print - outs supplied by the Fin. & Plg. Dept. to the Chief Controlling Officers are: (a) reconciliation of receipts and expenditure treasury wise with District Departmental figures every month, (b) monitoring the progress of Plan and Non-plan Schemes with reference

to State level expenditure figures (c) reallocation of budgetary resources in time and (d) reconciliation of departmental figures with the books of the Accountant General.

RECONCILIATION OF DEPARTMENTAL FIGURES WITH THOSE BOOKED IN THE TREASURIES AND THE FIGURES BOOKED IN THE ACCOUNTANT GENERAL'S OFFICE.

20 According to para 19 of the Budget Manual, every chief controlling officer should watch the progress of expenditure continuously and for this purpose, he should require the Disbursing Officers to report every month the figures of actual expenditure during the previous month and the liabilities incurred, but not yet paid. Each disbursing officer should therefore maintain a register of disbursements and liabilities and as soon as a bill is encashed at the treasury, it should be posted in the appropriate columns of the register against the District Treasury in which the payment is made. The disbursing officer and the chief controlling officer shall reconcile the figures of expenditure with those booked in the treasurer and this reconciliation work must be completed on or before 4th of each month for the expenditure incurred in the previous month. After the close of each month, every disbursing officer should, after reconciliation with treasury figures as prescribed by the chief controlling officers in consultation with the District Treasury Officer, forward to the controlling officer immediately superior to him an extract of his account.

20.1 The chief Controlling Officer should consolidate the totals of his own expenditure and that shown in the extracts from the registers of the subordinate controlling officers and he should send a clerk of his officer to the Account General's office with the departmental register, quarterly, on a date to be fixed to each department by the Accountant General. The clerk should with the assistance of the AG's staff compare the departmental figures with those recorded in the AG's books. A statement of discrepancies the adjustments to be made by the Chief Controlling Officer. One copy of the statement of discrepancies shall be handed over immediately to the AG's reconciliation clerk for affecting the necessary adjustments and another copy will be taken by the clerk for affecting the necessary adjustments and another copy will be taken by the clerk to his office where necessary adjustments will be taken by the clerk to his office where necessary adjustments

should be effected in the departmental registers. The chief controlling officer should then send a certificate to the AG that this work has been done. Similarly the AG's office make the necessary adjustments in his books and inform the clerk that the adjustments have been done. The chief controlling officer should then send a certificate to the AG stating that the figures in his registers have been reconciled with those in the books of the AG. The Treasury shall prescribe a date on which each drawing officer shall reconcile monthly figures with the Treasury or Pay & Accounts Office. The Treasuries and Pay and Accounts Office shall maintain a register showing the dates on which the reconciliation was made by the officers and shall verify the correctness of the certificate furnished by the drawing officers along with the pay bills.

- 20.2 The chief controlling officer (i.e. Heads of departments) shall get the figures of receipts and expenditure for the entire state reconciled with those booked in the AG's office of quarterly basis by following the procedure already prescribed and a certificate to that effect shall be furnished to the Pay and Accounts Officer. The chief controlling officer shall furnish the PAO the designation of the officer/officers in his office entrusted with the responsibility of reconciling the consolidated state wide figures of receipts and expenditure with the Accountant General, head of account wise.
- 20.3 The salary of the concerned officer who is responsible for reconciliation, shall not be allowed to be paid by the PAO for the second month in the next quarter if a certificate of reconciliation with the AG's figures is not furnished to the PAO i.e. if the officer fails to get the accounts reconciled for the quarter April to June by the end of August, the salary for the month of September shall not be allowed to be drawn by the Treasury or the PAO, as the case may be.

THE BUDGET CONTROL PROCEDURE

21. In order to ensure that the expenditure is kept well within the budget allotment and to avoid ways and means difficulties, Govt. introduced with effect from 1.8.67, a system of control over expenditure with particular reference to the budget allotments.
- 21.1 Heads of departments should prepare and send the distribution statements of funds direct to their subordinate officers and the District

Treasury Officers with copies to the Director of Treasuries and Accounts. The DTOs should act on the basis of these statements without waiting for the authorisation from the Director of Treasuries and Accounts and admit expenditure for the first three months of financial year i.e. April, May and June.

21.2 In the meantime, the Director of Treasuries and Accounts will scrutinise the statements and communicate them to the Treasury officers for admitting expenditure, before the end of June.

21.3 The expenditure for the entire year should however be regulated only on the basis of authorised statements communicated by the Director of Treasuries and Accounts and variations in the statements first communicated by the controlling officers directly as compared to the figures authorised by the Director of Treasuries and Accounts, should be reported by the Director of Treasuries and Accounts, should be reported for reconciliation to the Heads of departments.

21.4 If the statements are not received before the end of the June through the Director of Treasuries and Accounts, the DTO will not admit fresh expenditure in audit.

21.5 In respect of items which are exempted from Treasury Control DTO may continue to admit bills till the end of June even in the absence of distribution statements from the chief controlling officers.

21.6 In respect of departments having Chief Accounts Officers, while communicating the distribution statements to the DTO it should be clarified by the concerned Heads of departments that statements of distribution are issued with the concurrence of Director of Treasuries and Accounts only, quoting his reference number and date. A copy of this should be marked to Director of Treasuries and Accounts. The DTO should not insist for a separate authorisation from the Director of Treasuries and Accounts and can admit the bills.

21.7 The chief controlling officer/Estimating officers have to incur expenditure under Plan and Non-Plan on quarterly basis except where specific authorisation has been given by the finance department for incurring expenditure otherwise.

SUPPLEMENTARY GRANTS

22. Unavoidable and unforeseen circumstances may however, arise in the course of a financial year, making it necessary to incur urgently fresh expenditure under one or more detailed heads or to incur expenditure on a new service, not contemplated in the original Budget Estimates. In such cases, savings in other appropriations by postponement or curtailment of less urgent expenditure, may be reappropriated except when it is on account of a 'New Service'. If this is not possible expenditure should be presented to the Legislature as laid down in art.205 of the Constitution. 15th February is fixed as the last date for submission to Govt. by controlling officers of applications for surrender of savings in appropriations and for reappropriation and supplementary appropriations. 25th February is the date by which the Finance Dept. should receive the above proposals from the Administrative departments.
- 22.1 In the case of supplementary grants, it is not necessary to postpone the expenditure till the receipt of Appropriation Act. Bills can be presented at the Treasuries/PAO, after obtaining the approval of the Director of Treasuries and Accounts by appending the certificate, if it is under the purview of Treasury control, that "The additional amounts included in the statement are those for which the supplementary estimates have been accepted by the Fin & Plg. (Fin.Wing) Dept" (Govt. circular Memo (No.3511/d/20/W&HII/81F&P and Govt. Memo No.1589-B/25/W&III, F&P).

NEW SERVICE

23. The revised monetary limits for treating the schemes to be introduced during the course of the year as "New Service/New Instruments of Service" are indicated in the Annexure to G.O.Ms.No.26, Fin.(BG) Dept. dt.18.5.90, Expenditure on a 'New Service' not contemplated in the Budget Estimates for the year should not be incurred whether the expenditure is charged or voted and whether it can be met by reappropriation or not, until it is included in a supplementary statement of expenditure presented to the Legislative and eventually in an Appropriation Act. If the expenditure can be met from the savings with in the grant, wholly or in part, it will be sufficient, if a token sum of

Rs.1,000/- or the balance actually required, as the case may be, is included in the supplementary statement of expenditure.

ADVANCES FROM CONTINGENCY FUND

- 23.1 Pending the authorisation of funds by the Legislative, an advance may be sanctioned by the Governor from the "AP Contingency Fund" to enable urgent expenditure being incurred on a "New Service or on an existing service" Advance from the Contingency Fund do not lapse at the end of the financial year. Supplementary estimates for recoupment of advances sanctioned from the Contingency Fund, should be made to the Finance and Planning Dept. by the Administrative Dept., concerned.

REAPPROPRIATION OF FUNDS

24. Reappropriation of funds as between different grants or between revenue, capital and loans sections within the same sections of the grant are not permissible. Reappropriation should not be sanctioned by Head of depts. from Plan to Non-plan expenditure and vice-versa.
- 24.1 As per Govt. circular memo No.2725/938/BGAI/97-1 F&P., dt.11.9.97, reappropriation of funds from one head to the other as stipulated in para 20 of Budget Manual may be sanctioned by Heads of Departments.
- 24.2 Reappropriation should invariably be in multiples of Rs.1,000/-
25. The final appropriations and the actual expenditure in the year under each head of appropriation within the several grants will be shown in the detailed "Appropriation Accounts" prepared by the Accountant General, after the close of the financial year, together with the explanation reported to him by the controlling officers. Important variations and excesses or savings in the total final appropriation for each grant separately for voted and charged expenditure are brought clearly in the appropriation accounts, which are submitted to the Legislature by the Accountant General. The Legislative Assembly investigates the variations with reference to the explanations given by the Chief Controlling Officers. The Public Accounts Committee's recommendations are in a report presented to the Legislature.

26. The Legislature, thus, exercises control over finance twice, once before the approval of the Budget and again, after the expenditure figures are brought out by the Accountant General in the form of Appropriation Accounts.

**A PLAN IS A REAL THING, AND THINGS
PROJECTED ARE EXPERIENCED, A
PLAN ONCE MADE AND VISUALISED
BECOMES A REALITY ALONG OTHER
REALITIES -NEVER TO BE DESTROYED
BUT EASILY TO BE ATTACKED.**

JOHN STEINBECK

LAWS TO LIVE BY

MURPHY'S LAW

NOTHING IS AS EASY AS IT LOOKS :
EVERYTHING TAKES LONGER THAN YOU EXPECT:
AND IF ANYTHING CAN GO WRONG, IT WILL
AND AT THE WORST POSSIBLE MOMENT.

CHISOHN'S LAW

ANYTIME THINGS APPEAR TO
BE GOING BETTER, YOU HAVE
OVERLOOKED SOMETHING

The Andhra Pradesh Accounts Code

1. The A.P. Accounts code Vol-I deals with important aspects concerning classification of Accounts and other allied aspects. The functions of the Comptroller and Auditor General of India (C.A.G.) in relation to accounts are derived mainly from the provisions of Articles 149 to 151 of the Constitution of India. Article 149 envisages an Act of Parliament to regulate the duties and powers of the CAG. Parliament has enacted the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 which came into force from 15th Dec. 1971. The Act prescribes inter alia the duties and powers of the C.A.G. in relation to the Accounts of the Union, the States Union Territories and other authorities and bodies.

According to section 10 of the Act., C.A.G. shall be responsible for compiling the accounts of the Union and of each State from the initial and subsidiary accounts rendered to the audit and accounts offices under his control by treasuries, offices of departments responsible for the keeping of such accounts and he shall prescribe the manner in which the accounts are to be kept.

Detailed instructions were issued by the C.A.G. regarding maintenance of Accounts. The Andhra Pradesh Accounts Code is in three volumes. Volume I of the code describes the functions of the C.A.G. in relation to Government Accounts and the general outlines of the system of these accounts. Volume II of the code contains the directions of the C.A.G. relating to the initial accounts kept by Treasuries and the form in which accounts are rendered by them to the Accountant General. Similarly Volume III contains the C.A.G'S directions regarding the initial and subsidiary accounts kept by the Public works and Forest Department Offices and the accounts submitted by these offices to the Accountant General.

2. **MAIN DIVISIONS OF GOVERNMENT ACCOUNTS:** The Govt, Accounts are kept in three parts. They :

Part I	Consolidated Fund
Part II	Contingency Fund
Part III	Public Account

2.1. PART - I : CONSOLIDATED FUND: There are two main Divisions viz:

- 1) Revenue : Consisting of Sections/ Sectors for Receipt Head (Revenue Account) and Expenditure Heads (Revenue Account).
- 2) Capital : Consisting of Sections / Sectors for Receipt Heads. (Capital Account) and Public Dept, Loans and Advances etc.

2.2. REVENUE ACCOUNT : The first Division deals with the proceeds of taxation and other receipts classed as revenue, and the expenditure met there from. It is divided into sections / sectors to indicate Receipt Heads (Revenue Account) and Expenditure Heads (Revenue Account)

The sectors prescribed for sectorial classification of revenue receipts are :

- A. Tax Revenue.
- b. Non-Tax Revenue, and
- C. Grants - in - Aid and Contributions.

2.3. The sector A. Tax Revenue will have the following sub- sectors.

- a) Taxes on Income and expenditure
- b) Taxes on property and Capital transactions.
- c) Taxes on Commodities and Services.

2.4 The Sector B. Non - Tax Revenue will have the following Sub-Sectors

- a) Fiscal Services
- b) Interest receipts, Dividends and Profits
- c) Other Non-tax Revenue comprising of receipts relating to
 - i) General Services
 - ii) Social Services, and
 - iii) Economic Services etc.

2.5. Similarly the following sectors are prescribed to record the expenditure.

- A. General Services
- B. Social Services
- C. Economic Services
- D. Grants - in- Aid and contributions

A number of Sub-sectors are opened under each sector.

2.6. CAPITAL ACCOUNT The section Receipt Heads (Capital Account) in the second division (para 2.1. above) deals with receipts of a capital nature which cannot be applied as a set off to capital expenditure.

The section Expenditure Heads (Capital Account) in the second division (Para 2.1. above) deals with expenditure met usually from borrowed funds with the object of either increasing concrete assets of a material and permanent character or of reducing recurring liabilities.

The section 'Public Debt' and Loans and Advances etc. of the second division (para 2.1. above) comprises loans raised and their repayments by government such as Internal Debt, external Debt to the Central Government and Loans and Advances. made and their recoveries by Government.

3. PART II: CONTINGENCY FUND: Apart from the Consolidated Fund, there is another fund called 'Contingency Fund' which shall be at the disposal of the Governor of the state. This fund is create under clause (2) of Article 267 of the Constitution of India and constituted by the Andhra Pradesh Contingency Fund Amendment Act, 1957 as amended from time to time. It is in the nature of an imprest created by a non-recurring contribution of Rs. 50 crores from the consolidated Fund of the state. The Contingency Fund is intended to provide advances for meeting unforeseen expenditure arising in the course of a year, pending authorisation of such expenditure by law to be passed by the State Legislature under Article 205 or 206 of the Constitution The rules regarding the purpose for which the contingency fund has to be utilised, the procedure to be followed in case the advances sanctioned remain wholly or partially unutilised etc. are laid down separately.

4. PART III : PUBLIC ACCOUNT : The Public Account of the State pertains to all public moneys received by or on behalf of the State Government which are not creditable to the Consolidate fund of the state, vide Articles 266 (2) and 284 of the Constitution of India. It comprises:

- | | |
|---------------------------|-------------------------------|
| 1. Provident Funds etc . | 4. Suspense and Miscellaneous |
| 2. Reserve Funds. | 5. Remittances. |
| 3. Deposits and Advances. | 6. Cash Balance. |

4.1 The accounts relating to Provident Funds, Reserve Funds, Deposits and Advances record transactions in respect of which the Government Act as Bankers, receiving amount which they afterwards repay and paying out amounts which they subsequently recover. The suspense and Miscellaneous and remittance accounts comprise merely of adjusting heads, and all entries under them are cleared eventually by adjustment under final heads.

5. SEVEN TIER SYSTEM OF CLASSIFICATION OF GOVERNMENT OPERATIONS: For a purposeful review of Government operations, a scheme of classifications consisting a number of tiers is needed.

5.2. MAJOR HEADS AND SUB-MAJOR HEADS : The sectors are sub-divided into Major Heads of Account. The outlays under each sector are allocated among a number of major heads (Heads of Development so far as plan outlays are concerned) which would give an idea of the distribution of expenditure among functions which represent the major divisions of the Government efforts such as Education, Medical, Agriculture etc. This distribution will facilitate appreciation of inter reallocation of resources within the sectors, for example, how much is provided for education visa - vis public health in the sector ' Social Services'. how much for industry Vis-a-Vis transport facilities in the sector 'economic services' and so on.

5.3 Each Major Head is allotted a code number which consists of a four digit arabic number code. The first digit indicates whether a particular Major Head pertains to the Revenue Receipt Section / Revenue expenditure Section/ Capital Receipts Section / Capital Expenditure section, Public Debt, Loans and Advances Section or to the Public Account. The next three digits indicate the Major Heads. the digits indicating the major head would remain the same for the major head denoting the same function occurring in the several sections included in the Consolidated fund. The significance and mode of operation of this scheme of codification would be clear from the following examples, taking the major heads for the functions 'education' and 'medical & Public Health' in the sector B. 'Social Services' and 'Road Transport' in the sector 'Economic Services'. These major heads will have the code numbers as indicated below :

receipts	Major Head Revenue Account	Expenditure	Major Head Revenue Account	Capital	Major Head	Loan Major Head
0202	Education	2202	Education	4202	Capital outlay on Education	6202 Loan for Education
0210	Medical & Public Health	2210	Medical & Public Health	4210	Capital outlay on Medical & Public Health	6210 Loan for Medical & Public Health
1055	Road Transport	3055	Road Transport	5055	Capital outlay on Road Transport	7055 Loans for Road Transport
0401	Crop Husbandry	2401	Crop Husbandry	4401	Capital Outlay on Crop Husbandry	6401 Loans for Crop Husbandry

5.4. The following table indicates the block of consecutive serial numbers allotted to various major heads.

0020	to	1999	Receipt Major heads
2011	to	3999	Expenditure major heads on Revenue Account
4000			Capital receipts major head
4011	to	5999	Expenditure major heads on capital account
6001	to	6010	Public Debt.
6011	to	7999	Loans and advances etc
8000			Part II contingency fund
8001	to	8999	Part III Public Account

5.5 For purposes of greater and effective control, Sub-major heads are opened under some major heads.

Example : 2210 Medical and Public Health

01. Urban Health Services - Allopathy

02. Urban Health Services- Other systems of Medicine
03. Rural Health Services - Allopathy
04. Rural Health Services - Other systems of Medicine
05. Medical Education, training and Research
06. Public Health
08. General

The Sub-major heads constitute the fourth tier of classification.

5.6 MINOR HEADS AND SUB-HEADS : The objectives of a function are achieved by undertaking a number of programmes. For example, the objectives of Public Health are achieved through the following programmes :

Prevention and control of diseases	(101)
Prevention of food adulteration	(102)
Drug Control	(104)
Manufacture of sera/vaccine	(106)
Public Health Laboratories	(107)
Public Health Education	(112)
Public Health Publicity	(113)

These are called minor heads of account.

Similarly Under 05: Medical Education, training & research, we have the following minor heads :

101 Ayurveda	104 Siddha
102 Homeopathy	105 Allopathy
103 Unani	200 Other Systems

Thus the fifth tier of classification viz. minor heads identify these programmes under each function (major head). This will not only give a clear picture of what programme Government is undertaking to develop a particular function but also facilitate preparation of budget. A programme would consist of a number of schemes. For example, the control of diseases under 'Public Health' will consist of schemes the malaria eradication, filaria eradication. control of tuberculosis etc. These are called sub heads under the relevant minor head. This is the sixth tier of classification and this will reflect the schemes undertaken under a programme. The fifth and sixth tiers of classification will thus provide a link between budget outlays and development programmes and

schemes and foster adoption of modern techniques for programme selection, monitoring and evaluation of performance etc.

5.7 DETAILED HEADS AND SUB- DETAILED HEADS:

The detailed heads and sub detailed heads constitute the seventh and last tier of classification . Within each scheme, for purposes of departmental control it would be necessary to know expenditure on the scheme in terms of inputs such as salaries purchase of stores, grants in aid, loans and investments etc. The last tier of classifications should, therefore, represent the nature of expenditure which is otherwise called object classification.

The standard object heads have been recently revised by Government in G.O. Ms.No. 304, Finance & Planning (FW:BG) Department dated 03-09-1994. The list of object heads is given below:

LIST OF OBJECT HEADS

CODE	DESCRIPTION	CODE	DESCRIPTIONS
010	Wages	210	Motor Vehicles
020	Wages	220	Investments
030	Dearness Allowance	230	Loans
040	Travel Expenses	240	Materials and Supplies
050	Office Expenses	250	Interest
060	Rents, Rates and Taxes	260	Dividends
070	Publications	270	Pensions
080	Advertising and Publicity	280	Gratuities
090	Grants- in Aid	290	Inter Account Transfers
100	Contributions	300	Inter Account Transfers
110	Subsidies	310	Writes Off and Losses
120	Scholarships and Stipends	320	Suspense
130	Hospitality / Entertainment Expense	330	Payments for Professional and Special Service
140	Sumptuary Allowances	340	Other Charges
150	Secret Service Expenditure	350	Royalty
160	Major Works	360	International Programmes
170	Minor Works	370	Payments out of Discretionary Grants for High Diagnatories
180	Maintenance		
190	Machinery and Equipment		
200	Tool and Plant	380	Deputation / Travel

	Abroad of Scientists	570	Purchase of Food Grains
390	Rewards	580	Central State Transfer of Resources
400	Discount on Loans		
410	Other Discounts	590	Prizes and Awards Charges
420	Service of Commitment		
430	Cost of Ration	600	TA/DA to Non-Official Members
440	Arms and Ammunition		
450	P.O.L.	610	Refunds
460	Clothing, Tentage and Store	620	National Value of Gifts Received
470	Stores and Equipment	630	Customs Duty
480	Foreign Allowances	640	Lands
490	Foreign Advances	650	Building
500	Advances	660	Diet Charges
510	Compensation	670	Drugs and Medicines
520	Gifts	680	Purchase of Antiquities, Ancient Relics and Contemporary Arts.
530	Reverse		
540	Expenses of Conducted Tours	770	Deduct - Recoveries
550	Fees to Staff Artist	780	Deduct - Recoveries (Suspense)
560	Feeding and Cash Doles	800	Lumpsum Provision

010 Salaries : Will include Pay and Allowances of Officers and Staff including Leave travel Concession except Dearness Allowance which is now classified under new detailed head as '030' Dearness Allowance'.

020 Wages : will include payment of wages to daily wage workers and contingent employees paid on consolidated basis.

030 Dearness Allowance : The Dearness Allowance payable to all Officers and Staff will be classified under this head.

040 Travel Expenses : will cover all expenses on account of travel on duty including Conveyance, Fixed Travelling Allowance and Transfer Travelling Allowance but excluding Leave Travel Concession.

050 Office Expenses: will include all contingent expenditure for running an office such as Postage, Telephone, Telegram, water and Electricity charges Purchase of Motor Vehicles, Purchase of furniture, stationery and other equipment for office use. The

expenditure on maintenance of office vehicles excluding petrol, oil and lubricants will come under this head. The expenditure on petrol, oil and lubricants shall be classified under distinct detailed head 450 Petrol, Oil and Lubricants.

- 060 Rents, Rates and Taxes :** will include payment of rent for hired buildings, municipal rates and taxes etc.
- 070 Publication :** will include expenditure on printing of Office Codes and manuals and other Documents whether priced or non priced but will exclude expenditure on printing of Publicity materials and Purchase of Library Books.
- 080 Advertising and Publicity :** Will include Printing of Publicity material.
- 090 Grants -in-aid :** will include grants -in -aid towards Salaries and other Grants-in-aid including obsequies charges to be paid to the family of deceased Government Servants.
- 100 Contributions :** will include all contributions to be made by the Government.
- 110 Subsidies:** will include all subsidies like Rice Subsidy, Fertilizer Subsidy etc.
- 120 Scholarships and Stipends :** will include all Scholarships and Stipends.
- 130 Hospitality / Entertainment Expenses :** will include Hospitality and Entertainment Expenses of High Dignitaries etc.
- 160 Major Works and 170 Minor Works :** will be classified with reference to classification of Major / Minor works in A.P. Accounts Code. This exclude cost of land acquisition which will be classified under distinct head '640 Lands'.
- 180 Maintenance :** will record expenditure on maintenance of Civil Works. It will also include expenditure on Work charged Establishment.
- 190 Machinery and Equipment :** will include machinery, equipment, apparatus etc., other than those required for the running of an office. It will also include expenditure on maintenance of machinery and equipment.
- 200 Tools and Plant :** will include Special Tools and Plant acquired for specific work other than machinery and equipment.
- 210 Motor Vehicles :** will include purchase of all functional vehicles like Fire Engines, Ambulances, Police Vehicles etc., other than required for office purpose. It will also record expenditure on maintenance of functional vehicles except expenditure. on petrol.

oil and lubricants, which will be classified under " 450. Petrol Oil and Lubricants".

240 Materials and Supplies : will include all materials except 'Drugs and Medicines' which will be recorded under a distinct detailed head '670. Drug and Medicines'.

330 Payments for Professional and Special Services : will record expenditure on payment fee, payment to Home Guards, payments to Anganwadi workers and all other type of remuneration for professional services.

340 Other Charges : A residuary head. This will also include legal charges connected with filing of appeals in the court obtaining certified copies of Judgement from the Court.

440 Arms and Ammunition : will include purchase of Arms and Ammunition to Police Department etc.

450 Petrol, Oil and Lubricants : will include expenditure on petrol, oil and lubricants on all motor vehicles including office vehicles and functional vehicles.

460 Clothing, Tentage and Store : will include supply of uniform to Police, Excise Constables, Home guards, last grade employees, Boarders in Hostels, Jail Inmates etc.,

600 T.A. / D.A. to non - official Members : will record expenditure on T.A. / D.A to Non official Members of all Committees constituted by the Government.

640 Lands : will include cost of land acquisition for Public Works and Irrigation Works.

660 Diet Charges : will record expenditure on feeding and Dietary Charge.

670 Drugs and Medicines : will record expenditure on cost of Drugs and Medicines in Hospitals and Dispensaries.

5.8. From the preceding paras we arrive at the following conclusions.

The Government transactions are classified under seven Tiers.

(1) and (2) Sectors and Sub - sectors indicate group of functions.

(3) and (4) Major Heads and Sub - Major Heads represent individual functions.

(5) Minor Heads represent programmes.

(6) Sub-heads and Group Sub-heads represent schemes.

(7) Detailed and Sub-detailed heads represent object classification. They are the primary units of appropriation meant for itemised control over expenditure and indicate the natures of expenditure on a scheme or

activity or organisation in terms of inputs such as 'Salaries', 'Office Expenses' etc

5.9 Thus, for example, the complete classification of Charges towards pay of an officer employer for prevention and control of malaria in a district office in the public Health Department would be as follows :

Sector	∴	B. Social Services
Sub- Sector	∴	(b) Health and Family Welfare
Major Head	∴	2210
Sub -major Head	∴	06 Public Health
Minor - head	∴	101 - Prevention and Control of diseases
Sub-head	∴	Control of Malaria 03 - District offices 001 - Direction and administration.
Detailed	∴	010 Salaries - 011 Pay of Officers

6. CLASSIFICATION OF EXPENDITURE AS 'CHARGED' OR AS 'VOTED'

The custody of the Consolidated Fund of the State and the Contingency Fund of the state, the payment of moneys into such funds, the withdrawal of moneys there from, the custody of public moneys other than those credited to such funds revived by or on behalf of the Government of the State, their payment into the public account of the state and the withdrawals of moneys from such account and all other matters connected with or ancillary to matters aforesaid shall be regulated by law made by the Legislature of the State (Article 283 (2) of the Constitution of India).

6.1. EXPENDITURE 'CHARGED' ON THE CONSOLIDATED FUND OF THE STATE :

There are certain offices, the holders of which should function independently and even the Legislature should not have any control over them, however remote it might be, which would impinge upon their independent functioning. In order to ensure their independent functioning, the Constitution provides for their salaries to be charged on the Consolidated Fund. In other words, their salaries are not subject to vote by the Legislative Assembly, lest the Legislative Assembly by interfering with their salaries try to control their functioning. Apart from this, the independence of the Judiciary and the

preserving the rule of law by enforcing the decrees of the court is also ensured by providing that the sums required to satisfy the judgements of the Court is also ensured by providing that the sums required to satisfy the Judgements of the Courts shall be charged on the Consolidated Fund. Thus Clause (3) of Article 202 of the Constitution of India enumerates that the following shall be the expenditure charged on the Consolidated Fund of the State.

- (a) The emoluments and allowances of Governor and other expenditure relating to his office.
- (b) The salaries and allowances of the Speaker and the Deputy Speaker of the Legislative Assembly
- (a) The emoluments and allowances of Governor and other expenditure relating to his office.
- (b) The salaries and allowances of the Speaker and the Deputy Speaker of the Legislative Assembly
- (c) Debt charges for which the state is liable including interest, sinking fund charges and redemption charges, and other charges, expenditure relating to the raising of loans and the service and redemption of debt.
- (d) Expenditure in respect of the salaries and allowances of Judges of the High Court.
- (e) Any such sums required to satisfy any judgement, decree or award of any court or arbitral tribunal.
- (f) Any other expenditure declared by the Constitution, by the Legislature of the State by Law, to be so charged.

6.2. EXPENDITURE 'VOTED' BY THE LEGISLATURE :Expenditure other than the expenditure charged on the Consolidated Funds shall be submitted to the vote of the Legislative Assembly under Article 203 of the Constitution. So far as the voted expenditure is concerned, the Legislature will have full control,

MIS - CLASSIFICATIONS - TRANSFER ENTRIES :Transfer entries are prepared to transfer all items of Revenue or from one head of account to another in order to correct errors in classification and to revalue adjustments (Art 52) .

Recoveries of over payments whether made in cash or from payment vouchers are to be posted direct under the service Head concerned and should not be shown

under Receipt head (Art 36).

7. SUMMING UP :

- (1) The Comptroller and Auditor General of India shall be responsible for Compiling the Accounts of the Union and of each State from the initial and subsidiary accounts rendered to the audit and accounts offices under his control by Treasuries and offices or departments responsible for the keeping of such accounts.
- (2) Government accounts are kept in three parts.
- (3) There are two main divisions under Part I Consolidated Fund of the state.
- (4) Government operations are classified under seven tier system of maintenance of accounts.
- (5) Each major heads is allotted a code number which consists of four digit arabic number code .
- (6) Detailed heads constitute the primary units of appropriation for the purpose of the Demands for grants of Government.
- (7) The standard detailed heads have been revised in G.O.Ms.No. 305, Finance and Planning (FW:BG) Dept, dt. 3.9.1994.
- (8) There are certain items of expenditure 'charged' on the Consolidated Fund of the State.
- (9) So far as the 'voted' expenditure is concerned, the Legislature will have full control.

Maintenance of Cash Accounts Responsibilities of Drawing & Disbursing Officers

1. RESPONSIBILITIES TOWARDS MAINTENANCE OF ACCOUNTS (Art.5 of APFC I)

Every Government servant should see that proper accounts are maintained for all government financial transactions with which he is concerned and render accurately and promptly all such accounts and returns relating to them as are prescribed. He should check the accounts every day to see that his subordinates do not commit fraud, misappropriation or any other irregularity. The Head of the Office will be held personally responsible for any loss that may be found due to any neglect of the duties laid upon him by the provisions of the financial code. The fact that a Head of the Office has been misled or deceived by a subordinate will in no way mitigate his personal responsibility, since every government servant should be familiar with the financial rules and exercise a specially strict and close control over his subordinates in regard to the use of public funds and the maintenance of proper accounts.

2. RESPONSIBILITIES TOWARDS RECEIPTS (Arts. 2,7 to 11 of APFC I)

- i)
 - a) to assess the demands carefully in advance;
 - b) take steps to realise the revenues promptly;
 - c) maintain proper account of collection;
 - d) watch the progress of collections against the total demand (D.C.B.);
 - e) prompt steps to collect all arrears;
 - f) consolidate the figures in a register to show the total receipts for each month classified as per the budget estimates;
 - g) to compare the figures compiled in the register with (a) computer figures and (b) A.G.'s figures and reconcile difference if any.
 - h) to effect necessary corrections before the accounts of the year are closed;

- i) to take steps to apply to the competent authority for writing off the irrecoverable arrears:
- ii) The receipts realised should not be locked up in the cash chest in huge balances. It should be remitted into the Treasury under the relevant Head of account as frequently as possible so as to keep the balance of the chest at the lowest minimum.
- iii) On no account, should the departmental receipt be appropriated for incurring any departmental expenditure except in certain cases specified in T.R.7(2). To meet any expenditure, amounts should be drawn separately from the treasury according to the availability of funds.
- iv) Powers of subordinate authorities to write off losses on account of nonrealisation of sums due to the Government are contained to Appx. 23 of APFC.Vol. II.
- v) The detailed rules governing demand and collections are contained in the relevant departmental codes and manuals.

vi) AUDIT OF RECEIPTS (Appendix. 10 of Vol.II)

- a. Audit shall have power to examine the correctness of the sums brought to accounts as determined by the Government in consultation with the A.G.
- b. Audit will not interfere with the executive responsibility of the departmental officers.
- c. Audit shall not make enquiries with the tax payers.
- d. Audit is done with reference to statutory provisions, financial rules and executive orders.
- e. The chief aim should be to ascertain that adequate regulations and procedures have been framed to secure an effective check on the assessment, collections and proper allocation of revenue. In the Audit, general is more important than the particular.

- f. Audit should ascertain what checks are imposed against the commission of irregularities at various stages of collection and accounting and suggest improvement in procedures.
- g. Audit will see that no amounts due to the Government are left outstanding without sufficient reason and watch such outstandings and suggest measures for their recovery.

Viii) REFUND OF REVENUE (Arts. 32 to 35 of APFC VOL. I & SR 27 TR 16 - APTC

I) Refund Bill (APTC Form 62) Powers to Order refunds (Appx.2 - APFC Vol. II).

- a) For the purpose of refunds, revenue is classified as
 - i) Ex-gratia Government under no legal obligation to make a refund. claims should be summarily rejected if the party does not present his case within 3 months from the date of notice.
 - ii) Legally entitled: 1 year from the date of credit of Revenue to the Government.
- b) An order for refund of revenue remains in force for a period of 3 months only from the date of issue except otherwise as provided by any law, rule or departmental regulation.
- c) The above rule of refund do not apply to certain classes of refunds detailed in Art. 35.
- d) The powers to refund revenue as per Appx. 2 are subject to the departmental rules contained in departmental manuals and codes.
- e) Original record to be traced and refund should be recorded against the original entry of receipt in the departmental accounts and also counter foil of the receipt. Original receipt given to the payer to be collected back (if possible) and destroyed, except in the case of refunds of fine amounts by courts, where true copies of challans can be accepted, vide G.O. Ms.. No. 94 Fin. & Plg. (Admn.1) dated 27-3-1980

3. RESPONSIBILITIES TOWARDS INCURRENCE OF EXPENDITURE (Arts.3,4 & 38 to 44 & 56 of APFC VOI. I)

- i) Every head of the office should on no account incur any item of expenditure from public funds unless the following conditions are satisfied.
 - a) The expenditure must have been sanctioned by a general or special order of the authority competent to sanction such expenditure.
 - b) Sufficient funds must have been provided for expenditure in the budget of the financial year or by way of reappropriation of funds sanctioned by the competent authority. Sufficient funds should have been released by the competent authority.
 - c) The expenditure should not exceed the appropriation.
 - d) On no account should funds be reserved or appropriated by transfer to a deposit head or drawn from the Treasury and kept in the cash chest to avoid lapse of appropriation.
 - e) There should be no undue rush of expenditure towards the end of financial year.
- ii) Further every head of the office should strictly adhere to the following principles known as the standards of financial propriety.
 - a) The expenditure should not be prima facie more than the occasion demands. He should exercise that same diligence and care in respect of all expenditure from public money under his control as a person of ordinary prudence would exercise in respect of expenditure of his own money.
 - b) He should not pass any order directly or indirectly to his own advantage.
 - c) Public money should not be utilised for the benefit of particular person or section of community unless.
 - i) the amount of expenditure involved is insignificant, or
 - ii) a claim for the amount would be enforced in a court of law, or
 - iii) the expenditure is in pursuance of a recognised policy or custom

The amount of any allowance such as T.A. granted to meet expenditure of a particular type should be so regulated that it is not, on the whole, a source of profit to the recipient.

- iv) The Drawing Officer is responsible for the corrections of the amounts drawn. If there is excess drawal, the D.O. will be required to make good the excess amount drawn. If it cannot be recovered from him for any reason, the officer who countersigned the bill will be liable to make good any loss arising from culpable negligence on his part and the Treasury Officer who passed the bill also is similarly liable to make good the loss arising from culpable negligence on his part. (Art. 56 of APFC Vol.I)

4. REGISTERS FOR CASH ACCOUNTS TO BE MAINTAINED BY THE HEAD OF THE OFFICE

	Name of the Register	FORM NO. OF APTC Vol. II
i)	Cash Book	5
ii)	Pay Bill Register	47
iii)	T.A. Bill Register	52
iv)	Misc. Bills Register	40
v)	Register of Contingent Charges	7 of APFC Vol I
vi)	Acquittance Register for payment of pay and allowances.	58
vii)	Misc. acquittance Register for payment of T.A. Festival Advance and other payments	58
viii)	U.D.Pay Register	20
ix)	Permanent Advance register	89
x)	Cash Book for non Govt. transactions	5
xi)	Treasury Bills Register	70
xii)	Office copy of L.P.C & issued Register.	

- xiii) Register of true copies of L.P.Cs received.
- xiv) Tour Advance Register.
- xv) Register of recoveries of Festival advance.
- xvii) Register of recoveries of loans granted to Govt. servants for purchase of Bicycles, House Building, Marriage, Motor Cycle etc.
- xviii) Register of recoveries of G.P.F
- xix) Register of recoveries of A.P.G.L.I (see appx 26 of APFC Vol.II)
- xx) Register of recoveries of PLI.
- xxi) Register of recoveries of advance on transfer.
- xxii) Increment watch Register (Gazetted & Non Gazetted separately).
- xxiii) Register showing the service books received from other offices and sent to other offices.
- xxiv) Register showing the temporary establishment of the offices and their continuance.
- xxv) File containing the original challans for the amounts remitted into the Treasury.
- xxvi) Register of actual expenditure incurred with progressive totals prescribed in Budget Manual.
- xxvii) Office copy of G.P.F. bills Register.
- xxviii) Printed receipt books for the issue of receipts for the amounts received from the parties.
- xxix) Register showing account of receipts used and unused.

All the registers should be neatly bound up and kept as they are of very important in nature. The following instructions should be followed for their maintenance.

- i) All the pages of the Register should be numbered and certificates appended on the front page under attestation of the head of the office showing the number of pages the Register contained.
- ii) If the Register is opened in manuscript for want of printed copy, the headings of the Register should be typed and neatly pasted.
- iii) There should be no Register without proper headings.
- iv) A. Register once exhausted should be withdrawn from the clerk concerned and sent to the record room for safe custody under proper acknowledgment.
- v) In case of Cash Book, permanent Advance Register and U.D. Pay Register, the closing balance as appearing on the last page of the old Register and a certificate to the effect should be appended in the new Register under the attestation of the head of the Office.

5. CUSTODY OF CASH & MAINTENANCE OF CASH CHEST

- i) The office cash balance should be kept in the iron cash chest having double lock arrangement. The cash chest shall, if practicable, be embedded in masonry so as to prevent removal by thieves one key of the chest should be held by the head of the office and the other by the Superintendent or any other senior most Government servant of the Office. They should personally hold the keys of the chest and the keys should never leave the possession of the government servants concerned. The cash chest should be opened and closed personally by them and should not be entrusted to the attenders. Whenever any Government servant holding the key of the cash chest happens to any other government servant who is authorised to hold the same during the absence, it should not be sent through any other messenger who may unscrupulously prepare a duplicate key for its use at a later date without the notice of the head of the office and other government servant holding the keys (S.Rs 1 & 2 T.R.II of APTC Vol.I)
- ii) Whenever there is change in the incumbent of the government servant holding the key of the cash chest due to any kind of leave or transfer the incoming government servant should personally verify the cash and record a certificate of verification in the cash book under his own hand and affix his dated signature.
- iii) The duplicate keys of cash chest should be kept in a small packet, and the packet sealed and sent to the nearest treasury for safe custody. The receipt

granted by the T.O. should be carefully filed. Thereafter every year, the sealed packet should be obtained from the treasury duly surrendering the receipt obtained at the time of deposit, the contents of the sealed packet checked up and the duplicate keys should again be deposited in the treasury for safe custody (Instrn. 19 of T.R. 11 of APTC Vol.I)

- iv) when leaving the office every day, after locking the cash chest a proper seal duly signed by the head of the office should be pasted in the cash chest and the sealed cash chest handed over to the night watchman if there is one under his acknowledgment. On the next day when the office is opened, the cash chest should be taken over, by the Head of the Office by furnishing the acknowledgment. A register should be maintained for this purpose in the form noted in Appendix 1. The night watchman is expected to be awake during the nights and guard the office and cash chest. He should be provided with a torch light and stick. Once in a fortnight the Head of the office should make surprise visit to the office to find out whether the night watchman is performing the duties or not and record the result in the register. If the night watchman is found sleeping and in drunken state deterrent action should be taken against him.

5.1 CASH BOOK (S.R.3-T.R.10, SR2-R.R.11)

The following instructions should be followed in the maintenance of Cash Book.

- a) Every Government office should maintain a Cash Book in A.P.T.C. Form No. 5 with the following columns:
 - i) Date of receipt ii) Particulars iii) Amount iv) Date of disposal or remittance to treasury i) Particulars vi) Amount vii) Remarks.
- b) There should be two cash books - one for Government transactions and the other for non - Govt. transactions, if the Government servant is permitted to handle in his official capacity moneys received not on behalf of the Government Institution. The cash balance relating to Govt. transactions and non govt. transactions should be kept separately in the cash chest (S.R.7 (c) T.R. 10 of APTC Vol.I).
- c) It is not correct to multiply cash books and as far as possible only one cash book should be maintained. Subsidiary registers may however be opened, if need be, taking their totals to the cash book.

- d) Money received on behalf of the Government (with the exception of moneys withdrawn from Treasuries on Bills for Pay, contingencies etc., which are accounted for and watched in other ways) should immediately be accounted for in the Cash Book (S.R. 3- T.R. 10).
- e) For each entry on the receipt side of the Cash Book, there should be a counterfoil of printed receipt. A printed receipt book should be maintained for the issue of receipt for the accounts received in the office (S.R.2- T.R.10) Against each relevant entry of receipt for the amounts received in the cash book, the receipt number should be noted against each item in the cash book
- f) Before an officer signs a receipt he should see that the receipt of the money has been duly recorded in the cash book and in token of his check he should initial with date the relevant entry in the Cash Book.
- g) when money is sent to the Treasury/Bank for remittance, entry should be made in the Cash Book while signing the challan. It should be attested only on receipt of the challan after remittance.
- h) In respect of amounts received on account of encashment of bills and cheques at Treasury or Bank, they should be supported by relevant entries in the Treasury Bills Register, or U.D.P. or P.A.Register etc..
- i) After totalling the receipts recorded in the cash book, the opening balance of the cash book should be added and grand total struck.
- j) For every item of disposal on the charges side of the cash book, there should be acquittance in proof of having disbursed the amount.
- k) At the close of business on each working day, the Cash Book should be closed duly verifying the cash on hand and the closing balance arrived at in the Cash Book.
- l) A Memorandum of verification should be recorded in the Cash Book duly counting the cash and verified with the book balance as shown in the Cash Book and other registers after they have been closed for the day and then signed by the Drawing Officer as below:

A.	Balance as per Cash Book	XXXXX
	Balance as per U.D.P Register	XXXXX
	Balance as per P.A. Register	XXXXX
	Total Book Balance	_____
B.	Amount held in cash	XXXXX
	Amount held in the shape of cheques and drafts	XXXXX
	Total	_____
C.	Cash balance ascertained by counting	XXXXX

- m) If there is difference between the book balance and the physical balance, the same should be reconciled. if it cannot be reconciled. action should be taken under Art. 294 of APFC Vol. 1 and S.R.2 of T.R. 11 of APTC Vol.I.
- n) If the concerned officer happens to be in camp or leave, the officer who looks after his work or the ministerial head should also check the cash book as above and the D.O. should as soon as he returns verify the entries in the Cash Book and attest the same duly satisfying the correctness of the same.

PROCEDURE WITH REGARD TO DEMAND DRAFTS AND CHEQUES

Whenever a demand draft/ cheque is received to favour of a Departmental officer towards the Government dues, it should be entered in Security Register. A temporary receipt in A.P.T.C. form. No. 4 should be issued by the departmental officer for the draft/ cheque. It should be recorded as receipt in the Cash book immediately on receipt. Once in a week or at lesser intervals challan for each draft/cheque should be prepared and presented together with the draft/cheque to the bank duly making an entry on the payment side of the cash book for collection and crediting the proceeds to the Government account. The name of the individual on whose behalf the tax/ revenue covered by draft/cheque is remitted should be specified in the challan. After the proceeds covered by the cheque / draft are realised, a final receipt (in new GF form No. 45 - Old CF No. 106) should be issued to the party. The challan No. & Date should be noted against the relevant debit entry in the cash book and also in the security register.

PROCEDURE WITH REGARD TO POSTAL ORDER

The above procedure may be followed, In this case the challan may be presented along with the cash after the postal order is encashed.

PROCEDURE WITH REGARD TO MONEY ORDERS

Immediately on receipt of postal money orders, an entry should be taken on receipts side of cash book after receiving the amount covered by money order. At the end of every week or at lesser intervals, a challan should be prepared for each money order received and the amount remitted into bank duly making an entry on the payments side of the cash book. The name of the party on whose behalf the tax / revenue is sought to be remitted should be specified in the challan. A receipt (In New CF form No. 45 - Old CF No. 106) should be sent to the party for the amount (G.O.Ms.No. 251 Pin.& Plg. (A&L) dated 6-8-80)

T.,R. 10, SRs 10 AND 19

Instructions were issued in Govt. Circular Memo No. 25916 - A/483/Admn.I/ 81-2 Fin. & Plg. dt. 1-6-81 that the departmental officer should furnish full classification (from major head to detailed head) with computer code on the challans for the remittance of undisbursed pay and allowances etc. The drawing officers are also required to ensure that challans accompanying the remittances are got pre-checked by the staff of the compilation branch stationed at the SBH Hyderabad and Secunderabad before the challans are tendered on the counters of the bank.

The precautions which are required to be taken (Vide G.O. Ms. No.171 Fin (Acts II) dated 10-5-83) in writing the challans should be scrupulously followed.

S.R. 7 UNDER T.R. 10

Govt Circular Memo. No. 17393/D/1364 /A&L/82-3 Fin. & Plg. dated 2-5-83.

In order to have effective control over handing and accounting of non - Govt cash, the following instructions have been issued by the

1. In addition to the normal procedure followed for the maintenance of non-Govt. cash book, the balance of non-Govt. cash should be exhibited distinctly in the details of cash balance maintained in the Govt cash book and Cash balance verified during the course of physical verification of cash.
2. The amounts recovered under different non Govt . recoveries shall be remitted within a period of 7 days from the date of recovery of such amount.

3. During the periodical verifications of Govt. cash balance, the non Govt cash balance also shall be verified in order to ensure that the instructions are followed.

5.2 TREASURY BILL REGISTER: INSTRUCTION 33- TR - 16

- a. Every office presenting bills at Treasuries should enter particulars of all its bills including bills of Gazetted Government servants in a book called the "Treasury bills book" in APTC form 70 with the following columns:
 1. Number, date and description of bills
 2. Total amount of bill
 3. In cash
 4. By Govt. drafts or book adjustment
 5. Name and designation of the person in whose favour the Govt. drafts are to be issued.
 6. Name and designation of the messenger authorised to collect token from the Treasury and cash from the bank/treasury
 7. Signature of the Drawing Officer.
 8. Date of receipt of the bill in treasury and the initials of H.H.A
 9. Token No. allotted by the Treasury
 10. Amount passed by the Treasury
 11. Dated initials of the H.H.A in token of the treasury having passed the bill
 12. Remarks (date of receipt of money should be entered and initialled by the D.D.O.)
- b. The register should be presented at the Treasury along with cash bill. The treasury will not accept any bill unless the treasury bills book duly entered upto Col.7 is presented with it.
- c. Where the bill is passed for payment, the Treasury is expected to note the amount for which the bill has been passed and the concerned official in the Treasury should sign in full in token of authenticity of the particulars record by the Treasury in Cols. 8 to 10. If there are any unattested corrections or erasures or over writings in respect of the amounts noted by

the Treasury they should be got attested by the Treasury officials, after receipt of the cash from the bank. The treasury bills register should not be allowed to remain in the treasury for unduly long periods. If there are bills pending, for more than 3 days in the treasury, the matter should be taken up with the Treasury officer or S.T.O. by the Head of the office for their expeditious disposal.

- d. If the treasury returns a bill with any objection and if it is sought to be represented after rectification of defects pointed out by the treasury, a fresh entry should be made in the treasury bills register and the bills sent.
- e. If the Treasury passes any bill for less amount disallowing certain amount according to the entry recorded by it in the Treasury bills register, a memorandum of deductions from bills should be obtained from the Treasury in APTC form 71-Instruction, 34 TR 16 of APTC Vol.I
- f. While endorsing bills for encashment, care should be taken to follow the monetary limitations for each type of messenger as laid down in Art.274A of A.P.F.C. Vol.1.

5.3 REGISTER OF BILLS

In Twin Cities, where the bills are presented at P.A.O. a Register of bills in APTC 70-A. should be maintained with the following columns: (1) S.No. (2) Description of claims (3) Amount (4) Endorsed in favour of (5) Signature of D.O. (6) Token No. (7) Date (8) Cheque No. (9) Date (10) Amount passed (11) Reference to U.D.P. Register (12) Attestation.

- g. Precautions should be taken to ensure that parallel Treasury bills registers are not maintained.
- h. The following certificates should be recorded when existing register is closed and a new register is opened as per G.O.Ms.No. 172 Fin & Plg. (FW Accts. II) dt. 6-6-79.
- i. Certificates to be recorded when a new bills register is brought into use.
 - (i) Certified that this Treasury Bills Book/Register of bills contain pages serial numbered from..... to and brought into use with effect from(in words).
 - (ii) Certified that I am presenting the bills in the Pay & Accounts Office/Dist/Sub-treasury".

- II. Certificate to be recorded when the Register is completed and lodged before a new Register is brought into use.

"Certified that I have personally satisfied myself that all the bills presented thought this Register of Bills/Treasury Bills Book have been either encashed or returned by the PAO/Treasury officer and have been properly and completely accounted for. This register is closed and kept under my personal custody.

To prevent presentation of fraudulent drawal of bills this register should be reviewed bi-weekly by the Drawing Officer and the result of the review recorded in the form of abstract as below.

Opening balance (2) Bills sent during 1st half /2nd half of the week (from ... to ...) (3) Total 1+2(4) Bills passed during 1st half/2nd half of the week (from to.....) (5) Brief reasons for pendency.

5.3 UNDISBURSED PAY REGISTER : INSTRN.26 T.R.10 AND SR.4 TR. 32 APTC VOL.I

1. All the amounts relating to the claims of Govt. servants in the office should be brought to account in this register on the same day of encashment. The same register shall also be used where necessary for watching the disposal of the undisbursed balances, if any, of amounts drawn on contingent bills in excess of the permanent advance.
2. As far as possible, the official entrusted with the preparation of bills should not be entrusted with disbursement. In a large office separate U.D.P. Registers may be maintained for pay and allowances and contingencies.
3. The Register is to be maintained in A.P.T.C from No. 20 With the following columns:
 (1) Date (2) Annual S.No. (3) Description of bill (4) Amount (5) Amount undisbursed (6) Date of subsequent disbursement (7) Amount disbursed (8) Balance (9) Date (10) No. of receipt item from with disbursed (11) Particulars of payment (12) Amount.
4. The serial nos. in this Register should be assigned consecutively for each financial year. The serial number against each item should be rounded off when the complete amount drawn under the particular items is disbursed leaving no balance.
5. The receipts should be indicated in cols. 1 to 4 while the disbursements there to indicated in cols. 9 to 12. On each date of transaction, the totals

under receipts and disbursements should be worked out and the balances struck. The undisbursed balance as verified from the acquittance roll should be entered in col.5 and subsequent disbursements noted in cols. 6 to 8 till the entire amount is disbursed and the item is finally rounded off.

6. The closing balance of U.D.P. Register should be taken to the cash book.
7. The U.D.P. Register should be signed every day by the head of the office.
8. The undisbursed amount should not be kept for more than 3 months from the date of drawal and they should be remitted.

5.4 PERMANENT ADVANCES ARTS. 94-98, 106-107, OF A.P.F.C. VOL.I

As a general rule, drawal of money from the treasury is only by presenting a proper voucher prepared in accordance with the rules and no money should be drawn until it is required for immediate disbursement. The P.A. system is an exception to general rules. P.A. is meant for meeting unforeseen and urgent expenditure which cannot be postponed for fulfilling the formalities.

1. The amount of P.A. should be limited to what is absolutely essential to meet ordinary requirements.
2. The P.A. is sanctioned by the Secretary to Govt. of the concerned Department. The amount required by subordinates should be allotted by the head of the office from his P.A.
3. The P.A. of the Head of the department has to be fixed and sanctioned by the Government.
4. For sanction of P.A. or for revision of the existing P.A. the concerned departments of Secretariat should send the proposal to Finance (A&L) Department for concurrence of grant of P.A. to the subordinate officers under their control.
5. No. P.A. should be larger than necessary.
6. It should be initially drawn after sanction of A.P.T.C 49 debitible MH 872-Permanent Cash Impresent - Civil.
7. The amount of PA. sanctioned, the order in which sanctioned and the amount drawn should be noted on the front page of the register and attested by the head of the Office.
8. An acknowledgement should be sent to the sanctioning authority:

- a. When the P.A. is sanctioned for the first time.
 - b. When there is revision in the quantum of P.A.
 - c. On 15th April every year showing the position as on 31st March.
 - d. Whenever there is a change in the incumbent of the post.
 - e. It should be in the form prescribed under Art. 98.
 - f. The acknowledgement should, always before the full amount sanctioned.
9. The Drawing Officer should enclose a true copy of the P.A. acknowledgement sent to the sanctioning authority, to his own pay bill for April each year. Otherwise the PAO/TO are empowered to return the bill (Art 105).
10. Advances to peons for railway fares and advances for office expenses in camp can be made from PA (Art 105)
11. Recoupment of P.A. may be made at the end of every calendar month, and also when during the course of a month a transfer of charge takes place or when the balance of P.A. on hand has become inconveniently small (Art. 106).
12. The P.A. register should be maintained in Form 89 of APTC with the following columns (SR 5 - TR 32).
- Charges : (1) Date (2) Monthly S.No. (3) Description of expenditure (4) Amount (5) Mode of recoupment (6) Date of recoupment.
- Receipts : Date, No. of bills, S.No. of the item of charges recouped, Amount, Remarks.
13. Each voucher for the expenditure incurred from PA should be entered in this register and its recoupment watched. The register should be closed every day of transactions with the following abstract.
- (1) Opening balance (2) Total (3) Deduct charges (4) Closing balance (5) Add unrecouped expenditure as per sub-voucher (6) Total P.A.
14. The columns 7 to 10 showing the receipts should be filled up whenever the contingent bills are encashed to recoup the P.A. and whenever cash is

recovered from the persons concerned. Simultaneously col. 5 showing the mode of recoupment (by cash or by cashed contingent bill) and col. 6 showing the date of recoupment should be filled up under the attestation of head of the Office.

15. Consecutive serial numbers should be assigned for each much to the vouchers for the amounts spent from P.A. and the number should find place both in the register and on the voucher.
16. When the contingent bill is prepared to recoup the P.A. with reference to paid vouchers, the vouchers should be cancelled to avoid the Possibility of double drawal at later date .
17. The unrecouped vouchers and cancelled vouchers should be preserved carefully (serially arranged) in the personal custody of the Head of the office for production before inspection parties. If any voucher is not produced, the Head of the office will have to make good the amount covered by vouchers so lost and not produced.
18. The closing balance of P.A. Register should be taken to the cash book.
19. Whenever there is change in the incumbency of Head of the Office, due to C.L., Earned Leave or transfer, the closing balance of P.A. Register including unrecouped vouchers should be verified by the incoming Govt. Servant and the result of verification recorded in the register under his full signature.
20. As per GOMs No. 184 F & P dt. 6-5-89, the office copies of pay bills should be maintained in a Pay Bill Register in the new form No. 109 prescribed in the GO and entries made as stipulated.

ERRORS, LIKE STRAWS

UPON THE SURFACE FLOW;

HE WHO WOULD SEARCH FOR PEARLS

MUST DIVE BELOW.

JOHN DRYDEN

Fundamental rules and subsidiary rules of A.P. Government

INTRODUCTION

1.1 The Fundamental Rules apply to all Government Servants paid from the consolidated fund of State. They deal with service aspects relating to Government servants such as the General Conditions of Service, Pay, Pay fixations, Increments, additions to Pay, combinations of appointment, Dismissal, Removal and Suspension, Retirement, Leave, Joining Time and Foreign Service etc. The Power of interpreting these Rules is reserved to the Government.

1.2. Some of the important definitions in these Rules are, as follows (F.R.9):

Duty : Service in a post, joining time, authorised course of training, compulsory wait treated as such by competent authorised, periods of enforced halts enroute on four, C.L. etc., are treated as Duty.

Pay : (1) Basic Pay (ii) Special Pay (iii) Personal pay, (iv) Additions to Pay granted under FR 49.

Foreign Service : means Service in a post where the Govt. servant draws his pay from a source other than the consolidated Fund of the state.

Personal Pay : means additional pay granted to protect the employees from loss in Substantive pay or on personal grounds like family planning incentive increment.

1.3 The whole time of a Government Servants is at the disposal of Government and he may be employed in any manner required by proper authority without claim for additional remuneration (FR 11)

1.4 **Lien :** The concept of confirmation has been amended in G.O.Ms.No.633, G.A. (Services) Department, dt. 8-11-89. Confirmation is delinked from availability of permanent post. Confirmation is delinked from availability of permanent post. Confirmation can be done against a temporary post in the initial post after satisfactory completion of probation.

No person can be appointed regularly without a Medical Certificate of Health as provided under FR 10.

1.5 Government may transfer a Government servant from one year to another (FR 15.) As per instructions contained in Govt. Memo No.2725/Spl.A/93-1/Spl.A, GAD Dt.26-11-93, a handover note containing the following should be handed over to the successor among others in the event of transfer, by a Govt. Servant.

- 1) Programmes and other issues
- 2) Legal cases
- 3) Important Service disputes
- 4) Financial irregularities that need to be rectified
- 5) Disciplinary actions that need to be pursued.

16. A Government servant may be required to subscribe to a provident fund or similar funds (FR 16).

1.7 No Government servant shall be granted leave of any kind for a continuous period exceeding five years. Wilful absence from duty not covered by grant of any leave will be treated as a 'Dies-non' for all purposes viz., increment, leave and pension.

1.8 Interruptions between two or more spells of service shall be treated as automatically condoned without any formal orders of the sanctioning authority, excluding however the periods of interruptions themselves (FR 18).

2.1 GENERAL PRINCIPLES OF PAY FIXATION

(1) In respect of Revision of Pay Scales, the guide lines given by Government for Pay fixation each times lay down the principles of Pay fixation. In the absence of guide lines, pay should be fixed at the same state in the Revised Pay Scales and if there is no stage at a stage next below the stage to the pay drawn in old scale and the difference treated as personal pay to be absorbed in future increments.

(ii) For purpose of Pay fixation, only Basic Pay is taken into consideration.

(iii) Provisions under FR 19,22,22-B 23,26(a a), 30 & 31 deal with the principles of pay fixation.

2.2 Pay Fixation : Following are some of the circumstances under which pay fixation is done;

1. First appointment to a Post.
2. Revision of Scales of Pay
3. Promotion to a post carrying higher responsibilities.
4. Reversion to a lower post.
5. Appointment by Transfer to a post outside the regular line.
6. Repatriation to the parent department from outside the regular line.
7. Substantive appointment to a post not carrying higher responsibilities or to a new post.
8. Automatic Advancement.
9. Re-employment.

Some of the Pay fixations detailed above are illustrated hereunder.

2.2.1 FIRST APPOINTMENT : On first appointment Pay is fixed at the minimum of the Pay scale. However the Pay of a regular Government Servant when appointed directly to another post on selection by APPSC is protected :

2.2.2 AUTOMATIC ADVANCEMENT SCHEME

	<u>JUNIOR ASSISTANT</u>	<u>ON COMPLETION OF A YEARS</u>	
DATE	1745-40-1825-50-2075- 60-2375-75-2750-90-3200-	1975-50-2075-60-2375-75- 2750-90-3200-110-3750\	
1-2-93	290		
1-5-93	Completed 8 years	3020 [FR 22 a (i)]	(Pay fixed at the next higher state)
1-2-94	3020/- Date of next increment in the lower post)	3110 [FR 31 (2)]	(Pay fixed in the higher post in consequence to the notinal increase in the lower scale on the date of next increment).

On completion of 16 years of service in the same post the same patters of pay fixation under FR22a (i) read with FR 31 (2) should be followed.

Employees drawing pay in Automatic Advancement scheme when actually promoted to a higher post are not allowed the pay fixation under FR 22(B). The pattern of pay fixations as under FR 22 a(i) read with FR 31 (2) is permissible in such cases.

ON PROMOTION TO POST CARRYING HIGHER RESPONSIBILITIES.

Where a Government Servant is promoted to a higher post (when he is not in Automatic Advancement Scheme) the pay is fixed under FR 22(B). The individual is allowed option to have the benefit of this fixation either from the date of promotion itself or from the date on which he is entitled to the next increment in the lower post.

2.2.3 PAY FIXATION ON PROMOTION

An employee Drawing a Basic pay of Rs. 4010 w.e.f. 1-4-94 in T.S. of pay of Rs. 2600-75-2750-90-3200--110-3750-130-4400-160-5200-190-5550 war pormoted to next higher category of 3880-130-4400-160-5200-190-6150-230-7300-280-8140 on 15-9-94. Fix his pay. on the basis of option from date of promotion or from date of next increment of lower post.

1. If opted from date of promotion itself:

DATE	Payscale of Lower Post (Rs. 2600-5580)	of Higher Post (Rs.3200-8140)	Remarks
1-4-94	4010		
15-9-94	+130 Notional increment added (FR 11-B) 4140	4270	Pay fixed at next higher stage after the addition of notional Increment.
1-9-95 4400	Increment.

2. If opted for promotional scale from date of next increment of lover instead of from promotion :

Date	Payscale of Lower Post (Rs. 2600-55600)	of Higher Post (3200-8140)	Remarks
104094	4010		
15-9-94 4140	Pay fixed under FR 22 a (i) at immediate next higher stage
1-4-95	130 Regular increment due in Lower Post added		
Date of option	130 National increment added on promotion	4400	Pay fixed at Next higher state
Total	4270		
1-4-96		4560	Increment.

Note : The date of fixation under FR 22(B) is crucial date for grant of future increments in the higher post.

22.4 Fixation of pay of retrenched employees owing to reduction of staff as a measure of economy on their absorption : According to ruling (9) under FR 22 read with G.O. 1002, GAD dt. 29-11-67, G.O.219, Fin. Dt. 14-4-72 the pay of those employees absorbed on an identical post or a lower post should be fixed at the minimum of the time scale of the post in which they are absorbed plus grade increments counting the length of previous service in the equivalent and higher grade, provide they have not received any pension or gratuity or if received have refunded the same either in lumpsum or in instalments as prescribed by the appointing authority. Otherwise only the minimum of the time scale should be allowed. If the pension and gratuity already received are refunded, previous services before retrenchment will be counted for pension to the extent admissible. But the leave at credit shall not be allowed to carry over, to the leave account of service after absorption.

3.1 Vide G.O. (P) No. 290. Pin & Plg (FW PRC II) dt. 22-7-93 Government has introduced a new automatic advancement scheme in the Revised Pay scales of 1993 w.e.f. 1-8.93. The scope of applicability of this scheme is limited to the employees drawing pay in the scale of 3880-8140 and below. The main features of this scheme are as under.

- 3.2.1 On completion of eight years of service which counts for increments and if the employee is fully qualified to be promoted to the higher post he shall be eligible for the pay scale of next promotional post, if there is one. If there is no promotional post under the relevant service rules, the employee is eligible for the scale of pay next above the special grade post (Special Promotion post scale / special Adhoc Promotion post scale)
- 3.4.3. On completion of 24 years of service which counts for increment an employee shall be sanctioned one increment in the existing scale that is SPP scale/SAPPS as the case may be which is in addition to normal increment. In case of employees whose date of normal increment is different from date of completion of 24 years of service, the date of next increment will be after completion of one year of service from the date of drawl of increment allowed on completion of 24 years of service.
- 3.5 The benefit of automatic advancement scheme will be withdrawn if the employee relinquishes his right to promotion. Similarly persons appointed to lower post at request are also not eligible for the Automatic Advancement scheme (Memo No. 007/375/PRC 1/88, dt. 26-10-1988).

4.0 INCREMENTS

- 4.1 According to Rule 24, increments shall ordinarily be drawn as a matter of course unless it is withheld. Increment can be withheld if the conduct of the employee has not been good or his work was not satisfactory. Presence of orders is necessary for withholding an increment. If no orders withholding increment are received by the drawing officer he should draw the increment by enclosing an increment certificate to the pay bill, unless it is an increment due on declaration of probation of passing of a prescribed test which can be drawn only after issue of orders declaring the satisfactory completion of the period of probation or the passing of that test.
- 4.2 Rules 26 lays down the conditions under which service counts for increment. According to this rule service in a post including leave counts for increment except the following periods:
1. Periods of suspension treated as not-duty. If suspension is for misconduct, service preceeding suspension also will not count for increment (note 5 under rule 24).

2. Periods of EOL taken for reasons other than illness on M.C. causes beyond the control of employee or for prosecuting higher studies. Specific orders are necessary for counting EOL taken for the above 3 reasons for increment. Powers delegated to Heads of Departments for a period not exceeding 6 months.

3. Over stayal of leave not regularised (Ruling 2 under rule 26 (b)).

4. Service in a lower post (Ruling 9 under rule 26 (b))

5. Break in service due to discharge (Ruling 9 Note 2 under rule 26)

6. Periods of leave or deputation during which the employee would not have continued in that post but for leave or deputation (Rule 26 (i)).

Increment will be drawn from the first day of the month in which it falls due (G.O. 133, Fin. dt. 15-7-74, G.O. 192, Fin. dt. 1-8-74 and Memo No. 4964 - A/ 2111/FR-II 174-1, dt. 6.10.74).

4.3 INCENTIVE INCREMENT FOR FAMILY PLANNING OPERATIONS

(G.O.Ms.No. 52, M&H, dt. 23-1-84)

Employees or their spouses who undergo family planning operation are eligible for one advance increment subject to the following conditions:

1. The number of living children should not be more than 3 (G.O.377, HM & FW dt 25-11-86 from 25-11-86).

2. The rate of increment is the rate of next increment due after operation and this amount is treated as personal pay to be drawn at that rate through out service as a separate entity.

3. Husband should be below 50 years of age and wife between 20 years and 45 years of age.

4. Sterilisation etc., should be done in Govt. hospital. If operated in private hospital, the certificate should be countersigned by a Govt. doctor not below the rank of Civil Asst. Surgeon within 5 days from the date of operation.

5. Increment should be allowed from the 1st of the month following the date of operation.

6. Operation should be while in service.
7. If both wife and husband are employees only one can draw the p.p at their choice.
8. Personal Pay should be withdrawn from the date of recanalisation.
9. Personal Pay is not admissible for Hysterectomy.

5.0 COMBINATION OF APPOINTMENTS (Rules 49)

5.1 The State Government (delegated powers to Head of Departments for a period upto 3 months vide delegation 1. under rule 4 read with G.O. 282. Fin & Pig (Fin. FR 1) dt. 11-8-77 may appoint a Government servant as a temporary measure to officiate in two or more posts. The order should declare whether he officiates, or holds full additional charge or merely to discharge current duties of the additional post. The second post should be distinct or separate and not subordinate to the first post. Additional pay should also be sanctioned by the above authorities.

1. If appointed to officiate in a second post and to hold full additional charge of his own post: The highest pay to which he would be admissible if appointment to one of the posts stood along and in addition 1/5th of his substantive pay or 1/2 the minimum of the scale of the 2nd post whichever is less. He may draw compensatory allowances, if any of the second post in full and if CA is attached to both the posts larger of the two.
2. If he holds full additional charges of a 2nd post in addition to his own: Additional pay for the additional post @ 1/5th of his substantive pay or 1/2 the minimum of the additional post whichever is less. CA as in the above case.
3. If the discharges only current duties of a second post in addition to his one: Additional pay not exceeding @ 1/10th of his substantive pay or 1/4th of the minimum of the 2nd post and CA of his own post.

NOTE: 1. The additional pay at the above rates is admissible for the first 3 months of additional charge and at half those rates for another 3 months and thereafter no additional pay. Heads of Department can sanction the additional pay for

first 3 months and for the period in excess of months sanction of Govt. is necessary (vide instruction 2 under FR 49)

2. Additional pay is admissible if the full additional charge is held for a period exceeding 14 working days excluding holidays, optional holidays and casual leave, if any, and in respect of current duties one month (vide instruction 2 and rulings 8 & 9 of FR 49).

6.0 PAY ADMISSIBLE IN CASE OF PUNISHMENTS

6.1 Government or any other authority to whom such powers are delegated can impose the punishments detailed in rule 8 of the A.P.Civil Service (Classification, Control & Appeal) Rules in respect of the employees subordinate to them. The effect of these punishments on pay and allowances of the employees are dealt with in FRs 25, 29 (i), 29(ii), 29-A, 52, 54-A and 54-B.

6.2 Fundamental Rule 24 requires that the punishment of withholding increment should specially state about the following issues:

1. Period for which it is withheld.
2. Whether the postponement shall have the effect of postponing future increments.
3. Whether the period of stoppage will be exclusive of any interval spent on leave before the period of punishment is completed (Not applicable if the stoppage of increments is with cumulative effect).
4. Whether the stoppage will effect pension.
5. In case of a promotee whether it affects the pay of his substantive post (FR 31(2))

The effect of the order withholding increment is that the officer remain on the same pay for the period for which stoppage is ordered. If the order withholding increment does not state that it shall have effect of postponing future increments it shall be assumed that the officer's pay is restored to what it would have been had his increment not been withheld from the next natural date of increment (without cumulative effect).

An illustration how the pay is regulated during the period of above punishment is given below:

Date	Without cumulative effect	with cumulative effect	Remarks
1.2.93	2750	2750	
1.2.94	2750 (increment not released)	2750	(Increment not released)
1.2.95	2930	2840	(Since stoppage is with cumulative effect, one increment is permanently not given)

Next increment stopped for a period of one year in the scale of Rs. 1975-50-2075-60-2375-75-2750-90-3200-110-3750-130-4010 while drawing a pay of Rs. 2,750/- from 1.2.93 (order issued on 1.3.93)

6.3 If the punishment is to reduce the pay to a lower stage in his time scale, the pay is regulated under FR 29 (i). This order of punishment shall state:

1. The period and the date for which the punishment be effective.
2. Whether on restoration, the period of reduction shall operate to postpone future increments.
3. The stage to which the pay is reduced.

This order of punishment cannot be for an unspecified period or as permanent measure.

6.4 The pay during and after the period of punishment will be regulated as follows:

Pay reduced by two stages from Rs. 2750/- to 2600/- in the scale of Rs. 1975-50-2075-65-2375-75-90-3200-110-3750-130-4010 for a period of 2 years from 1.4.93.

Date	Reduction shall not operate to postpone future increments Ruling (1) (b) (i)	Reduction shall operate to postpone future increments Ruling 1(b) (ii)	Remarks
1.9.93	2750	2750	
1.4.93	2600	2600	Date or order of punishment
1.1.94	2600	2600	
1.1.95	2600	2600	
1.4.95	2930	2750	On completion of the period of punishment

7.1 In case of suspension pending enquiry the employee is eligible (FR 53) for subsistence allowance equal to leave salary on half pay, plus dearness allowance on the basis of such leave salary. Other compensatory allowances on the basis of pay which the employee was in receipt on the date of suspension subject to furnishing a certificate that he is not engaged in any other employment, business, profession or vocation.

7.1.1 As per clarification in Govt. Memo No.39071/471/A2 FR II/99 Fin. & Plg. Dated 28/2/2000, a Govt. servant lodged in prison or released on bail on his conviction pending consideration of his appeal be paid subsistence allowance. This Memo may be gone through in full.

7.2. If the period of suspension exceeds 3 months the authority is competent to increase the subsistence allowance, for any period subsequent to the period of 3 months, suitably by an amount not exceeding 50% for the reasons directly attributable to the employee. The rate of dearness allowance. A second or subsequent review can be made at any time at the discretion of the competent authority and the subsistence allowance can be increased or reduced by 50% of the allowance originally granted based on the reasons already explained.

8.1 FR 54, 54-A and 54-B deal with the regulation in case the orders of dismissal, removal, compulsory retirement and suspension are set aside and the employee is reinstated on appeal or review. In case where the reinstatement

is ordered on appeal or review, the competent authority should first decide whether the employee is fully exonerated or not of the charges which resulted in his dismissal, removal or compulsory retirement whether the employee is fully exonerated or not of the charges which resulted in his dismissal, removal or compulsory retirement whether the suspension is justified or unjustified. The competent authority should also state whether the period of absence is treated as duty or not duty. The period treated as not duty cannot be treated as leave to which the employee is entitled without the request of the employee. If the employee is fully exonerated or suspension is unjustified the period of absence should be treated as duty and in other case as 'not duty'. In case where the period is treated as duty, the employee is entitled for full pay and allowances which he would have received had the punishment not been imposed. However, If the competent authority is of the opinion that the delay in reinstatement is due to the reasons directly attributable to the employee, payment of a portion of pay and allowances not less than subsistence allowance and other allowance can be ordered after giving opportunity of representation to the employee and after considering such representation.

- 8.2 If the period of absence is treated as "not duty" the employee is eligible for subsistence allowance. However where the competent authority is of the opinion that the delay in reinstatement is not for the reasons directly attributable to the employee, he can order for the payment of a portion of pay and allowance not less than subsistence allowance and other allowances after giving opportunity for representation. and after considering such representation.
- 8.3 Where the dismissal, removal, compulsory retirement or suspension is set aside by a court of law on merits of the case and the employee is reinstated without further enquiry the period of absence should be treated as duty for all purposes and he shall be paid full pay and allowance which he would have drawn had the punishment not been imposed.
- 8.4 If the case is set aside for non compliance of the provisions of clause (2) of article 311 of the Constitution of India or the employee is not exonerated on merits, the period of absence should be treated as "not duty" and the payment of Pay and Allowances for the period of absence, not less than subsistence allowance and other allowances, should be specially ordered by the competent authority.
- 8.5 where an employee under suspension dies before the disciplinary or court

proceedings are concluded, the period of suspension immediately proceeding death shall be treated as duty for all purposes and his family paid the full pay and allowances after deducting the subsistence allowance etc. already paid. Though the suspension is for imposition a major penalty, but if it ultimately results in a minor penalty, still the period of suspension is to be treated as not duty.

- 8.6 Where the period of absence which is treated as " not duty is converted as leave at the request of the employee the amount of subsistence allowance etc., already paid should be adjusted from the leave salary and the excess, if any, should be recovered (instruction 2 under FR 54).

9. PAY DURING JOINING TIME (Rule 107)

1. Joining time is treated as duty and the employee is entitled to pay drawn by him in the old post before handing over charge and in addition D.A., HRA & CCA as applicable at old station. Conveyance allowance, FTA are not admissible during joining time (Clause (a) of FR 107 as amended in G.O. 84, Finance dt 15-44-81).
2. During joining time after leave with allowances, joining time pay equal to leave salary (Clause (b) (ii) of rule 107)
3. Where transfer of charge involve of inspection of several stores or scattered works by both the officers, the relieving officer is treated as on duty (Ruling (1) under FR 107).

9.1 JOINING TIME IS COMPUTED AS FOLLOWS.

- | | | | | |
|-----|----|------------------|---------------------------|---------|
| (i) | a) | For preparation: | 6 days. | |
| | b) | For journeys | By Rail - 500 Km | one day |
| | | | By Motor Vehicle - 150 km | one day |

Besides the above one Sunday is permissible.

- (ii) When there is no change of residence as a sequel to the Transfer, only one day is allowed (FR 106).

10. FOREIGN SERVICE:

While a Govt. Servant is in Foreign Service (FR 115), contributions towards the cost of his pension and leave salary should be collected form the foreign employer as per the scale prescribed under FR115. If there is delay in payment of the contributions, interest at 7.3% should be collected on the contributions from the foreign employer.

11. SERVICE REGISTERS

The detailed instruction relating to maintenance of Service Register as per annexure II. Part III of Fundamental Rules should be followed. Every Govt. servant should be shown his Service Register every year and to token, his signature be obtained in the service book. A periodical certificate to this effect should be sent to the immediate superior by the end of every September.

The Service Register should contain every step in a Govt. Servant's official life, including temporary and officiating appointment, promotion of all kinds, regularisation and completion of probation. Increments, transfers and leave. Annual Service Verification certificate should be recorded in April each year mention about character should not be made. They should be kept in the personal custody of the Head of the Office.

The revised format of the Service Register as laid down in the G.O.Ms.No.200 Finance and Planning Dt.10-12-99 should be adopted in all cases.

Andhra Pradesh Leave Rules

Leave is a prior permission granted to Government servant to be absent from actual duty .

The general rules for the grant of leave are as follows:

The authorities competent to grant other than special disability leave to the Government servant working in each department are detailed in FR. 66.

Under FR. 67, leave cannot be claimed as a matter of right. When the exigencies of the public service so require, discretion to refuse or revoke leave same time. The competent authority cannot compel a Government servant to take leave on half pay when leave on full pay is permissible to him. Further under Rule 6 of A.P Leave Rules, any kind of leave (other than Casual leave) so admissible or in continuation of leave already taken whether of the same or any other kind.

Similarly vacation may be availed in combination or in continuation of any other kind of leave.

Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day on which charge is resumed. Holidays can be prefixed or suffixed to subject to the conditions under F R. 68.

A Government servant on leave cannot take up any service or set up private practice etc. except with the permission of competent authority (FR. 69).

A Government servant who remains absent after the end of his leave is entitled to leave salary for the period of such absence, and that period will be debited against his leave account as though it is leave on half pay unless extension of leave is granted by the competent authority (FR 73).

Their application for grant of leave should specify the period of leave, nature of leave. Leave address and in the case of leave on Medical certificate, the Medical certificates should be enclosed.

Vacation department means a department where vacations exceeds 15 days (FR 82 SR (2)). Vacation is treated as duty for all purposes (FR 82 (d)). If earned leave is taken in combination of vacation, the total period of leave & vacation should not exceed 120 days [Ruling 11 under FR 82]

An employee transferred from vacation to non-vacation department is treated as in non-vacation department from the close of last vacation enjoyed and on transfer from non-vacation to vacation department is treated as in vacation department from the date of expiry of last vacation previous to such transfer (SR 7 of FR 82).

Leave at credit will lapse if interruption in service other than leave occurs (APLR 24).

Leave at credit shall lapse on the date of retirement, death or resignation. However, earned leave at credit not exceeding 240 days can be encashed in case of retirement or death (APLR 7 & G.O.Ms.No.420 Fin. & Plg. (FWFR 1) dt. 3.12.90 and G.O.Ms.No. 253 Fin & Plg . (FWFR 1) dt. 6-9-91.

While in service all regular employees both superior and class IV are eligible to surrender earned leave of 15 days in each financial year and receive cash benefit in lieu thereof equal to leave salary on full pay of 15/30 days.

Temporary and emergency employees are eligible to surrender 15 days of earned leave after completing 24 months of service in first instance and there after 15 days during the alternate financial year.

EARNED LEAVE FROM 1.1.78 (Rule 8.10.17 and 20)

Type of employees	Earning capacity	Accumulation	Availment
1. Regular including (LGGS from 1.1.88).	Advance credit of 15 days for every Half year on 1st Jan & 1st July	240 days form 1-7-83.	120 days at a time 180 days if outside India. Pakistan. Burma & Nepal
2. Others (Non permanent)	Advance credit of 8 days per half year on 1st Jan & 1st July	30 days	Leave at Credit

In respect of employees who join service in the middle of the half year, the advance credit will be as follows for each completed months of service.

Ex: If Regularly joined on 15-2-89; 1st half year completed months -4 leave @ 2 1/2 pm and total 10 days for others joined on 15-2-89; 1st half year completed months-4 @ 1+1+2+1=5 days. Similarly calculated for those retiring in the middle of the half year.

If the employee is on E.O.L. during the preceding half year, the advance credit for the present half year will be reduced by 1/10 the of the period of EOL taken during the preceding half year subject to a maximum of 15/8 days.

VACATION DEPARTMENT (Rules 8,9 and 10)

Type of employees	Earning capacity	Accumulation	Availment
Regular employees in superior services	1/11 of duty minus 30 days or a portion of 30 days equal to the vacation taken and full period of vacation From 1-11-89 the reduction is 28 days instead of 30 days in respect of teachers. (G.O.Ms.No.354, Edn., Dt 20.11.80)	As in non vacation dept.	As in non vacation dept.
Non-permanent in Superior services and permanent and regular Employees in LGGS.	1/22 of duty minus 15 days or a portion of 15 days equal to the vacation taken and full period of vacation.	30 days	Leave at credit
Non permanent in LGGS	Not eligible for earned leave APLR 20(1).		
HALF PAY LEAVE	(both non-vacation and vacation Departments - Regular and temporary employees Rules 13, 18 and 23)		

20 days for each completed year of service. There is no limit for accumulation and leave to the extent admissible can be granted at a time. However, in respect of temporary employees half pay leave can be granted on M.C. only after 2 years of service and 10 (a) (1) candidates are not eligible for half pay leave.

COMMUTED LEAVE : Sanctioned on M.C. only : Half of half pay leave at credit can be commuted to leave on full pay to an extent of 240 days in entire

service . The debit in the half pay leave account will be double the period of commuted leave taken (Rules 15-B and 18-B)

LEAVE NOT DUE : When half pay leave is not at credit, leave not due to an extent of 180 days during entire service can be granted on M.C. only. The debit will be in the half pay leave account to be set off against future credit. If any employee resigns or retires voluntarily after availing this leave and before wiping off the minus balance, the leave salary paid for the minus balance should be recovered. However, if it is on medical invalidation or death, recovery will not be insisted (Rule 15- C and 18 -C)

EXTRAORDINARY LEAVE (Rules 5-A 16, 19 and 23)

Permanent and approved probationers : Not exceeding 5 years including other kinds of leave

Probationers 23 (a) (ii) : The duration of EOL on any one occasion shall not exceed the following limits :

- a) Three months ordinarily.
- b) Six months if it is supported by medical certificate and the employee has completed 3 years of service.
- c) 18 months for treatment of T.B. or leprosy either as inpatient and or out patient on a certificate issued by the authorised medical officer and the employee has put in a service extending one year.
- d) 12 months for treatment of cancer, mental illness on the certificate from the recognised Institute or doctor, and
- e) 24 months for prosecuting studies certified to be in public interest and to employees of S.C.& S.T. to join examination, training course at the centre notified by Government to the extent necessary, provided the Government servant has completed not less than one year of continuous service before proceeding on leave. The grant of EOL in item (b) to (e) is by Government.

LEAVE SALARY

1. **Earned leave :** Equal to full pay drawn before proceeding on leave.
2. **Leave on half pay :** Equal to half of the pay drawn before proceeding on leave and full pay for a period of 6 months in entire service, if the leave is on M.C. for treatment of T.B., Leprosy, Cancer, mental illness or heart diseases

and Renal (Kidney) failure (G.O.Ms.No. 268 Fin & Plg (FWFR 10 dt. 28-10-91):

3. **Leave not due:** Equal to half pay.
4. **Commuted leave :** Twice the amount admissible under (2) above.
5. **EOL :** No Leave salary. However in respect of NGOs whose pay does not exceed Rs. 2375/- p.m. (1993 scales) if the leave is for treatment of TB., Leprosy, Cancer, mental illness - Eligible to exgratia equal to half the pay drawn before proceeding on leave subject to a minimum of Rs. 780/- and a maximum of Rs. 1185 p.m. and employees of last grade service, exgratia equal to half pay subject to a maximum of Rs. 1050 p.m. and minimum of Rs. 690/- (G.O.Ms.No. 234. Fin & Plg dt 27-5-94)

Other types of leave under F.R. allowed to employees are covered by APLR 1933 vide ruling 1 (ii) thereunder :

- 1) **SPECIAL DISABILITY LEAVE :** Rules 83, 83-A : This leave is admissible to permanent and temporary Government servant who is disabled by injury intentionally inflicted or caused or in consequence of due performance of official duties or in consequence of his official position. This leave is granted on M.C. issued by the competent medical authority for a period not exceeding 24 months for any one disability. Leave salary equal to leave on full pay is payable for the first 120 days in respect of permanent employees and 30 days in respect of the temporary employees and half pay for the remaining period without debit to any leave account. If the employee requests for payment of leave leave salary on full pay. full pay will be paid for the period of earned leave admissible (120 days maximum) and half of the period will be debited in the earned leave account.

Ruling : The disability does not include the disability caused in the road accidents while going to office from residence and vice versa, but includes road accident while proceeding on official duty from office to office, or court or a work spot on the field (G.O.133, Fin & Plg dt. 10-6-81).

2. STUDY LEAVE : FR. 84 (not debit to leave account)

This leave is granted by Government only for the study of scientific, technical and other similar problems for a period not exceeding 2 years in entire service after a service of 5 years. If it is combined with leave with allowances this period should not exceed 28

months (Rule 2 of study leave rules) EOL may be taken in conjunction of this leave without any limit (Note under Rule 13 of study leave rules). He will draw during leave, leave salary on half pay (rule 12).

3. MATERNITY LEAVE (Rule 101 (a)) : Not debit to leave account.

This leave is admissible to married women employees on the basis of medical certificate issued by the competent medical officer for a period not exceeding 120 days for each confinement and not exceeding 6 weeks in case of abortions, including miscarriage and termination of pregnancy under M.T.D. Act of 1971. Maternity leave for confinement is to be sanctioned to female Government servant with less than two surviving children ((G.O.Ms.No. 254 Fin & Plg (FWFR 1) Dept. dt. 10-11-95). This leave can be combined with other kinds of leave. If this leave falls during vacation, the residue of 120 days only will be sanctioned as maternity leave. Leave salary payable is equal to leave salary on full pay.

4. HOSPITAL LEAVE (F.R. 101(b)) : Not debit to leave account

Applicable to all last grade service employees and certain subordinate service staff detailed in S.R. (2) under F.R. 101 (b). This leave is on half pay for a period not exceeding 6 months in every 3 years of service when detained in hospital and receiving medical aid as out patient. It is not admissible when the treatment is necessitated by an intemperate habit.

Out of the above 6 months, 3 months can be on full pay if the detention in hospital is due to injury received or disease contracted in the course of duty (Ruling 4).

CAUSAL LEAVE

Casual leave is a concession to enable Government servant in special circumstances to be absent from duty for short period, without such absence being treated as leave.

Maximum period of casual leave that can be availed of in a calendar year is only 15 days. The unavailed part of leave will lapse at the close of the calendar year.

Casual leave may be combined with optional holidays or Sundays or other authorised public holidays provided the resulting period of absence does not exceed to days .

In the case of Casual Leave to a purely temporary and emergency Government servants the sanctioning authority will use its discretion having regard to the length of service put in by such Government servant.

A Government servant may be granted casual leave for half a day either from 10-30 to 1-30 p.m. or from 2-00 p.m. to 5-00 p.m.

SPECIAL CASUAL LEAVE

The following are the purpose for which special casual leave may be granted to a Government servant.

1. When he is detained in a plague camp on the way to rejoin duty.
2. When he is ordered by the Head of the department to absent himself from duty on the certificate of medical officer and other purposes detailed below special casual leave can be granted for period not exceeding the period noted against each.

OCCASION

AMOUNT OF LEAVE

Summons to give witness in a Court in which his private interest are not in issue.	As per the certificate of attendance
For family planning operations:	
Male - Vasectomy	6 working days
2nd operation	-do-
Female - Tubectomy	14 days
Male for tubectomy of wife	7 days.
2nd operation	7 days
Insertion of intrauterine contraceptive	1 day on the day of I.U.D. insertion.

Leave for 2nd operation is permissible when the doctor certifies that the first operation was failure.

Additional special C.L. beyond above limits can be given on account of post operation complications subject to production of M.C.

Recanalisation (Both): 21 days or the actual period as per the certificate whichever is less plus to and fro journey days, if the operation is necessary as he is having less than 2 children or lost all his male children after operation.

The special C.L. for FP. operation can be prefixed or suffixed to regular leave / C.L.

SPORTS :

- | | |
|---|--|
| 1. For participating in sporting events of national or internal importance when selected by the All India sporting Federation and also as Manager of the team | Not exceeding 30 days in a calender year
Excess to be treated as regular leave. |
| 2. Elected as President or Secretary of National sports bodies | 15 days in a Calender year. |
| 3. A.P. Secretariat cultural association members for dramas enacted in mufassil. | 6 days in a calender year |
| 4. Office bearers and members of the purchasing committee of the Govt., employees consumer Co-op stores to go to districts for making bulk purchases of various commodities for stores. | 12 days in a calender year
2 days for each trip of journey |
| 5. Principal office bearers of the regional association and two office bearers from each in the districts / city for representation in A.P. Civil Services Joint Staff Council. | 7days in a calender year. |
| Employees of vacation department in case of dire necessity or under the pressing family circumstances | -do- |
| Employees who participate in the rallies, camps etc., of the A.P. Bharat Scouts & Guides | 10 days in a calender year. |
| Members of Institution of Engineers | |
| a) for attending annual meeting, Hyd. | 7 days in a calender year. |
| b) for attending annual convention to any part of the country. | 10 days in a calender year. |

GENERAL INSTRUCTIONS

C.L. cannot be combined with the regular leave / joining time vacation. Special casual leave can intervene between two spells of leave if certified by doctor.

**WE JUDGE OURSELVES BY WHAT WE FEEL CAPABLE OF DOING,
WHILE OTHERS JUDGE US BY WHAT WE HAVE ALREADY DONE.**

-Henry Wadsworth Long Fellow

Pension Rules

1. TYPES OF PENSIONS

- a. Service pensions comprises of
 1. Superannuation Pension
 - ii. Retiring Pension
 - iii. Compensation Pension
- b. Family Pension

1.1 SUPERANNUATION PENSION

Superannuation pension is granted to Government servant entitled or compelled to retire at a particular age. For this purpose an employee in superior service has to retire compulsorily on attaining the age of 58 years and an employee in the last grade service on the date on which he attains the age of 60 years (Rule 33). If he attains the prescribed age on the first day of the calendar month he will retire on the last date of the preceding month. If it is after the first day, he will retire on the last day of the month.

1.2 COMPENSATION PENSION

If a Government servant is selected or discharged owing to the ability on of his permanent post, unless he is appointed to another post the conditions of which are equal to that of the post held by his earlier, has an option to retire from service and for taking compensation pension to which he may be entitled for the service he has rendered.

1.3 COMPULSORY RETIREMENT PENSION

A Government servant compulsorily retired from service as a penalty may be granted pension or gratuity or both at a rate not less than two thirds and not more than full invalid pension or gratuity or both admissible to him on the date of his compulsory retirement

1.4 RETIREMENT ON COMPLETION OF 20 YEARS OF QUALIFYING SERVICE

Government servant may opt to retire from service voluntarily after he has put in not less than twenty years of qualifying service by giving a notice in writing of atleast three months to the authority which has power to make a substantive appointment to the post from which he retires. In case of voluntary retirement, the Government servant is entitled to a service weightage of five years or the service he would have put in on the date of superannuation had he continued on service whichever is less.

1.4.1 RETIREMENT ON COMPLETION OF 33 YEARS OF QUALIFYING SERVICE

Government servant who has completed thirty three years of qualifying service may retire form service or may be required by the appointing authority to retire in public interest.

1.5. INVALID PENSION

A Government servant who is declared by the appropriate medical authority to be permanently incapacitated for further service is granted invalid pension (subject to the restrictions in Rule 37 of the A.P. Rules 1980)

1.6 PRO-RATA PENSION

Government servant opting for permanent absorption in public enterprises on or after 16-6-1967 is allowed Pro Rata Pension or gratuity with reference to the pension rules by which he is governed by his absorption in the autonomous body. The pension will be calculated on the basis of average emoluments for ten months preceding the data of his absorption and the retirement gratuity based on the emoluments drawn immediately before absorption.

1.7 COMPASSIONATE ALLOWANCE

Government servant who is dismissed or removed from service shall forfeit his pension and gratuity. The authority competent to dismiss or remove him from service may if the case is deserving of special consideration sanction a compassionate allowance not exceeding two thirds of pension or gratuity or both which would have been admissible to his if he had retired on invalid Pension.

2. CERTAIN IMPORTANT ASPECTS RELATING TO CALCULATION OF PENSION

2.1 DATE OF BIRTH OF THE EMPLOYEE

Date of birth of the employee should be taken as recorded in the Service Book based on the Educational records. If the Educational records are not available and where year is only known and the month is not known 1st July has to be taken as the date of birth. If the year and month are known but not the exact date, 16th of the month should be taken as the date of birth.

2.1.2 QUALIFYING SERVICE

The qualifying service of a Government servant commences from the date he takes charge of the post to which he is first appointed either substantively or in an officiating or temporary capacity.

- a. In the case of a Government servant in a Class - IV service in a pensionable post prior to 19-11-60, service rendered before attaining the age of sixteen years shall not count, for any purpose.
- b. In the case of a Government servant not covered by clause (a) above, service rendered before attaining the age of eighteen years shall not count, except for compensation gratuity.

2.1.3 CONDITIONS SUBJECT TO WHICH SERVICE QUALIFIES

The service of a Government servant shall not qualify unless his duties and pay are regulated by the Government, or under conditions determined by the Government.

2.1.4 COUNTING OF PERIODS SPENT ON LEAVE

- (i) All leave during service for which leave salary is payable and all extraordinary leave granted on medical certificate shall count as qualifying service.

In the case of extraordinary leave other than extraordinary leave granted on medical certificate the appointing authority may, at the time of granting such leave, allow the period of that leave to count as qualifying service if such leave is granted to a Government servant.

- a. Due to his inability to join or rejoin duty on account of civil on motion:

b. For prosecuting higher scientific & technical studies

(ii) Extraordinary leave granted for other reasons than those mentioned above will count as qualifying service upto a maximum extent of 36 months in the entire service period. In the case of Government servant taking employment elsewhere, extraordinary leave will count as qualifying service subject to payment of pension contribution and leave contribution, as may be prescribed.

2.1.5 COUNTING OF PERIODS SPENT ON TRAINING

The Government may by order, decide whether the time spent by the Government servant under training immediately before appointment to service under that Government shall count as qualifying service.

The service of a trainee shall count for pension provided that he is selected for the post as direct recruit and is appointed to it prior to being sent on training and is paid during the period of such training the initial pay of the scale of the post.

2.1.6 COUNTING OF PERIODS OF SUSPENSION

Time passed by a Government servant under suspension pending enquiry into conduct shall count as qualifying service where, on conclusion of such inquiry he has been fully exonerated or the suspension is held to be wholly unjustified; in other cases, the period of suspension shall not count unless the authority competent to pass orders under the rule governing each case expressly declares at the time that it shall count to such extent as the competent authority may declare.

2.1.7 FORFEITURE OF SERVICE ON DISMISSAL OR REMOVAL

Dismissal or removal of Government servant from a service or post entails forfeiture of his past service.

2.1.8. COUNTING OF PAST SERVICE ON REINSTATEMENT

(i) A Government servant who is dismissed, removed or compulsorily retired from service, but is reinstated on appeal or review, is entitled to count his past service as qualifying service.

(ii) The period of interruption in service between the date of dismissal removal or compulsory retirement, as the case may be, and the date of reinstatement, and the period of suspension, if any, shall not count as qualifying service unless

regularised as duty or leave by a specific order of the authority which passed the order of reinstatement.

2.19 FORFEITURE OF SERVICE ON RESIGNATION

- i. Resignation from a service or post entails forfeiture of past service. If it has been submitted to take up, with proper permission another appointment, whether temporary or permanent under the Government where service qualifies.
- ii. Interruption in service due to the appointments being at different stations, not exceeding the joining time permissible under the rules of transfer, shall be covered by grant of leave of any kind due to the Government servant on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to his.

Under proviso to rule 26, resignation of an appointment to take up with proper permission another appointment whether permanent or temporary, service in which counts in full or in part, is not resignation from public service. A question has been raised whether in such cases a separate sanction should be issued indicating that the resignation has been accepted under the above provisions, in order to enable the audit/administrative officer to regulate the consequential benefits in the matter of pay fixation, carry forward of leave, pension etc. In case of the above type the order accepting the resignation should clearly indicate that the employee is resigning to join another appointment with proper permission and that the benefits under proviso to rule 26 will be admissible to him. The contents of such order should also be noted in the service book of the individual concerned under proper attestation. No separate order sanctioning these benefits in each time would be necessary.

Note : A member of a service or service, who is selected for appointment by direct recruitment to another post, category or class in the same or different service and is appointed to it shall, as soon as he has been selected by direct recruitment, be deemed to have resigned from the service or services of which he is a member prior to his appointment as a fore said.

2.1.10 EFFECTS OF INTERRUPTION IN SERVICE

As interruption in the service of a Government servant entails forfeiture of his past service except in the following cases.

- (a) authorised leave of absence
- (b) unauthorised absence in continuation of authorised leave if the post of the absentee is not filled substantively
- (c) suspension where it is immediately followed by reinstatement or where the Government servant dies or is permitted to retire on attaining the age of compulsory retirement while under suspension
- (d) Abolition of post owing to reduction of establishment (e) transfer to non qualifying service in an establishment under the control of Government under orders of competent authority in public interest (f) joining time on transfer.

2.1.11 ADDITION TO QUALIFYING SERVICE

Every Government servant who at the time of retirement on superannuation, has put in a qualifying service of less than 33 years, shall be entitled to add to the qualifying service for the purpose of pensionary benefits the difference between 33 years and the qualifying service at the time of superannuation, such difference not exceeding three years.

The benefit under this rule shall not be admissible in cases where the government servant eligible for the benefit under the rules 19 and 20 of these relating to counting of military service and war service.

3.1. EMOLUMENTS

The expression " emolument" means "pay" as defined in rule 9(21) of the Fundamental Rules which a Government servant was receiving immediately before his retirement or on the date of his death (from 30-6-88, for the purpose of pension is only basic pay).

If Government servant immediately, before his retirement or death while in service had been absent from duty on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspension shall be the emoluments. drawn in such higher appointment shall be given for pension calculation only if it is certified that the Government servant would have continued to hold the higher appointment but for his proceeding on leave.

If a Government servant immediately before his retirement or death while in service had been absent from duty on extraordinary leave or had been under suspension, the period of which does not count as service, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purpose of calculating pension.

If a Government servant immediately before his retirement on death while in service was on earned leave on average pay, as the case may be, and earned an increment, which was not withheld.

- (a) During the current of the earned leave not exceeding one hundred and twenty days, or during the first one hundred and twenty days of earned leave exceeding one hundred and twenty days, or
- (b) During the currency of leave on average pay not exceeding four months, or during the first four months of leave on average pay exceeding four months such increment, though not actually drawn, shall form part of his emoluments for purpose of pension calculation.

Pay drawn by a Government servant in a tenure appointment shall not be treated as emoluments.

Pay drawn by a Government servant while on foreign service shall not be treated as emoluments, but the pay which he would have drawn under the Government had he not been on foreign service shall alone be treated as emoluments.

Fees or Commission, if they are authorised emoluments of an appointment and are in addition to pay. In this case, "emoluments" means the average earning for the last six months of service.

3.2 AVERAGE EMOLUMENTS

Average emoluments shall be determined with reference to the emoluments drawn by a Government servant during the last ten months of his service.

For the purpose of working out average emoluments in order to compute the pension admissible; if during the last ten months of his service a Government servant had been absent from duty on leave for which leave salary is payable or having been suspended have been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be taken into account for determining the average emoluments.

The increase in pay other than the increment referred to in the provision under emoluments) which is not actually drawn shall not form part of his emoluments.

If during the last ten months of his service a Government servant had been absent from duty on extraordinary leave or had been under suspension the period thereof does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of the average emoluments and equal period before the ten months shall be included.

LAST PAY TO BE CONSIDERED

As per provisions contained in G.O.Ms. No. 87 Fin & Plg. dt. 25-5.98, the last pay is treated as emoluments for fixation of pension instead of last ten months emoluments provided officiation in a promoted post during last two months preceeding the retirement, is in a regular vacancy.

INCREMENT DUE ON THE NEXT DATE OF RETIREMENT

G.O.Ms.No:235 F & Plg. Dt.27.10.1998 stipulates that the increment falling due immediately on the next day of retirement may be added for purpose of 'pay' for grant of pension.

3.3 AMOUNT OF PENSION

- i) In the case of a Government servant retiring before completing qualifying service of 10 years, the amount of service gratuity shall be appropriate amount as set out in the table under Rule 45.
- ii) After completing qualifying service of not less than ten years, the amount of pension shall be the appropriate amount as set out below, namely the Pension formula is :

Last pay / Average emoluments x Number of years of qualifying service

66

The minimum pension payable is Rs. 1250/-

- iii) Fraction of year equal to 3 months or more be treated as one half year for the purpose of calculation of qualifying service for purpose of pension applies to persons who retire on or after 10-9-1988
- iv) The amount of pension shall be fixed at monthly rates and be expressed in whole rupees and where the pension contains a fraction of a rupee it shall be rounded off to the next higher rupee.

3.4. RETIREMENT GRATUITY

- i (a) A Government servant who has completed 5 years of qualifying service is eligible for service gratuity or pension, shall on his retirement be granted retirement gratuity equal to 1/3 of his emoluments for each completed 6 months period of qualifying service subject to maximum of 20 times to the emoluments or Rs. 50,000/- whichever is less. In G.O.Ms.No.242 Finance & Planning dt. 4-5-90, Government have raised the above ceiling to Rs. 1 lakh. However the mode of calculation is at 1/4 of pay last drawn for every six monthly period of service subject to the limit of 16 1/2 Months pay last drawn or Rs. 1,00,000 whichever is less. In G.O.Ms.No.14, F & P dt.30.1.99, the limit is raised to Rs.1,75,000. In G.O.Ms.No.157, F & P. dt.16-9-99 in respect of employees retiring on or after 1-4-99 the gratuity limit is raised to Rs.2,50,000.

Government employees who are in service as on 4-5-90 are allowed option either to receive gratuity under the Pre Revised formula or the new formula introduced above at any time one year prior to date of retirement.

If the emoluments of a Government servant have been reduced during the last 10 months of his service, otherwise than as penalty the average emoluments may be treated as emoluments for the purpose of calculation of gratuity.

If a Government servant dies while in service, after completing 5 years qualifying service, the amount of retiring gratuity shall be equal to 12 times his emoluments or the amount determined by the service rendered whichever is higher. If the death occurs after one year of qualifying service but before completing five years of service, the amount of gratuity shall be equal to six times of his emoluments. If a Government servant dies in the first year of qualifying service, gratuity equal to two times of his emoluments at the time of his death is payable to his family.

FAMILY

Family for the purpose of gratuity is divided into two categories. In the 1st category the wife or wives in the case of a male Government servant, husband in the case of a female Government servant, sons including step sons, posthumous son, adopted sons and unmarried daughters included in the 2nd category, the widowed daughters including step daughters and adopted daughter, father, mother,

brothers below the age of 18 years unmarried sisters and widowed sisters, married daughters and children of predeceased sons are included.

NOMINATION

A Government servant shall on his appointment, make a nomination concurring on one or more persons to receive the retirement gratuity. If there is nomination or if the nomination made by the Government employee does not subsist, in the event of death of the employee, the gratuity shall be paid in the manner indicated below:

If there are one or more surviving members of the family as in the first category described above the gratuity is payable to all members in equal shares.

If there are no such surviving members of the family as in the first category but there are one or more members in category two or all such members in equal shares.

3.5 FAMILY PENSION

Family pension is payable to the survivors of a Government servant in the event of death of the Government servant while in service and also after retirement from public service, (vide Rule 50)

It is payable at the rate of 30% of the pay last drawn by the deceased employee. If the Government servant had rendered not less than seven years of continuous service, the rate of family pension payable to the family shall be equal to 50% of the pay last drawn and the amount so admissible shall be payable from the date of death of the Government servant would have reached the age of 65 years had he been alive whichever is earlier.

In the event of death of a retired Government servant Family pension at 50% of last pay drawing immediately before the retirement shall be payable for a period of seven years or for a period of upto the date on which the retired deceased Government servant would have attained the age of 65 years had he survived whichever is less. But the enhanced family pension should not exceed the service pension drawn by the employee. After the expiry of the period specified above, the family is entitled to family pension at the rate of 30% of last pay drawn.

Family for the purpose of Family pension include wife in the case of a male Government servant or husband in the case of a female Government servant,

sons and unmarried daughters also form part of family. As per order contained in the G.O.Ms.No. 27 Finance & Planning dt. 19-10-87, Family pension is payable in the case of a son until he attains the age of 25 years or starts earning livelihood whichever is earlier, in the case of unmarried daughter until she attains the age of 25 years or until she gets married or starts earning her livelihood whichever is earlier. Family pension is payable to the widow or the widower as the case may be, if the sons and unmarried daughters are among the survivors. Unmarried daughters are not eligible for family pension unless the sons get the age of 25 years and thereby becomes ineligible for the grant of family pension.

Only one member of the family as per eligibility is entitled to receive family pension (vide Rule 50).

In G.O.Ms. No. 22 Finance & Planning Department, dt 16-1-1971 the benefit of family pension was extended to the survivors of Government servants who died while in service on or after 1-11-1956 but before 31-3-1961 and also those who retired during that period. This benefit was subsequently extended to the survivors of Government servants / pensioners who served the Andhra State on its formation on 1-10-1953 and retired before 1-11-1956 or died while in service during that period. In G.O.Ms.No.83 Finance & Planning Department dt. 5-3-1983, Government have ordered that the widows of Government servants who at the time of retirement or death while in service before 1-10-1953 served in areas which now form part of A.P State shall be eligible for family pension of Rs. 100 p.m subject to the other circumstances stipulated in the government order.

3.6 ANTICIPATORY OF PENSION

After the pension papers of a Government servant have been sent to the Audit Officer concerned, the Head of the Office shall draw and disburse anticipatory pension not exceeding 4/10 th of the last drawn emoluments which counts towards pension, if the Government servant has put in 33 years of qualifying service, or reduce the anticipatory pension correspondingly, if the Government servant has put in less than 33 years of qualifying service.

The payment of anticipatory pension is adjustable from the family pension.

3.7 ANTICIPATORY FAMILY PENSION

After the Family Pension papers of the family of a Deceased Government Servant have been sent to the Audit, the Head of the Office shall draw and disburse

family pension not exceeding 75% of the family pension admissible under the rules, It is adjusted in full from the family pension.

3.8 ANTICIPATORY GRATUITY

Where there is likely to be delay in releasing pensionary benefits due to the pensioners, anticipatory gratuity should be released to the extent of 80% of the amount worked out by the Departmental authorities with reference to the records available, and the qualifying service verified pending verifications and authorities of the full gratuity of by the A.G. after adjusting all the dues known to the Department upto the date of release of the anticipatory gratuity. No anticipatory gratuity should be released to the pensioner if there are any departmental or judicial proceedings pending or are contemplated against the pensioner until the conclusion of the departmental or judicial proceedings and issue of final orders there on (G.O.Ms. No.242 Finance & Planning Department of 18-6-1985)

3.9. INTEREST ON DELAYED PAYMENT OF GRATUITY

As per G.O.Ms.No 208 Finance & Planning Department dt 7-10-1986, interest may be allowed on delayed payments of Retirement gratuity at the rate of 7% per annum for the period beyond three months and upto one year and beyond one year 10% per the month preceding the month in which the payment is actually made. Sanction of the Government in the administrative department with the concurrence of Finance is necessary in every case of payment of interest. Where disciplinary or Judicial proceeding against a Government servant are pending on he date of his retirement, the due date of reckoning the 'payment' of gratuity is the date of issue of orders by the competent authority in conclusion of the proceedings.

4 PREPARATION OF PENSION PAPERS.

4.1 STEPS TO ACCELERATE PROCESS OF PENSION PAPERS

- i. A list of all Government servants due to retire during the next 18 months should be prepared every six months on the first January and first July of each year by the Heads of Offices and Heads of Departments.
- ii. Every Government servant should submit a formal applications for pension in Form No. 5 to his Head of the office 18 months in advance of the date his retirement.

- iii. Every Head of Office should forward the service book of Government servants who have completed 25 years of service, to the Accountant General for verification of service particulars.

4.2 PREPARATION OF PENSION PAPERS

The work of preparation of pension papers should begin atleast 6 months before the date of retirement of the Government servant after verifying the service particulars due positions etc.

- 4.2.1 In G.O.Ms.No. 263 Finance & Planning dt. 23-11-98 the existing pension forms have been simplified. The following are salient features of this G.O.

SERVICE PENSION

The Pension application form Part -I is the common application form for pension, gratuity and commuted value of pension to be submitted to the Head of the office in triplicate by the retiring employee. The employee is required to fill up only his personal data like Name, Date of Birth, Date of Appointment, Date of Retirement etc. The application should be accompanied by the following documents in duplicate.

- i) Nominations for disbursement of DGRG, Lifetime arrears, death relief and commuted value of pension. The procedure of furnishing separate forms for each of the above dues has been dispensed with and a single nomination has to be utilised for all the retirement benefits.
- ii) List of family members has to be submitted by the retiring incumbent. This will enable simultaneous sanction and authorisation of family pension along with service pension.
- iii) Declaration : The retiring employee has to furnish an declaration as to whether he is in receipt of any other pension.
- iv) Descriptive rolls : For identification of the pensioner by the Pension Disbursing officer, the retired employee has to furnish descriptive rolls like photo, specimen signature and identification marks duly attested by a Gazetted Officer. 4 copies of descriptive rolls are required to be furnished.
- v) Joint Photo : The retired employee has also to submit 4 copies of joint photo of himself and his spouse for authorisation of family pension simultaneously with service pension.

According to the existing forms, the history of service is required to be furnished by the head of the office along with the pension papers. As the service register invariably accompanies the pension forms, the submission of history of services is modified and simple assessment form has to be furnished by the head of the office for the processing for the case. This is not required to be filled in by the retired employee.

This is meant for recording the sanction of pension sanctioning authority for payment of pension under the rules.

The forwarding for is prescribed and it should be accompanied by the following described earlier under Parts i, ii & iii namely the following

1. Application form for pension.
2. Nomination
3. List of family members
4. Declaration of non receipt of other pensions.
5. Descriptive rolls.
6. Joint Photo of family
7. Part - II indicating calculation of pension and gratuity
8. Service Register of the pensioner.

FAMILY PENSION

In respect of death while in service, the family of the deceased Government servant has to submit the application for in Part - I for Family pension and DCRG along with the following :

1. Copy of death certificate
2. List of family members.
- iii. Declaration regarding non receipt of other pensions.
- iv Descriptive rolls.

The Head of the Office will furnish particulars for assessing the family pension gratuity in form prescribed in Part - II

The family pension papers are required to be forwarded to the Accountant General in the prescribed Forwarding Form in Part - III. The following are the documents to follow along with the Forwarding Form.

1. The application for sanction of family pension from the survivor in Part
 2. List of family members.
 3. Declaration.
 4. Descriptive rolls.
 5. Form of assessing family pension, gratuity and DCRG along with no demand certificate in duplicate.
 6. Nomination for gratuity.
 7. Guardianship certificate in respect of minors.
 8. Service Register of deceased government servant.
 9. Last Pay Certificate.
 10. Death Certificate.
- 4.3 The Head of officers are required to maintain registers of pension cases and conduct review regarding the progress of settlement.
- 4.4 As per the orders contained in G.O.Ms.No.262 F & Plg. Dt.23-11-98 the Govt. have authorised the Heads of offices to sanction the pension of all Non-Gazetted officers including class IV employees working under their control.

***In early life, people give up
their health to gain wealth...***

***Then, in later life,
they give up some wealth
to regain health***

Checklists for Verification of Various Claims

CHECKLIST I : GENERAL PRECAUTIONS TO BE TAKEN BEFORE THE BILLS ARE PREFERRED

1. Bill should be signed by D.D.O. (S.R. 1 Under TR 16).
2. Correct classification upto 7 tier of Head of account to be noted in the boxes on the Bill (S.R. 2(a) Under TR 16).
3. The bill should be preferred in the prescribed form (G.O.Ms.No. 179 Finance and Planning (FW.PFR) Department dt. 15.5.89 readwith SR 2 (b) under TR 16).
4. Carbon copy of the bill or voucher is not admissible (S.R. 2(b) under TR 16)
5. The bill should contain the office seal of the Dept. (S.R. 2(C)
6. The bill should contain discharge endorsement and pass order in figures rounded to the nearest Rupee (S.R. 2(C)
7. The bill should contain protective endorsement (S.R. 2(C).
8. All corrections, alterations and erasures to be attested with full signature of the D.D.O. (S.R. 2 (d) Under TR 16).
9. Specimen signature on record and the signature in the bill should be the same (S.R. 2 (h) read with instruction 1 & 20 TR 29).
10. Claim is covered under proper sanction by competent authority (Art 3 (a) & 38 of APFC Vol. I read with SR 2 (a) of TR 16).
11. Non drawl certificate should be enclosed (SR 14 Under TR 16).
12. Ink signed copy of the sanction order by competent authority should be enclosed (Art 45 of APFC Vol. I).

CHECKLIST - II : PAY AND ALLOWANCES

1. General Check noted in checklist I should be applied in the 1st instance.
2. Bill should be prepared in the prescribed APTC Form No. 47.
3. Separate bill for Temporary and Permanent and Plan & Non - Plan posts should be prepared (S.R. 7 of T.R. 16).
4. Correct schedules of deductions should be enclosed to the bill (S.R. 2(1) TR 16).
5. Arithmetical accuracy to be verified (S.R. 7 TR 16)
6. In case of **1st appointment** :
 - a) Sponsorship by APPSC or Employment Exchange should be verified (Act. 2 of 1994).
 - b) Age & Health certificate should be insisted (F.R. 10).
 - c) If appointment is made on compassionate ground, the authority and method including nodal agency should be verified.
7. In case of **Increment**, the periodical increment certificate should be signed by the competent (SR 13 of TR 16)
8. In case of **subsistence allowance** the provision in FR 58 should be followed.
9. In case of **Foreign service** claim, the sanction of competent authority be observed (S.R 127)
10. **Time barred & Arrears claims** (Art 52 to 54 and orders in G.O.Ms.No. 161 Finance & Planning Dept dt. 27.4.91)
 - a) Upto 3 years - Appointing authority.
 - b) Adhoc sanction - Head of the Department
11. Additional pay (FR 49). Competent authority:
 - i) Upto 3 months Head of the Dept. Beyond 3 months - Government.
 - ii) Period to exceed 14 working days.
 - iii) No Addl. charge shall be given to Class IV. Chowkidars. Drivers & Record Assistants.

iv) Addl. charge is not permissible from a retrospective date.

12 Encashment of Leave while in service :

- a) Surrender of E.L. 15 days for each Financial year.
- b) Encashment of E.L. on retirement or death Maximum 240 days (vide G.O. Ms. No. 420 Finance Department, dt. 3.12.98)
- c) Encashment of H.P.L. (As per G.O.Ms.No. 342 Finance and Planning Dept dt. 30.9.94 read with G.O.Ms.No 234 F & P dt. 27.10.98. No limit of HPL. But the value to be determined in the Formula Prescribed i.e.

$(\text{HP Salary} + \text{DA}) - (\text{Pension} + \text{Relief} + \text{PEG}) \times \text{No. of Days.}$

30

13. a) A.P. Employees Welfare Fund : Rs. 50/- shall be deducted for fresh appointees, For others Rs. 10/- shall be deducted from the salary of March paid in April in each year. (G.O. (P).No . 173 Finance and Planning (FW. PRC. IV) Dept . dt. 28.5.1980).
 - b) Janata Personal Accident Policy : Rs 7/- shall be deducted from the salary of June paid in July in each year (G.O.MS. NO 243 Fin. and Planning (FW. Admn. II) Dept .dt 7.6.1994 , read with G.O. Ms. No 292 Fin. & Plg (FW. Admn.I) Department . dt. 12.4.1997).
 - c) **Flag Day Contribution** : Rs. 10/- for Gazetted officers and Rs. 5/- for Non Gazetted Staff shall be deducted from the salary of December paid in January in each year (G.O. Ms. 603, Home dept. dt. 11.12.92 read with circular memo no 41190/GB/A3/98-1. Home Dept. dt. 9.11.98).
14. Family Planning Incentive : i) Two or less than two surviving children. In the case of male he should not be over 50 years and his wife should be between 20 and 45 years of age. In the case of female Govt. employee she must not be above 45 and her husband must not be over 50 years. (G.O.Ms. No.52 M&H dt. 23.1.1984 and Govt. Memo No.12073/D2/96-5 HM & F W Dept. dt. 4.6.1997).

CHECKLIST - III : COURT ATTACHMENT

Exempted Allowances From court attachment orders are:

While subsistence allowances paid to Government Servant under suspension is to liable for court attachment, the following allowances forming part of the emoluments have been declared as exempted from time to time:

- 1) All kinds of travelling allowances.
- 2) All kinds of conveyance allowances.
- 3) All allowances granted for meeting the cost of uniforms & rations.
- 4) Allowances granted as compensation for higher cost of living in localities considered by Government to be expensive localities including hill stations.
- 5) All House Rent Allowances.
- 6) All allowances granted to provide relief against increase on cost of living
- 7) Children's Education allowance.
- 8) The amounts paid by way of reimbursement of medical expenses.
- 9) The maximum amount attachable by a Civil Court is calculated on the amount earned and not on what remains after satisfying any debts due to the Government on account of advance taken under the rules.
- 10) Payments towards PLI and other Life Insurance Policies, Pension Schemes, annuity fund that do not come under the protection afforded by the Provident Fund Act 1925, but allowed to be deducted from the Pay bills for convenience should not be excluded from the aggregate amount of salary in calculating the maximum amount attachable by a Civil Court. All deductions authorised by Government should be made from the non attachable portion.
- 11) Formula prescribed for determining the amount to be recovered
 - a) Maintenance : $x(x-y)/3$ (where x is Gross emoluments & y is aggregate of the allowance exempted.
 - b) Other than Maintenance $(x-y)-400/3$

CHECKLIST IV : ANTICIPATORY PENSION (Rule 51 of A.P.R.P. Rules of 1980)

1. Head of Office is the Sanctioning Authority.
2.
 - a) 4/10 Pension to be sanctioned (Completed 33 years of qualifying service).
 - b) Proportionate of 4/10 (Less than 33 years of Qualifying Service).
3.
 - i) A.P.T.C. Form No.47 to be used and the head of Account M.H. 2071 - Pension & other retirement benefits.
 - ii) The anticipatory pension shall be adjusted against the final pension.
 - iii) No anticipatory pension can be sanctioned, where disciplinary proceedings are in progress (Rule 9).

Anticipatory Family Pension:

- i) Head of Office is the Sanctioning Authority.
- ii) 75% of the admissible family pension following the date of death to be sanctioned.
- iii) This shall be adjusted in full from the family pension.

ANTICIPATORY GRATUITY:

- i) Head of Office is the Sanctioning Authority.
- ii) 80% of the admissible gratuity be sanctioned.
- iii) No anticipatory gratuity shall be sanctioned when disciplinary proceedings are contemplated against the pensioner.

CHECKLIST - V : LEAVE TRAVEL CONCESSION

- 1) To be sanctioned to The Government Servant who had put in 5 years service. (G.O.Ms. No.20 Fin (PC) Department. dt.18.1.1972, G.O.Ms.No.15 Fin. (PC) Dept. dt.17.1.1973).
2. The permission granted to avail the L.T.C. is given by the authority competent to sanction leave other than casual leave (Govt. Memo No.55427/TA/76-1 dt. 12-7-76 of F&P (PC) Department).
3. Prior permission is obtained before commencing the upward journey (Govt. Memo 1165/PC/72-1 dt.12.5.72 of F&P (PC) Department).
4.
 - i) The Govt. servant should touch the destined place for which he/she is permitted (Govt. Memo No.39873/1005/TA/85-1, dt.16.12.85 of F& P (FW.TA) Dept).
 - ii) The LTC concession is availed correctly with reference to block periods.
 - iii) Whether the Home Town declared is an out station or a place within the State, should be checked before sanction.
- 5) The claim is supported with money receipts in original (Bus Journeys) (G.O.Ms.No.15 & G.O.Ms.No.228 F & P (FW.TA) Dept. dt. 7.9.1981).
- 6) The claim is preferred by the Govt. servant within 30 days from the date of return journey or otherwise 15% cut is imposed (G.O.Ms.No.312 Fin &Plg. (FW.TA) Dept. Dated 2.9.1977).
- 7) The certificates as prescribed by the Government should be furnished (G.O.Ms.No. 15 readwith G.O. Ms.No.247 F & P (FW.TA) Dept. dt. 20.9.1982).
- 8) S.R. entry should be made and certificate in token of having availed the facility is furnished with the bill (Rule 11(h) of L.T.C. Rules).

- 9) Certificate stating whether spouse is employed either in State/Central/Quasi Government etc., where similar facilities are available and not availed those facilities separately is obtained from the Govt. Servant and attested by D.D.O. (Rule 11(a) (i) and (ii) of L.T.C. Rules, G.O.Ms.No.15 readwith Govt. Memo No.83808/C/564/TA/79-1, dt. 23.1.1979.
- 10) Bill shall be preferred in T.A. bill form (APTC Form No.52)
- 11) The LTC should be limited to only two dependent children from 1.4.96 onwards and any child born after 1.4.96 is not entitled to L.T.C., But in respect of children born prior to 1.4.96 all the dependent children are eligible for L.T.C. (G.O. Ms. No.140 Fin. & Plg. (FW.TA) Dept. dt. 3.4.96).
- 12)
 - i) Parents of Gazetted Officers shall not be treated as family members.
 - ii) Parents of Married female Govt. employees will be treated as members of family provided they are dependent on them.
 - iii) Pensioners can not be defined as dependent parents in L.T.C.
- 13)
 - a) If the places are connected by Train, journey shall be performed by Train only.
 - b) In case if journey is performed by bus (APSRTC & Tourism Development Corporation), the fare shall be limited to train fare.
 - c) Journeys by private services or Car/Hired Car/Private Taxis, Van etc., shall not be allowed.
- 14) If the "Home Town" is situated outside the state the claim shall be limited to the last Point within the state in that direction.

CHECKLIST - VI : MEDICAL REIMBURSEMENT

Rule 5(3) (iii) of A.P.M.A. Rules, Appendix III :

1. Sanction orders should be supported by Medical bills in original along with application in prescribed proforma and Essentiality certificate. In the case of AIS Officers no sanction is required.
2. Cash memos and Essentiality certificate is counter signed by Medical Officer authorised to do so.
3. The office seal of the Hospital to which the AMO is attached or the seal of the dispensary including clearly the hospital to which the dispensary is attached should be affixed.
4. The medical reimbursement bill is counter signed by the controlling officer. In the case of AIS officers this is not necessary.
5. The bill is received within 6 months after the last date of the period of treatment or otherwise 15% cut is imposed.
6. The cash memos contain the name of the entitled person.
7. Treatment simultaneously under both the modern and indigenous systems is not admissible.
8. The period of treatment and nature of illness is clearly indicted in the Essentiality certificate by AMO.
9. The reimbursement claim is not admissible in respect of items which are not medicines but are primarily foods, tonics, toilet preparation of dis-infection.
10. The bill containing any consultation or other fees is prohibited (Rules 4(5) of APMA Rules 1972).
11. In case of reimbursement of claim for the treatment in NIMS, whether the patient was admitted in NIMS as (a) emergency or (b) on the recommendation of either the Supdts. of Govt. hospitals or HOD of teaching hospitals to be checked (G.O.Ms.No.609 M & HF.W. (E2) Department dt. 21.11.1988).

12. Maximum limit of re-imbursement is Rs.50,000/- (G.O.Ms.No.281 HM & FW Dept. dt. 1.5.89).
13. Ceiling for each spell of treatment for second & subsequent operations even operation for the same ailment is Rs.50,000/- (G.O.Ms.No.223 HM & FW Department, dt.23.4.94).
14. Following are the hospitals recognised for treatment of Govt. employees & retired employees apart from NIMS. (G.O.Ms.No.38 HM & FW Department dt.23.1.96).
- | | |
|--|---|
| i. Apollo Hospital, Hyd. | ii. Medwin Hospital, Hyd. |
| iii. C.D.R. Hospital, Hyd. | iv. Medicity Hospital, Hyd. |
| v. Satya Kidney Centre, Hyd. | vi. Seven Hills Hospital, Visakhapatnam |
| vii. Kamineni Hospital, L.B. Nagar, Hyd. | |
| viii. Sri Padmavathi Ortho. & Surgical Nursing Home, Himayathnagar, Hyderabad. | |
| ix. Bibi Cancer Hospital & Cancer Centre, Hyderabad. (G.O.Ms.No.713, dated 22.5.1997). | x. Citi Cardiac Centre, Vijayawada. |
| xi. Mahaveer Hospital, Hyd. (Kidney Transplantation) (G.O.Ms.No.317 M & H (K1) Dept. dt.7.5.86). | |
| xii. Durga Bai Desh Mukh Hospital, Hyd. (Coronary by Pass Surgery) | |
- OUT SIDE THE STATE : (G.O.Ms.NO.38, HM & FW Dept. dt.23.1.1996).
- | | |
|---|--------------------------------|
| i. Apollo Hospital, Chennai. | ii. Sankar Netralaya, Chennai. |
| iii. Adayar Cancer Centre, Chennai | |
| iv. Vijay Nursing Home, Chennai. | v. C.M.C., Vellore |
| vi. Kidwai Memorial Cancer Hospital, Bangalore. | |
| vii. Tata Memorial Cacer Hospital, Mumbai. | |
| viii. N.I.M.H.A.N.R. Bangalore | |
15. Bills shall be drawn on APTC Form No.49.

CHECKLIST - VII : EDUCATIONAL REIMBURSEMENT

1. Sanction orders should be supported by school fee receipts in original or school fee card in the event of school fee receipts having been lost (Government Memo No.155-P2/66-4 dt.16.3.1966 of Edn. Dept.)
2. School should be recognised by Government of A.P. irrespective of whether grant-in-aid is received or not (Registered schools or recognised by CBSE or studying in Institutions of other states) (G.O.Ms.No.1725 Education dated 26.4.1959).

(Rule 206 of A.P. Educational Rules Published in supplement to part. I of A.P. Gazette dt. 26.5.1966) :
3. If the pupil remains for more than one year in one and the same class, the concession thus withdrawn shall be revived when the pupil is promoted to the next higher class.
4. If one of the parents is Gazetted officer and the other is a non-Gazetted officer concession is not admissible.
5. Certificate stating whether spouse is employed either in State/Central/Quasi Govt. etc., where similar concessions are available and not availed those concessions is to be furnished by the Govt. servant and attested by the DDO.
6. If the Govt. servant is under suspension, concession is admissible pending result of the enquiry.
7. If the NGO is appointed as Gazetted Officer, the concession is not admissible from the next months following the month of promotion. If reverted to Non-Gazetted cadre the concession is not admissible during the month of reversion.
8. The concession is claimed upto the month in which the NGO is ousted for want of vacancy/dismissed/retired from service and not till the end of the school year.
9. The claim is restricted to Rs.70/- per child per annum in respect of students studying Nursery, LKG., U.K.G. (Govt. Memo No.2701 Y2/3-4 Education dt.15.12.1983).

10. The claim is restricted to Rs.105/- per child per annum in respect of students studying from I to X class (G.O.Ms.No.345, Edn. (Y2) Dept. dt.23.3.1983).
11. The claim is restricted to Rs.105/- per child per annum in respect of students studying Intermediate Education (G.O.Ms.No.390, Edn. (Y2) Dept. dt. 13.4.1982).
12. The claim is restricted to Rs.65/- per annum per child in respect of students studying Degree Class. It is further restricted to 2 children of each Govt. servant (G.O.Ms.No.1 Edn. (Y) Dept. dt.2.1.1982).
13. Bills shall be drawn on pay bill form.

CHECKLIST - VIII : TRAVELLING ALLOWANCE

1. Time scale of pay in which the Government servant's pay is drawn is indicated to identify the grade of the individual (Annexure-I Rule 23).
2. The claim is received within 3 months from the date of last journey or a certificate to the effect that the T.A. bills preferred within the time limit and the delay is due to administrative reasons is appended by the controlling officer (Art. 54 of APTC Vol. I).
3. D.A. is admissible only when a Government employee reaches a point outside a radius of 8 k.m. from the Head-Quarters from a similar point (Rule 38).
4. D.A. is regulated correctly irrespective of mode of travel (Rule 37).
 - a) Full DA for absence of 12 hours and above.
 - b) Half DA for absence of 6 hours and more but less than 12 hrs.
 - c) No DA for absence of less than six hours.
 - d) One D.A. is admissible for 24 hours of absence from Head-Quarters.
5. Those who draw House rent allowance at the rates admissible to a qualified town on the ground that the place of duty is within 8 kilometers from that qualified town are not eligible for travelling allowance / daily allowance when they perform journey to that qualified town for official purpose (Rule 39 (6) (4)).
6. Permission is obtained to perform journey outside the jurisdiction within the state and also for journey outside the state by the competent authorities when the category is not already exempted from the operation of this rule (Rule 47).
7. When C.L. is availed while on tour D.A. is not admissible (Rule 40(1) to (3)).
8. The Govt. servant should resume duty after availing CL while on tour. Otherwise the fare for the return journey is not admissible (Rule 48(4) & (5)).

9. Reimbursement of Boarding & Lodging charges is made on production of original receipts in and outside the state and DA is regulated accordingly (Rule 41).
10. Taxi or Auto Fare is permissible from the arrival point outside the state to place of stay and vice versa and for going to offices etc., subject to certification of expenditure if government vehicle is not provided (Rule 40(7)).
11. Reimbursement of cancellation charges of Railway tickets purchased in connection with Railway journey is permitted if the journeys were cancelled solely in the public interest and to be certified by the controlling officer (Rule 27(6)).
12. If journey is performed by Regular Public Motor service, between places connected by Rail, payment of actual bus fare or the railway fare of the entitled class which ever is less should be made (Rule 23 (1)).
13. For journey performed by Regular Public Motor Service if not connected by rail, entitled for the actual bus fare (**not Air Conditioned bus**) (Rule 23(2)).
14. If not connected either by Rail or Public Motor Service, entitled for payment of Mileage allowance (Rule 23(2)).
15. No Daily allowance is admissible in addition to the mileage allowance (Rule 24(2)).
16. The Insurance Premia paid by Govt. officers to cover the risk of Air Travel is reimbursed subject to furnishing the certificate by the claimant to the effect that Insurance premium was actually paid to the Insurance company (Rule 34(3)).
17. Journey by own conveyance while on Tour (Rule 24).
18. Cancellation charges paid by Govt. employees on Air ticket in connection with tour shall be reimbursed through their T.A. Bill if certified that the cancellation is due to circumstances which were unavoidable and beyond the control of Government employee (Rule 44).

CHECKLIST - IX : TRANSFER TRAVELLING ALLOWANCE

1. Copy of Transfer Order, cash receipts towards transportation of personal effects & Loading & Unloading charges, date of relief at old station & date of joining at new station and list of family members are furnished in this bill.
2. T.T.A. advance if drawn at old station to be recovered. If no advance was drawn, full payment be made.
3. If the bill is preferred late by the DDO, a certificate stating that the claim is received within the time limit and the delay is due to administrative reason should be appended by the controlling Officer.
4. (a) Employee is eligible for two fares of the entitled class. If travelled in Class Lower than the entitled, eligible for one fare of the class by which he actually travelled plus the extra fare of the entitled class (Rules 56(1)).

(b) If the journey is performed by a Motor car or by a regular Public Motor Service-eligible to draw either the actual charges (i.e. bus fare or the charges by Motor Car) or the amount which would have been admissible had he travelled by train (Rule 56).
5. **Between the places** not connected by Rail entitled to draw 2 mileages (Rule 56).
6. (a) Journey by Family Members between places **connected by Rail**, entitled to draw one Extra fare for each adult member and 1/2 fare for child (Rule 57).

(b) If travelled by Public Motor Service the claim to be limited to Rail fare.

(c) If the Family members perform journey by Motor car between two places connected by train along with Govt. Employee, not entitled to claim for Railway fares (Rule 57).
7. **If not connected by Rail** One Mileage at the rate applicable to the Govt. Employee if 3 members or family accompany him. Another extra mileage may be allowed if more than 3 members of his family accompanied (Rule 57).

8. Officers eligible to maintain their own conveyance if carries it along with the officer, the actual charges incurred limited to the total number of mileages admissible to the Government Employee and family be allowed (Rule 57).
9. Transport of personal effects on Transfer : (Rule 58).
- | | | |
|-------|-------|----------|
| Grade | - I | 5000 Kg. |
| Grade | - II | 4000 Kg. |
| Grade | - III | 3000 Kg. |
10. Transport of personal effects **Not connected by Rail**
- Personal effects (3) Mileages (Rule 58).
- Transport of Motor Car/Cycle/Scooter (Rule 58(7) and 60).
- Packing/Loading/Un-loading/Un-packing (Rule59).
11. No tour travelling allowance & Daily Allowance shall be allowed to the employees who draw House Rent, conveyance allowance at the rates admissable at qualified town on the ground that the place of duty is beyond 8 K.M. from the qualified town (Govt. Memo No. B.89-1-098/672/PC.I/91-1, dt. 21.11.1992).
12. Travelling allowance on retirement :
- The claim for journey on retirement on Superannuation is regulated as per Govt. Orders (G.O.Ms.No.80 Finance and Planning (FW& TA) Dept. dt. 20.3.1975).
 - The concession is availed within six months form the date of retirement.
 - TA bill on retirement has to be preferred where the last pay was drawn.
 - The claim for personal servants when included is not admissable.

CHECKLIST-X : CONTINGENT BILLS

1. A.C. bill on APTC form 57, fully vouched contingent (FVC) bill on APTC form 58 should be made.
2. The discharge endorsement of Cheque should be made in favour of party (Article 114 of APFC Vo.I).
3. The discharge endorsement is made on the bill (SR 32(g) of TR 16).
4. An endorsement on a contingent bill lapses after three months from the date of endorsement or at the end of financial year whichever is earlier (SR 32 (i) of TR 16).
5. Full particulars of charge is noted (Head of account upto seventier (SR 19 (ii) of TR 16).
6. The bill is countersigned before payment wherever required (SR 18 (d) TR 16).
7.
 - a) The ST certificate as prescribed is furnished (SR 19(d) TR 16).
 - b) When the goods manufactured within the state are purchased, then no CGST is leviable in addition to APST (SR 19 (v) TR 16).
 - c) The percentage of CGST/SPST claimed is in order with reference to the respective Act.
 - d) Wherever I.T. at 2% of gross amount of the bill is recoverable at source or in lieu thereof a certificate as to the recovery of I.T. is recorded.
8. Certificate to the effect that the monetary limits delegated as per respective G.Os. have not been exceeded is furnished.
9. Certificate to the effect that Limited Tenders/Open Tenders/Single Tender was called for and lowest accepted is furnished (Article 125 of APFC Vol.I).
10. No contingent bill should be made on PROFORMA INVOICES which are only quotations.

11. a) Copy of supply order should be enclosed.
- b) Extension of delivery time for supply of goods if ordered, should be enclosed.
- c) Stock entry certificate with page Nos. on the voucher should be appended (Art. 144 of the APFC Vol.I).
- d) Certificate to the effect that goods are received in good condition should be appended.
- e) All items should be purchased from SSI Units (G.O.Ms.No.101, Ind, Commerce and power (SSI) dept. dt. 9-4-1985).
- f) Budget provision / DTA authorisation should be furnished.
- g) Sub-vouchers for the amounts exceeding Rs.1,000/- duly passed by the competent authority should be enclosed (SR 18 (e) of TR 16).
- i) Certificate to the effect that sub-vouchers for the amounts less than Rs.1,000/- are cancelled and retained should be furnished.
- j) Sanction from the competent authority obtained and furnished.
- k) Special sanction from superior authority wherever necessary is furnished.
- l) The demurrage charges if included in the freight charges as payment of demurrage requires sanction.
12. a) Log book entry duly indicating page Nos. for the consumption of fuel is appended.
- b) If ceilings prescribed by Govt. for consumption of fuel are exceeded, sanction orders from the next higher authority is required. (G.O.Ms.No.4844 GA(OP.II)Dept.Dt.12.12.83., G.O. Rt. No.5162 GA(OP.II) Dept. dt.19.10.84; G.O. Rt. No.2964 GA (OP.II) Dept. dt.8-7-1985 & G.O.Ms.No.529, GA (OP.II) Dept. dt.13.9.90).

- c) Repairs to vehicle have to be carried out in PWD/R&B workshop or recognised workshops following the annual ceilings prescribed by Govt. towards repairs and replacements per vehicle per annum.
13. a) Claim for conveyance is not resorted as a routine manner which is prohibited (G.O.Ms.102 GA (AR & T Desk) Dept. dt.24.2.86).
- b) Claims for conveyance is restricted to bus fares (Govt. Memo No.78A/616/TA/86 dt 14.7.84 of F&P (FWTA) Department).
14. a) Certificate to the effect that all telephone calls included in the Telephone bill are official is furnished (Govt. Memo No.2472/44/TA/79.1 dt.23.4.1979).
- b) Original challan towards Private Telephone calls, if any is enclosed.
- c) Ceilings prescribed by Govt. for use of Telephones on Local calls and STD facility to be followed (G.O.Ms.No.583 GA(OP.III) Dept. Dt.27-10-88; G.O.MsNo.450 GA (OP III) dept. dt. 2.8.89; G.O.Ms.No.10 GA (OP III) Dept. dt. 9.10.90).
15. a) Consumption of water and electricity is used exclusively for office use.
- b) Certificate to the effect that the previous bill drawn for the said purpose is remitted and obtained receipt is enclosed.
- c) Xerox copy of card duly signed by the DDO is enclosed when slab rate is claimed (Govt. Memo No.8431/802/A&L/82, dt.7.3.83 of F &P (FWA&L) dept).
- d) Sanction orders from the competent authority for payment of surcharge if any is enclosed.
16. a) Certificate of reasonableness of rent from the competent authority enclosed (SR 7 of TR 16).
- b) Sanction accorded for payment of rent issued by the competent authority is enclosed (G.O.Ms.No.102 readwith G.O. Ms.No.317 GA (AR &T Desk) Dept dt. 4.9.96).

17. Ceiling prescribed by Govt. towards repairs to Type writers and duplicators with reference to the life of the machine are followed (G.O.Ms.No.2092 Home (ptg A) dept. dt. 15.7.92).
18. a) Certificate as required for drawal of second AC Bill is furnished (SR 18 (d) and 32 (h) of TR 16).
- b) DC bill is countersigned by the controlling officer (SR 18(c) and (d) of TR16).
- c) Sub-Vouchers irrespective of amount need not be enclosed to DC bill when the amount was drawn on AC bill (Govt. Mem. No.7259/B/15/A&L /86 Fin. &Plg. (FW. A&L) Dept. dt.7.10.86).
- d) The sanction accorded for drawal of advance on A.C. bill by the competent authority (Article 99 of A.P.F.C. Volume I read with G.O. Ms.No.102).
19. Every receipt for a sum exceeding Rs.500/- is duly stamped by the payee with a Rs.1/- Revenue stamp (SR 2(s) under TR 16 of APTC Vol. I).
20. a) **Delegation of Financial Powers should be followed** : Orders issued in G.O.Ms. No.389 GA (AR & T.I) Dept. dt. 4.9.1996, be followed.
- b) Purchase and maintenance of Electronic Equipment G.O.Ms.No.106 GA (AR&T. III) Dept. dt. 27.2.96, G.O.Ms.No.107 Fin&Plg. (FW. TFR) Department dt. 17.3.90, be followed.

CHECKLIST - XI : MARRIAGE ADVANCE

1. Sanction claim and recovery of marriage Advance should be checked with reference to the orders issued in G.O.Ms.No. 98 Fin dept. dt. 26.3.1970.
2. A certificate to the effect that no previous advance is pending recovery be enclosed
3. The advance sanctioned shall be drawn and disbursed not earlier than two (2) months of the anticipated date of marriage.
4. The date of Marriage should be furnished in the proceedings on a separate certificate indicating the same.
5. a) If the Marriage is already performed, the certificate under 6(b) of G.O.Ms.No.90 Finance, dt. 26.3.1970 be furnished.
b) The sanction should be within one year of the date of marriage.
6. That personal security bond in Form - II may be obtained and retained in the office and certificate indicating this be enclosed to the bill.
7. A certificate to the effect that his/her spouse is not a Government servant or If he/she is a Government servant, that no marriage Advance is sanctioned to him/her, obtained & enclosed.
8. Rate of interest chargeable is @ $8\frac{1}{2}$ % to Gazetted Officer and $6\frac{1}{2}$ % to Non-Gazetted Officers. The proceedings should contain this.
9. Budget slip-A should be enclosed to the bill.
10. Correct Head of Account as per Budget Book i.e., M.H. 7610 - Loans to Government servants - M.H.800 Other Advances -S.H. 05 - Marriage Advances, maybe indicated on the bill.
11. Full eligible amount shall be sanctioned (Govt. Memo. No.36851/1413/A1/A&L/83, Fin. dept. dt. 18.11.1983). Distribution of Budget among various applicants

without sanctioning full eligible amount is against Government Orders.

12. For Self marriage the following certificate be obtained & enclosed to the bill.
 - a) A certificate to the effect that father and mother are not Government employees.
 - b) Certificate to the effect that the individual has completed 5 years of Regular service.

XII CHECKLIST -II : MOTOR CYCLE / CAR ADVANCE

1. Full eligible amount of advance shall be sanctioned as per Government Memo 36851/1413/A1/A&L/83, dt.18.11.1983 of Finance Department.
2. Certificate should be furnished to the effect that agreement and security bonds have been obtained from the individuals and retained in the office.
3. Certificate that no previous advance is pending if the M.C.A. is sanctioned for the second time and that the earlier advance is fully recovered with interest and clearance certificate is obtained by the Accountant General Andhra Pradesh be enclosed.
4. Certificate to the effect that his/her spouse is not a Government servant and if happen to be Govt. Servants that no advance is sanctioned to him / her be obtained & enclosed.
5. Certificate that the loanee has not been sanctioned any other conveyance advance during the preceeding five years be enclosed.
6. The rate of interest to be charged is 7 1/2% p.a. for motor cycle advances and 8 1/2% for Motor Car advances as per G.O. Ms.No. 86, Finance Department dt. 9.7.2001.
7. Sanction of Moped Advance is accorded to Drivers of Government vehicles as per G.O.Ms.No.333, Finance dt.14.12.1983.
8. As per para (4) of G.O.Ms.No.333, Finance dt. 14.12.983, Account payee cheque shall be issued in favour of the dealer from whom the driver intends to purchase the vehicle and cheque is not to be issued in favour of the Drawing Officer.

CYCLE ADVANCE

1. Certificate that Agreement and Security bonds have been obtained from the loanee and retained in the office be enclosed.
2. Certificate that the loanee's spouse is not a Government servant.
3. Certificate that the loanee has not been sanctioned any other conveyance advance during the preceding three years be enclosed.
4. Correct Head of Account as per the Budget book be furnished on the bill.
5. Budget slip 'A' be enclosed.

XIII CHECKLIST - XII : HOUSE BUILDING ADVANCES**I. PURCHASE OF SITE (AND PARTLY FOR SITE & PARTLY FOR CONSTRUCTION)**

1. As per G.O.Ms.No.105 Finance dept. dt.19.4.1975 the cheque has to be issued in favour of the vendor only from whom the loanee proposes to purchase the site and not in favour of the Drawing Officer.
2. Certificate that he has not been sanctioned any kind of House building Advance previously be furnished.
3. Certificate that Agreement bond (in Form -IV) and surity bond are obtained from the individual be furnished.
4. Certificate that his/her spouse is Not a Govt. servant.
5. Correct Head of Account as per budget book be furnished.
6. details of the Plot No. / Survey No. / Location etc., of the site proposed to be purchased be furnished.
7. Budget Slip 'A' be enclosed.
8. Proceedings be enclosed in duplicate duly signed in ink.

II. FOR CONSTRUCTION

1. Full eligible amount as per Government Memo No.36851/1413/A&L/83 Fin dept. dt. 18.11.1983 be sanctioned. Distribution of budget among various applicants is not correct. An amount equal to 1/3rd of the total amount sanctioned is to be released in each instalment.
2. Certificate that the site owned by the applicant is mortgaged in favour of Government in Form VII A along with the house to be built thereon (For 1st Instalment) be furnished.
3. Certificate that the Mortgage deed duly registered has been obtained from the loanee along with a certificate & construction of the house has reached lental level (For IInd Instalment).

4. Certificate to the effect that construction of the house has reached roof level and that the sanctioning authority is satisfied that the development of the area in which the house is built is complete in respect of amenities such as Water supply, Drainage and Sewerage etc., (For 3rd Instalment).
5. Certificate that the loanee has not been sanctioned any other kind of House Building Advance previously.
6. Certificate that his/her spouse is not Govt. Servant.
7. The amount to be released in the instalments fixed should tally.
8. As per G.O.Ms.No.286 Finance dt. 9.7.1976 the rate of interest should be charged @ 7 1/2% p.a. to Class-IV employees and 8 1/2 p.a. to others and this be indicated in the proceedings.
9. Certificate that Agreement and Security Bonds have been obtained from the loanee and retained in the office.
10. In terms of G.O.Ms.No.125 Finance dt. 13.5.1987 and G.O.Ms.No.150 Finance dt. 18.6.1987 be sanctioned as "Differential amount of House Building Advance" not as "Additional Loan". Orders issued in G.O.Ms.No.108 Finance, dt. 27.4.1987 permitting sanction of additional loans to the extent of Rs.20,000/- are superseded by G.O.Ms.No.125 &150.
11. Head of account be indicated as per the Budget book.
12. Budget Slip 'A' be enclosed.

III. FOR READY BUILT HOUSE

1. House No. and location of the house proposed to be purchased be furnished.
2. In terms of G.O.Ms.No.105 Finance & Planning (F.W.) Dept. dt. 19.4.1975, the cheque is to be issued in favour of Vendor only and not in the name of Drawing Officer.

3. It may be stated whether full eligible amount is sanctioned as per Government Orders or amount is sanctioned to the extent of cost of the house as agreed to by the under.
4. The agreement bond in Form - VI is obtained from the individual.
5. Certificate that the loanee has not been sanctioned any kind of H.R.A. previously may be furnished.
6. Certificate that the loanee's spouse is not a Government servant be furnished.
7. Differential amount for Ready Built Houses in terms of G.O.Ms.No.150 Finance dt.18.6.1987 cannot be sanctioned to the individual as per Govt. Memo No.175-A/317/A&L/88 dt. 23.6.1988 if the loanee has not fulfilled the formalities in time. The balance of loan is to be refunded with interest and penal interest and he/she may apply afresh for sanction of f loan.
8. Head of Account is correctly indicated in the bill as per the Budget Book of the year.
9. Budget slip 'A' is enclosed.

REPAIRS, ADDITIONS / ALTERATIONS AND IMPROVEMENTS TO HOUSES

1. House No., Location etc. of the house for which repairs are proposed to be undertaken is furnished.
2. Certificate to the effect that the repairs, additions for which advance now sanctioned is for the 1st time or second time. If it is the second time, it may be certified that the first advance is fully repaid with interest and that there is a gap of (5) years from the date of sanction of original H.B.A. or 1st repairs loan (G.O.Ms.No.99 Finance dept. 27.4.1981).
3. Certificate that plans and Estimates duly approved by the competent authority have been obtained from the individual be enclosed.
4. Certificate that Mortgage deed has been obtained from the loanee and filed in the office be enclosed. In cases of applicants who have already been sanctioned H.B.A. and furnished (M.D.) additional Mortgage deed for the amount of Repair loans now sanctioned be obtained (G.O.Ms.No.99).
5. Repair loans cannot be sanctioned in instalments (U.O. Note No.871/u/A2/A & L/87Fin. Dept. dt.15.1.1987).
6. Certificate that agreement & surity bonds have been obtained from the Loanee be furnished.
7. Certificate that two surity bonds have been obtained in lieu of Mortgage of house at Vanasthalipuram be furnished as required in Govt. Memo No.3135-A/387/A&L/86, dt.31.7.1986.
8. If full eligible amount has not been sanctioned as per Govt. Memo No.36851/1413/A1/A&L/83, dt.18.11.983 it may be clearly certified in case the repairs advance is sanctioned now to the extent of the plans/Estimates furnished by the loanee.
10. Certificate that the loanee spouse is not a Govt. servant be furnished.
11. Head of Account be correctly furnished in detail as per the Budget book of the year.
12. Budget slip 'A' is enclosed.
13. Proceedings duly signed in ink is enclosed in duplicate.

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**Duty performed
with Knowledge, Faith and Devotion,
becomes really effective**