



GOVERNMENT OF KERALA

Abstract

Kerala Treasury Code– Introduction of new TR 46 bill form for drawing the salary claims of Self Drawing Officers under State service - Orders issued.

FINANCE (STREAMLINING) DEPARTMENT

G.O. (P) No. 76/2014/Fin

Dated, Thiruvananthapuram, 21-2-2014

- Read: 1. G.O. (P) No.222/2000/Fin dated 25.1.2000
2. Circular No. 70/2013/Fin dated 25.9.2013
3. Minutes of meeting held by Principal Secretary (Finance) on 26-8-2013
4. Letter No. Co-Ordn VI/17-37/KTC II/Vol.25/219 dated 3.1.2014 from the Accountant General (A&E), Kerala, Thiruvananthapuram .

ORDER

At present, Self Drawing Officers and Drawing & Disbursing Officers of State Government Service have to submit separate schedules along with the salary bill for each deduction effected from their monthly salary. This practice steals considerable time that could otherwise be used for productive purpose. So also, lot of stationery is also got wasted during submission of such voluminous documents.

2. As a part of computerisation of treasuries, Government issued orders revising TR forms by reducing the number of counter level TR forms from 19 to 9 vide the G.O. read (1) above. Government vide circular read (2) above, have introduced the system of e-submission of salary bills of all Government employees in a phased manner. It was also decided vide the minutes read (3) above that all treasury transaction data would be digitalized and made available in electronic form to Accountant General for audit and accounting purpose.

3. In the above backdrop, it has been found that, many of the treasury forms now in use are redundant and need simplification to bring down their number to bear minimum. As a first step in this direction, Government are pleased to introduce a new TR Form viz: TR 46 (a), as appended to this order, for drawing salary of Self Drawing Officers from treasuries. The new TR 46(a) bill form will replace the existing form TR 46 and hereafter submission of separate deduction schedules along with the salary bills by the Self Drawing Officers will be dispensed with. The new bill form will be put into use for drawing the salary from the month of March 2014 onwards. The revised form will be uploaded in SPARK and salary bills of Self Drawing Officers shall be accepted in treasuries in the new form only.

4. The Director of Treasuries will make necessary arrangements for providing details of deductions made from salaries such as GPF, HBA, MCA, SLI, LIC, etc. in respect of Self Drawing Officers in electronic form only to the stake holder departments/institutions/agencies such as Accountant General, State Insurance Department, LIC, etc. with effect from the salary for March 2014 onwards.

5. The new form will help in reducing the usage of paper and stationery and will be a stepping stone to paperless salary transaction via e-submission with digital signature authentication system in near future.

6. Necessary amendments to the codal provisions to this effect will be issued separately.

By Order of the Governor,

V.SOMASUNDARAN,
Additional Chief Secretary (Finance)

To

The Principal Accountant General (A&E/ G&SSA) Kerala, Thiruvananthapuram
The Accountant General (E&RSA) Kerala, Thiruvananthapuram
All Heads of Departments.
All Departments of the Secretariat
The Director of Treasuries, Thiruvananthapuram.
All District / Sub Treasury Officers
Senior Divisional Manager, LIC, Divisional Office, Thiruvananthapuram.
Chief Post Master General, Kerala, Thiruvananthapuram.
✓ The Nodal Officer, www.finance.kerala.gov.in
Stock File /Office Copy

Forwarded/By Order,



Accounts Officer.

Rupees

Form TR 46 (a)

[Vide GO (P) NO.76/2014/Fin dated, 21-02-2014]

Name of the Treasury _____

FOR TREASURY USE

Computer Sequence No. / Token No. _____ Date _____

D D O Code _____ SDO Code _____ G E No. _____ PAN / GIR No _____

Name _____ Designation _____

Name of the Office _____

Head of Account _____ MAJ-SMJ-MIN-SUB-SSUB _____ Plan (P) / Non-Plan (NP) _____ Voted (V) / Charged (C) _____
 CPS / CSS _____ Ratio _____

Received for the Period from : _____ to _____

ABSTRACT OF THE BILL

A DUES					B DEDUCTIONS			
Code	Item	Monthly Rate	Amount (Rs)		Code	Item	A/c No / Policy No	Amount / Premium Rs.
1	Pay / Duty Pay					GPF Subscription		
2	Leave Salary					GPD ADA		
3	Special Pay					SLI Subscription (1)		
4	Personal Pay					SLI Subscription (2)		
5	Transit Pay					GIS		
6	D A					LIC (1)		
7	H R A					LIC (2)		
8	C C A					LIC (3)		
9	P T A / P C A					PLI		
10	Special Allowance					FBS		
11	Deduct Advance drawn (Salary Advance, Onam Advance etc)					Rent		
						Income Tax		
						Recoveries (Co-operative, KSFE etc)		
Total Gross - A = Rs.					Total - B = Rs.			

C LOANS / ADVANCES						D ARREARS TO PROVIDENT FUND			
Code	Item	A/c No. / BS No.	Original Advance / Interest Amount	Instalment No	Amount (Rs)	Code	Item	Period	Amount (Rs)
	G P F Loan						D A Arrears		
	HBA						Pay Revision Arrears		
	HBA 2								
	HBA Additional								
	HBA Interest								
	MCA								
	MCA Interest								
	SLI Loan Recovery								
	Computer Advance								
Total C = Rs.						Total D = Rs.			
Total Deductions=E= B+C+D= Rs.						Gross Claim (A) = _____			
						Total Deductions (E) = _____			
						Net Claim = A - E = _____			
						Rupees : _____			
						in CASH / TC to (A/c No. _____)			

Certified that the State of claims drawn during the previous month has been furnished to the Controlling Officer / D D O

Station _____
Date _____

Stamp

FOR TREASURY USE ONLY

Pay Rs. _____ (Rupees)
 in Cash / Cheque _____ (Rupees)
 by RBR and Rs. _____ (Rupees)
 Pay Order Cheque No. _____

Date _____

only)
 only)
 only) by Transfer Credit

Treasury Officer

Received Pay Order Cheque

Pay Order Cheque issued by _____

Signature of Recipient

Accountant

SPACE FOR CERTIIFCATES, IF ANY

Station:
Date:

Signature:
Designation:.....

Allotment Details (For wages claim)

Appropriation for current year: Rs.
Expenditure excluding the bill: Rs.
Expenditure including the bill: Rs.
Balance: Rs.

Signature of Drawing Officer
