



GOVERNMENT OF KERALA

Abstract

Local Self Government- Panchayat Department – Creation of temporary posts of Accountant in Grama Panchayats-Duties and responsibilities of the Accountant – Approved -Orders issued.

LOCAL SELF GOVERNMENT (EPA) DEPARTMENT
GO(MS)NO.150/2009/LSGD Thiruvananthapuram, Dated :01.08.2009

Read: 1.G.O.(MS)No.118/09/ LSGD dated 26.06.2009
2. Letter.No. E13-16001/09 dated 10.07.2009 from the Director of Panchayats, Thiruvananthapuram.

ORDER

As per the GO read as 1st paper above, sanction was accorded for the creation of one temporary post of Accountant in the Grama Panchayats. The Director of Panchayats, in the letter read as 2nd paper above, has requested to fix the duties and responsibilities of Accountants.

Government have examined the matter and are pleased to approve the duties and responsibilities of the Accountant in Grama Panchayats appended to this order.

By Order of the Governor,

K.S.SATHEESH CHANDRAN
DEPUTY SECRETARY

To

The Director of Panchayats, Thiruvananthapuram.
The Director of Local Fund and Audit, Thiruvnanthapuram.
All Deputy Director of Panchayats
Stock file/Office Copy.

Copy to: Private Secretary to Minister (LSG)

Approved for issue

Section Officer.

Duties and responsibilities of the Accountant of the Grama Panchayat

The Accountant of the Grama Panchayat shall be responsible for the maintenance of accounts and for the safe custody of Registers and Records thereto. The Accountant shall not either receive or disburse cash on behalf of the Grama Panchayat. However, the Cashier or the person entrusted with the duty of handling cash shall work under his supervision. The cashier shall receive from the officer in charge of the front office and other officers entrusted with the duty of outdoor collection. Under no circumstances any person other than one who is so designated shall receive cash, cheque, Demand Draft, Postal Order or any other valuables in Grama Panchayat Office. The Accountant shall be responsible for the maintenance of the cash chest. He shall maintain one of the keys of the cash chest, embedded in masonry, with double locks of different patterns, the other key of which shall be with the Secretary of the Grama Panchayat or the person entrusted with the handling of cash, in accordance with the stipulation under Rule 130 of the Kerala Treasury Code, Volume I. He shall ensure that the entire cash, cheques, demand drafts and Postal Orders received in the Grama Panchayat are kept in the cash chest. The duplicate keys of the cash chest shall be deposited in a Bank Locker. The duties and responsibilities of the Accountant shall include the following.

- (i) Writing of cheques, memo of payment in the work bill and the maintenance of the Bill Register and the Treasury Bill Book. He shall ensure that no payment or refund is made, whatever be the source, except on the authority of a Bill prepared in the Grama Panchayat in the proper form and duly authorised by the President of the Grama Panchayat. He shall also ensure that every Bill for payment or refund, whether in cash, by cheque or by drawal from Treasury is first entered in the Bill Register and serially numbered. In addition, in the case of Bills presented for encashment at the Treasury, they shall be entered in the Treasury Bill Book.
- (ii) Maintenance of Cash Book, Subsidiary Cash Book, Cheque/ Draft Register, Bill Register, Cheque Issue Register, Investment Register, Treasury/ Bank/Post Office/ Investment Balance Register, Register of Receipts, Register of Payments, Advance Register, Deposit Register and all the other registers connected with the maintenance of

accounts as prescribed in Annexure Volume I of GO (P) No 319/2003/Fin dated 12 June 2003. The Accountant shall record the entire receipts and payments of the Grama Panchayat as soon as they occur, irrespective of the source, in one Cash Book in terms of the provisions contained in Para 3.3 of Annexure Volume I of GO(P) No 319/2003/ Fin dated 12 June 2003 . The Accountant shall be conscious that in terms of Rule 92 (a) (vi) of the Kerala Treasury Code, Volume I, erasure or overwriting of an entry made in Cash Book is strictly prohibited. If a mistake is discovered it shall be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The Secretary of the Grama Panchayat shall initial every such correction and invariably date his initials. The Accountant shall ensure that the Cash Book and Subsidiary Cash Book are closed under the attestation of the Secretary of the Grama Panchayat at the end of each day as prescribed in Paras 3.5 and 3.4 respectively of Annexure Volume I of GO(P) No 319/2003/Fin dated 12 June 2003.

- (iii) Ensuring that the instructions and the formats contained in the Guidelines for Panchayat Accounts , issued as Annexure Volume I , II and III to GO(P) No 319/2003/Fin dated 12 June 2003 or in another order issued by Government is strictly followed.
- (iv) Ensuring that the Cashier or the person entrusted with the duty of handling cash, remits the cash, cheques, demand drafts and Postal Orders on the day of receipt or in case any practical inconvenience on the next working day of receipt to the Treasury/ Bank concerned.
- (v) Ensuring that the cash balance at the end of each day is counted by the Secretary of the Grama Panchayat or a subordinate officer other than the Accountant and verified with the book balance as shown in the Cash Book after it is closed, and a certificate of correctness is recorded, in terms of Rule 131(a) of Kerala Treasury Code. The Secretary shall be responsible for the performance of the functions of counting, verification and certification.
- (vi) Conducting Treasury/ Bank reconciliation and preparing the Reconciliation Statement at the end of each month in the form

prescribed in Annexure Volume II to GO(P) No 319/2003/Fin dated 12 June 2003.

- (vii) Maintenance and safe custody of the counterfoils of all receipts and all vouchers that are entered in the Cash Book and their production to audit . The voucher number as appearing in the Cash Book shall be marked on each voucher in red ink. The vouchers relating to each month shall be arranged in serial order , irrespective of the source of funds , and kept stitched as a single volume or more than one volume, in case the size of the volume is large. All enclosures and payees receipts relating to each voucher shall be kept along with the voucher. The stitched voucher file for each month shall be assigned page numbers to ensure that no enclosure is lost and that the file is in tact . Under no circumstances vouchers should be kept loose or in separate files for separate sources of funds or in the project files. The voucher file for each month is a single record and vouchers should not be detached for production to Auditors, even if they are not auditing the entire Grama Panchayat Fund and their audit is limited to a part of the funds. As prescribed under Rule 435(a) of the Kerala Treasury Code ,Volume I, sub vouchers to contingent bills shall be cancelled in such a manner that they cannot be subsequently used fraudulently to claim or support a further payment.
- (viii) Preparation of the draft of the Budget in the form prescribed in Annexure Volume III of GO(P) No 319/2003/Fin dated 12 June 2003 for consideration of the Chairman of the Standing Committee for Finance.
- (ix) Ensure that no expenditure is incurred under provision is made in the Budget. If an expenditure to be incurred through a Bill is not included in the budget estimates in force, the Accountant shall bring the fact to the notice of the President and the Chairman of the Standing committee for Finance of the Grama Panchayat through the Secretary, in order to get a Supplemental or Revised Budget approved before incurring such expenditure, except in the case of a pressing emergency, in terms of Section 214(5) and (6) of the Kerala Panchayat Raj Act, 1994. In order to prevent the incurring of expenditure without budget provision, he shall bring the provisions

of para 20 of the Kerala Budget Manual to the notice of the appropriate authorities whenever such a case arises. **

- (x) Preparation of the Monthly Accounts and the Annual Financial Statements and all connected statements and reports in the forms prescribed in Annexure Volume II of GO(P) No 319/2003/Fin dated 12 June 2003.
- (xi) Ensuring that the monthly expenditure statement is received from the implementing officer and incorporated in the account as prescribed in GO(P) No 177/2006/Fin dated:23.04.2006.
- (xii) Preparation of the draft of the Budget in the form prescribed in Annexure Volume III of GO(P) No 319/2003/Fin dated 12 June 2003 for consideration of the Chairman of the Standing Committee for Finance.
- (xiii) Preparation of the Monthly Progress Report of Expenditure in respect of Category A and C funds in form Annexure C-IX as prescribed in GO(P) No 177/2006/Fin dated 12 April 2006.
- (xiv) Maintenance of the Appropriation Control Register for Category A, B and C Funds, Register of Income and Expenditure from Transferred Assets and Institutions, Register of Implementing Officer-wise Allotment and Utilisation of Funds and Register of Funds Received from Non-Banking Treasuries in forms Annexure B-I, II, III, IV and VI as prescribed in GO(P) No 177/2006/Fin dated 12 April 2006.
- (xv) Ensuring the timely repayment of loans and the timely remittance to the authorities concerned of the recoveries made.

** The para states that the 'Revised Estimate of the Current year' which is to appear as column 3 of the next year's Budget is only a financial assessment to work out the closing balance of the current year and that it does not authorise the incurring of additional expenditure.

- (xvi) Ensuring, in terms of Article 7 of the Kerala Account code, Volume I, that the procedure prescribed is followed for the payment into and the withdrawal, transfer or disbursement of moneys from the Consolidated Fund and the Public Account as regulated by law made by the Legislature and the rules made by the Governor under Article 283 of the Constitution.
- (xvii) Ensuring that while classifying expenditure, the guiding principles for allocation between capital and revenue, as prescribed under Article 30-A of Kerala Account code, Vol - I and Articles 315 to 319 of the Kerala Financial Code Volume I are followed.
- (xviii) Ensuring that the provisions of Articles 82 and 83 of Kerala Account Code Vol - I, relating to loss of cash written off, loss of cash due to acceptance of counterfeit coins or notes, other loss of cash, misappropriation, embezzlement etc., and irregular, unusual or excess payments are observed in matters relating to cash in hand.
- (xix) Ensuring that proper accounts are maintained for all financial transactions of the Grama Panchayat with which he is concerned ; he shall render accurately and promptly all such accounts and returns as may have been prescribed by the Government, the Accountant General or the competent departmental authorities; he shall check the accounts as frequently as possible in order to see that there is no occasion to commit fraud, misappropriation or any other irregularity ; he shall be held personally responsible for any loss that may be found due to any neglect of the duties laid upon him; the fact that he has been misled or deceived shall in no way mitigate his personal responsibility since every Government servant should be familiar with the financial rules laid down by the Government; and he should exercise a specially strict and close control in regard to the maintenance of proper accounts as prescribed in terms of clauses (1) to (6) of Article 8 of the Kerala Financial Code ,Volume I.
- (xx) Keeping himself aware of the General Principles, Standards of Financial Propriety and the Important Financial Principles as laid down in Article 40 of the Kerala Financial Code ,Volume I , in order

to render timely advice on financial matters to the President, the Chairman of the Standing Committee for Finance and the Secretary of the Grama Panchayat, if called for. He shall ensure, as prescribed in Article 40 (c) (2) of the Kerala Financial Code, Volume I, that under no circumstances money paid is kept out of accounts a day longer than is absolutely necessary, even though the payment is not covered by proper sanction.

- (xxi) Monitoring the progress of collection under various taxes, fees and other sources of income.
- (xxii) Ensuring that replies to Audit observations and Audit Report are furnished in time by collecting and communicating replies from concerned officers.
- (xxiii) Ensuring that the Demand Register and Arrear Demand Register are written up to date.
- (xxiv) Periodical verification of the receipt of collection and posting them in the Demand Register
- (xxv) Preparation of monthly DCB and expenditure statement of Grama Panchayat
- (xxvi) Maintenance of all documents entrusted to his care by the Secretary of the Grama Panchayat
- (xxvii) Carrying out any other duties entrusted by the Secretary of the Grama Panchayat, President of the Grama Panchayat and the Head of the Department.
- (xxviii) The Accountant shall be responsible for the keeping of Financial Database.
- (xxix) Ensuring that the category E funds are to be deposited and utilised according to the guidelines issued by Government of India and other funding agencies from time to time.
- (xxx) Acceptance of Letter of Authority in respect of Category A, C, D fund and its follow up action.

(xxxi) Follow up action in respect of the utilisation statement furnished by the implementing officers.

(xxxii) The Accountant shall be personally responsible for any violation of the Rules or Orders relating to financial matters .

J. Chandan
Section Officer