



**GOVERNMENT OF KERALA**  
Finance (Streamlining) Department  
**CIRCULAR**

**No.78/2021/Fin.**

**Dated, Thiruvananthapuram 17.09.2021**

Sub :- Finance Department - Encashment of pay and allowance bills – instructions issued for strict compliance by DDOs – Reg.

It has come to the notice of Government that several lapses on the part of some Drawing and Disbursing Officers (DDOs) are occurring resulting in the dual encashment of pay and allowances claims of employees, due to irresponsible and negligent preparation and e-submission of bills from SPARK without even verifying the exact and complete status of the earlier bills, if any, submitted for the same claim.

In the above circumstances, all the Drawing and Disbursing Officers are strictly instructed to reconcile and reconfirm each and every claim bills once the payment or transaction is completed by treasury and they should ensure that no dual payments are effected. Drawing and Disbursing Officers are also instructed to ensure that properly verified and authenticated claim bills alone are e-submitted to treasuries. Any violation of this instruction will be viewed very seriously and stringent disciplinary action will be initiated against the Drawing and Disbursing Officers concerned.

All Head of Departments/Director of Treasuries are directed to circulate the content of this circular to all Drawing and Disbursing Officers under their control immediately for information and strict compliance.

**RAJESH KUMAR SINGH IAS,**  
**ADDITIONAL CHIEF SECRETARY (FINANCE)**

To

The Principal Accountant General (A&E) Kerala, Thiruvananthapuram.  
The Accountant General(Audit II) Kerala, Thiruvananthapuram.  
All Heads of Departments.  
The Director of Treasuries, Thiruvananthapuram.  
The Chief Project Manager, SPARK PMU  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
Stock file/ Office copy [1490782]

Forwarded/By Order,

Section Officer