



GOVERNMENT OF KERALA

Abstract

Finance Department – Authorizing Principals of Schools under the Directorate of Higher Secondary Education and Directorate of Vocational Higher Secondary Education to draw salary bills without counter signature – Sanctioned – Orders issued.

Finance(Streamlining)Department

G.O.(P)No.121/2018/Fin

Thiruvananthapuram, dated 08/08/2018

- Read:-
1. G.O.(P)No.30/2013/Fin dated 16-01-2013.
 2. Letter no. Fin C1/102772/2018/HSW dated 13/03/2018 from the Director, Directorate of Higher Secondary Education.

ORDER

Government introduced a comprehensive package to the teachers working in Government aided schools to obviate various difficulties being faced by them. As a part of this, as per the Government order read 1st paper above, Government have issued guidelines for authorizing Headmasters of aided Primary and High Schools to draw salary bills without counter signature.

2. Now Government are in receipt of requests from various corners to extend the above guidelines to the Schools under the Directorate of Higher Secondary Education and Directorate of Vocational Higher Secondary Education with permission to draw salary bills from SPARK without countersignature. The module is also ready in SPARK for implementing the same in the institutions under HSE & VHSE.

3. In the above backdrop, Government have examined the matter in detail and are pleased to extend the guidelines mentioned in Government order read as 1st paper above and made applicable to the Aided Schools under the Directorate of Higher Secondary Education (DHSE) and Directorate of Vocational Higher Secondary Education (DVHSE) as well.

- (i) The Headmasters/Principals of all aided Schools under the Directorate of Higher Secondary Education and Directorate of Vocational Higher Secondary Education are authorised to draw and disburse salary of all approved staff members without counter signature, provided the bills are prepared based on entitlement authorised by the competent authority using digital signature in the office of the countersigning authority (Directorate/Regional Directorate/Similar offices) and salary bills are generated through SPARK system.
- (ii) The bills on surrender leave salary as envisaged in Kerala Education Rules can also be drawn and disbursed without countersignature provided

the bill is generated through SPARK based on entitlement authorised as above.

- (iii) The Headmasters/Principals of all aided Schools under the Directorate of Higher Secondary Education and Directorate of Vocational Higher Secondary Education can continue to sanction increments as per the provision contained in the relevant Rules, but only through SPARK and proceedings so generated shall be forwarded to the countersigning authority for entitlement authorisation. Any monetary benefits arising out of such administrative sanctions, can be drawn from treasury, only after the countersigning authority authorises entitlement in the SPARK system, using digital signature.
- (iv) All other administrative sanctions, such as increment of the Headmasters/Principals of all aided Schools under the Directorate of Higher Secondary Education and Directorate of Vocational Higher Secondary Education, promotions including time bound higher grade, change in person by the way of new appointment, etc. shall be issued by the departmental authority concerned as per the existing delegation of powers.
- (v) The Headmasters/Principals of all aided Schools under the Directorate of Higher Secondary Education and Directorate of Vocational Higher Secondary Education shall prepare the bills in quadruplicate and submit two copies to the Treasury for encashment. The third copy shall be kept in the school for audit purpose. The fourth copy of the bill along with a copy of its acquittance roll shall be submitted to the countersigning authority concerned within a week after drawal and disbursement of salary. The countersigning authority shall arrange scrutiny of the bill to ensure that the bills are drawn strictly according to the entitlement authorised from that office.
- (vi) T.A. Bills, Medical Reimbursement bills, Maintenance Grant bills, etc. can be drawn only with countersignature of the departmental authority concerned after obtaining the required allotment.
- (vii) Bill for approved teachers working on daily wage basis shall be drawn only after getting countersignature of the departmental authority concerned.
- (viii) The DHSE & VHSE shall arrange to conduct audit of these bills at least once in a year.
- (ix) All the orders/proceedings relating to personal benefits that involve financial implication shall be generated only through SPARK. Such proceedings generated by Headmasters/Principals of all aided Schools through SPARK shall be verified before authorising entitlement.
- (x) The list of designated officers competent to countersign the bills shall be prepared by the DHSE & VHSE and forwarded to the Chief Project Manager, SPARK for assigning user ID and password to use the new

system. The DHSE & VHSE will also ensure that service history of all employees in aided schools is complete and accurate before changing over to the new system and their service details are updated in their Service Book also. The designated officers shall make sure that the entitlements authorised by them are strictly in accordance with the orders issued by the competent authority and they will be held personally responsible for excess authorisation, if any.

(xi) The digital signature for the designated officers in the countersigning authority's offices shall be made mandatory for entitlement authorisation in SPARK.

(xii) Any bill which cannot be generated through SPARK will be honoured in treasuries only with the countersignature of departmental authority.

4. All Treasury officers are hereby directed to honour the salary bills of employees of aided Schools under DHSE and DVHSE without counter signature. However, before passing the bill for payment, the genuineness of the bill presented in treasuries shall be verified with reference to the SPARK code printed on the bills.

5. Formal amendments in Kerala Treasury Code to facilitate the payment of bills without countersignature will be issued separately.

6. The new system will come into force commencing from disbursement of salaries for the month of September 2018.

(BY ORDER OF THE GOVERNOR)

SANJEEV KAUSHIK IAS

PRINCIPAL SECRETARY(FINANCE RESOURCES)

To

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram.

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

The Director of Treasuries, Thiruvananthapuram.

Director, Higher Secondary Education, Thiruvananthapuram

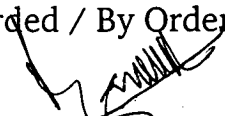
Director, Vocational Higher Secondary Education, Thiruvananthapuram

General Education Department

✓ Nodal Officer, www.finance.kerala.gov.in

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Section Officer