



GOVERNMENT OF KERALA

Finance (Streamlining) Department

CIRCULAR

No. **87/ 2015/Fin.**

Dated, Thiruvananthapuram, **17.11.2015.**

Sub: -One Office One DDO System-Clarifications issued-reg

Ref: -(1)G.O.(P) No. 391/2015/Fin dated 07.09.2015.
(2) G.O.(P) No. 440/2015/Fin dated 03.10.2015.

As per the reference first cited above, Government have issued orders dispensing with the Self Drawing Officer (SDO) system and introduced one office one DDO System in the State. Accordingly drawal and disbursement of salary and other entitlements of all employees including Gazetted Officers has been entrusted with the Drawing and Disbursing Officer (DDO) of the establishment in which the officers are attached to. The Government vide reference second cited have clarified that personal entitlement claims in respect of Hon'ble Chief Minister, Ministers, Speaker, Deputy Speaker, Leader of Opposition, Chief Whip and members of their personal staff will not come under One Office One DDO system since they are not using SPARK for drawing their entitlements.

2. Government now received request from the Secretary, Legislature Secretariat to exempt MLAs also from the purview of new dispensation. Some members of personal staff of Ministers also requested clarification as to whether the staff members who are already using SPARK will come under the new system or not. So also requests seeking clarifications on processing of bills relating to TA, GPF, etc. in respect of Gazetted Officers were also received.

3. In view of the above, following clarifications are issued .

- (i) At present MLAs of the State are not using the SPARK system for generating their personal entitlement claims. Hence the personal entitlement claims of MLAs will not come under the new system.
- (ii) Those staff members of personal staff of Hon'ble Chief Minister, Ministers, etc who are already drawing their salary and allowances without using SPARK based on specific Government direction can continue to draw their

claims as was done hitherto. However members of personal staff who are drawing their salary using SPARK system will come under the purview of One Office One DDO System and the DDO concerned shall draw and disburse their salary alongwith other officers brought under the new system.

- (iii) The inner bill relating to TA claims in the case of Gazetted Officers are continued to be prepared by the officers themselves. The DDOs shall prepare the outer bill in SPARK and enter the allotment details and present the same to treasury.
- (iv) In respect of withdrawals from GPF, application with all supporting details shall be submitted by the officer concerned to process the sanction request. However the preparation and submission of bill to treasury will be attended by the DDO concerned.

4. All DDOs shall process the claims relating to personal entitlements of Gazetted Officers based on the above guidelines.

5. The Director of Treasuries shall issue necessary instructions to all treasury officers accordingly.

A.R. AJAYAKUMAR
Additional Secretary to Government.

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
The Sub Treasury Officer, Secretariat Sub Treasury, Thiruvananthapuram
The Secretary, General Administration Department
The Director, Kerala State IT Mission, Thiruvananthapuram.
The State Informatics Officer, NIC, Thiruvananthapuram
The Chief Project Manager, SPARK, Uppalam Road, Thiruvananthapuram
The Senior Divisional Manager, LIC, Divisional Office, Pattom, Thiruvananthapuram.
The Chief Post Master General, Kerala, Thiruvananthapuram.
The Director of Insurance, Thycaud, Thiruvananthapuram.
The Director, I&PRD (for press release)
Finance (Accounts - A&B) Department
The Nodal Officer, www.finance.kerala.gov.in
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Section Officer