



**Government of Kerala**

**Abstract**

**Integrated Financial Management System (IFMS) - Introduction of centralised bill preparation system for contingent bills, scholarships, etc – Guidelines- Issued**

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**Finance (Streamlining) Department**

**G.O. (P) No. 46/2016/Fin**

**Dated, Thiruvananthapuram, 04. 04.2016**

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**ORDER**

As a part of the implementation of the Integrated Financial Management System (IFMS) and to simplify treasury bill preparation and processing, Government are pleased to introduce a centralized bill preparation system to prepare bills relating to non employee claims pertaining to various departments and Government institutions. The new system will be hosted at treasury website [www.treasury.kerala.gov.in](http://www.treasury.kerala.gov.in) and Drawing and Disbursing Officers(DDOs) can access the system through username and password. This application shall be used for preparation of bills relating to non employee claims on analogy to preparation of employee related bills using SPARK application.

2. The following guidelines are issued for the implementation of the new bill preparation system.

- i. The new system is designed for electronic preparation, submission and encashment of bills relating to non employee related claims of Government departments such as all contingent expenditure payments like payment to vendors, suppliers, electricity charges, telephone charges, miscellaneous reimbursement claims, grant-in-aid bills, bills relating to scholarship, stipend, etc. All bills relating to the above claims shall be prepared through the new system only .
- ii. The allotment of funds for incurring the expenditure for the above items will be regulated through Budget Allocation Management System(BAMS).
- iii. The bill for all such claims shall be generated in the common bill form in TR 59 (E) and submit to treasury through online. All supporting claims such as sub vouchers, sanction order, proceedings, etc. shall be scanned and uploaded along with the bill submitted online.
- iv. The DDOs are permitted to make petty payments below Rs.2000/- by way of cash and claims from Rs 2001/- to Rs 10,000/- shall be disbursed through TSB cheques only. The DDOs can make use of the Special TSB account already permitted for making payment of professional tax, refunds, etc, for this purpose. Any amount in excess of Rs 10,000/- shall be directly credited to the bank/treasury account of the beneficiary concerned. The DDO shall enter the details of beneficiary account such as TSB Account number/Bank account number and IFS code on the bill to facilitate this.

- v. The system of disbursing fund through Demand Draft shall be discouraged and direct benefit transfer shall be resorted to in all Government transactions.
- vi. The Treasury officers shall not accept the bills relating to the above claims unless the same is submitted online. The submission of a physical copy of the bills submitted online will be continued for a period of six months to stabilise the system.
- vii. There will be no physical POC for electronically submitted bills and all such claims shall be credited to the bank/treasury account electronically.
- viii. The bill preparation system followed for LSGD claims and work related bills of engineering departments will continue and excluded from the purview of this system.
- ix. The new system will come into effect from April 2016 onwards.

3. Necessary amendments to the codal provisions in this regard will be issued separately.

By Order of the Governor,

**Dr. K.M. ABRAHAM**  
Additional Chief Secretary (Finance)

To

The Principal Accountant General (A&E / G&SSA), Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram  
The Director of Treasuries, Thiruvananthapuram.  
All District / Sub Treasury Officers (Through Director of Treasuries)  
All Heads of Departments/Secretaries.  
The Director, Public Relations Department (for press release)  
✓ The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
Stock File /Office Copy.

Forwarded/By Order,



Section Officer.