GOVERNMENT OF KERALA

Abstract

Submission of personal copy of Gratuity Payment Order to concerned Treasury – Revised Guidelines - Orders Issued.

FINANCE (PENSION - B) DEPARTMENT

G.O.(P)No.90/2021/Fin. Dated, Thiruvananthapuram, 28/06/2021

Read:- 1) Circular No.44/1982/Fin dated 03/08/1982
2) Circular No.59/2004/Fin dated 06/11/2004
3) G.O(P)No.67/2020/Fin dated 27/05/2020
4) Lr No TRY/2391/2020-P1 dated 09/11/2020 from Director of Treasuries
5)Lr No.PM/2/6-44/2020-21/164 dated 10/11/2020 from the Office of Accountant General [A&E]
6) Minutes of the meeting held on 09/12/2020.

O R D E R

Rule 117 of Part III KSR and Circulars read 1st and 2nd above has outlined the procedures to be followed in connection with settlement of liabilities of retiring officers from their DCRG. Government have observed certain cases where retired Government servants who are having liabilities to Government are not submitting their personal copy of Gratuity Payment Order to concerned Treasury and subsequently treasuries not able to deduct their liability from Gratuity.

2) Government examined the matter in detail and are pleased to adopt following guidelines to be followed in such cases

I. Gratuity Payment Order [GPO] issued on or before 31/12/2020

a. **Government Liabilities**: Treasury Authorities shall debit the liability amount from Gratuity and credit it to concerned Head of Account / Accounts directly. If the liability certificate doesn't contain details of the Head of Account to which the Government Liability is to be credited then Treasury

shall procure liability certificate with requisite details from concerned officer [As per provisions of Government Order read 3rd, the officer who signs the liability / non liability certificate that is produced at the treasury].

b. **Non-Governmental Liabilities**: In case of Non-Governmental dues, Pension Sanctioning Authority [PSA] should send the details of the Special TSB Account of Drawing and Disbursing Officer [DDO] along with the consent from the pensioner to Treasury. Treasury shall forward all this documents to the Accountant General (A&E), who shall cancel the original GPO and create two GPO's: One addressed to Treasury for the Non-Governmental Due and other to Pensioner for Rest of the Gratuity. On the basis of GPO addressed to Treasury, Treasury shall credit the requisite amount to the Special TSB account of the DDO in respect of the retired employee. The DDO shall disburse the recovered amount to concerned agency.

II.Gratuity Payment Order [GPO] issued on or after 01/01/2021

With rolling out of PRISM software the question of producing pensioners half of GPO in the treasury disappears. Hence the following methodology shall be followed.

a. **Governmental Dues**: Treasury Authorities shall credit such dues to concerned Head of Account directly. If the liability certificate doesn't contain details of the Head of Account to which the Government Liability is to be credited then Treasury shall procure liability certificate with requisite details from concerned officer [As per provisions of Government Order read 3rd, the officer whom signs the liability / non liability certificate that is produced at the treasury].

b. **Non - Governmental Dues** : If consent from Pensioner is available to recover such dues from Death-cum-Retirement Gratuity then Pension Sanctioning Authority [PSA] / Head of Department [HOD] / Head of Office [HOO] shall send a copy of the Liability Certificate along with the consent form to both Treasury and DDO in respect of the retired employee. Treasury Authorities shall then directly credit the liabilities from Gratuity to the Special TSB account of the DDO concerned in respect of the retired employee within one week of receiving GPO or receiving letter mentioned ante, which ever is later. The DDO shall disburse the recovered amount to concerned agency and inform the same to Pension Sanctioning Authority [PSA] / Head of Department [HOD] / Head of Office [HOO] within three months. After the fore mentioned three months if Government has to pay interest for late remittance of such Non-Governmental dues, interest paid by the Government shall be recovered from the concerned DDO's. In cases where more than

one non-Governmental dues are involved or in cases where the amount of total DCRG is not sufficient for dispensing the total liability of the pensioner the amount/share payable to each liable entity may also be intimated to the DDO/Treasury Officer.

By Order of the Governor,

A.SHIBU

ADDITIONAL SECRETARY (FINANCE)

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram
The Accountant General (Audit-II), Kerala, Thiruvananthapuram
All Heads of Departments and Offices.
All Departments (All Sections) of the Secretariat including Law Department.
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L)
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Secretaries to Government.
The Secretary to Governor.
The Private Secretaries to Speaker, Deputy Speaker, the Leader of Opposition and Government Chief Whip.
The Private Secretaries to Chief Minister and other Ministers.
The Additional / Deputy Secretary to Chief Secretary.
The Secretary, Ombudsman for Local Self Government Institutions, Thiruvananthapuram.
The Secretary, Kerala State Human Rights Commission, Thiruvananthapuram.
The Registrar, High Court of Kerala, Ernakulam (with CL).
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
The Registrar, All Universities in Kerala.
The Director, Information and Public Relations, Thiruvananthapuram.
The Advocate General, Kerala, Ernakulam.
The Chief Information Commissioner, Kerala, Thiruvananthapuram.
All District Treasury Officers/Sub Treasury Officers.
Managing Directors/General Managers of Government Companies/ Boards/ Corporations/ Self Governing Institutions
State Administrator PRISM [info.fin@kerala.gov.in]
The Nodal Officer, www.finance.kerala.gov.in for publishing on the website.
Stock File [Pen-B1[Dev-4]/86/2020-FIN (e-1509054)]/ Office Copy.

Forwarded/By Order



Section Officer