



GOVERNMENT OF KERALA

Abstract

Local Self Government Department-Deployment of "Saankhya" Software developed by IKM in four Corporations and two Municipalities-Training to the Employees -issuance of guide lines -orders issued.

LOCAL SELF GOVERNMENT (AA) DEPARTMENT

G.O.(Rt) No.1054 /2011/LSGD

Dated, Thiruvananthapuram 20/4/2011.

- Read:-
1. GO (MS) No. 8/2007 LSGD. dated. 6-1-2007.
 2. GO (Rt) No. 4240/2008/LSGD dated 05.12.2008
 3. GO (MS) No. 23/2010/LSGD dated 04.02.2010
 4. GO (MS) No. 81/2011/LSGD. dated . 25-3-2011.

ORDER

As per GO read as first paper above, Government have ordered to launch accrual based double entry accounting in seven pilot locations namely all the five Municipal Corporations in the state and the Municipalities of Alappuzha and Thalassery. As per GO read as second paper above Government have ordered the implementation of "Saankhya software" developed by, IKM in Kozhikode Corporation. Government ordered the roll out of 'Saankhya Software' developed by IKM in all Urban local bodies other than the Six pilot urban local bodies as per GO read as 3rd paper above. Government ordered the implementation of Saankhya software in three pilot locations with effect from 01.04.2011 as per GO read as 4th paper above. The modalities of change over to 'Saankhya KMAM- accrual based double entry software' in the four Corporations and two Municipalities are ordered below.

The switch over to 'Saankhya' will require training to the employees. As Saankhya is a process based accounting application, working in integration with the other software application installed by the Information Kerala Mission, all the employees in the account sections who generate demands for collection/receipts and all the employees who receive money and issue receipts in computer should be trained in 'Saankhya'. The use of the existing software was limited to a small group of employees in the Account Section. Therefore training in the domain of accrual based double entry

accounting and in the use of Saankhya application will have be given to the employees. This will need a training programme covering six days for each batch of trainees. Besides, the Secretaries and Additional Secretaries will be given a one-day executive training.

The training programme shall commence after the general transfer of municipal employees, which is expected by the end of this month. The average number of trainees from each of the six corporation / municipality will be 20 and the total number will be 120. As such the training will be held in three batches of 40 trainees each at KILA. In addition the Secretaries and Additional Secretaries will be imparted a one day executive trainee covering domain subject and the Saankhya application. The State Performance Audit Officer will oversee the training and the implementation of Saankhya in all the Corporations and Municipalities and KILA will conduct the training by making available 40 computers for each batch and utilizing the services of the necessary trainers and training materials from the Information Kerala Mission. On completion of the training programme at KILA, each Corporation / Municipality shall arrange for necessary hand holding at these locations including reinforcement training and training to more members of staff, if found necessary utilizing the services of trainers from Information Kerala Mission. The honorarium, travel expenses and accommodation shall be provided to the Information Kerala Mission trainers from the own fund of the Corporation / Municipality. This facility can be utilized by all the Corporations and the Municipalities. Information Kerala Mission shall provided the services of the necessary trainers for the purpose.

While implementing 'Saankhya', KMAM it shall be ensured that entries are made in Saankhya at real time in respect of all accruals, payables, receipts by way of Cash / Cheques / Demand Draft / Direct Credit and all Cash / Bank / Treasury payments.

The Secretaries shall sign the pass orders for payment on Bills only after satisfying by viewing the computer screen that the clerk who checked the bill has entered 'Pay Order' in 'Saankhya' and that the Pay Order Number generated by computer is visible. The Secretary shall then record his 'approval' in 'Saankhya'. The Director of Urban Affairs shall ensure that this process is strictly followed by all the Secretaries.

At the end of each day the Accounts Officer / Accounts Superintendent, shall ensure that all transaction which took place during the day under A, B, C, D, E, F & G Funds (as mentioned in G.O(P)177/2006/Fin. Dated 12/04/2006) have been entered in Saankhya. In order to facilitate correct accounting procedure, the cash operations at the Janasevana Kendram and all members of staff who check all types of bills and issue cheques from all types of funds should be placed under the control of the Accounts Officer / Superintendent incharge of Accounts. At the end of each day, print outs of Cash Books and all Bank Books shall be taken, attested by the Superintendent in charge of Accounts and Accounts Officer and submit to the Secretary for his signature.

The schedule of the training programme will be fixed in consultation with KILA and the Secretaries of the Corporations / Municipalities should ensure the attendance of employees nominated by them.

**BY ORDER OF THE GOVERNOR,
M. SHEELA
DEPUTY SECRETARY**

To

**The Accountant General (Audit) Kerala Thiruvananthapuram
The Accountant General (A&E) Kerala Thiruvananthapuram
The Executive Chairman and Director IKM.
✓The Director(Technical) IKM.
The Secretary Thiruvananthapuram Corporation.
The Secretary Cochin Corporation.
The Secretary Kozhikode Corporation.
The Secretary Thrissur Corporation.
The Secretary Kollam Corporation.
Office Copy/ Stock File/ Spare**

Forwarded by Order



Section Officer