



GOVERNMENT OF KERALA

Finance (SFC Cell-A) Department

CIRCULAR

No.90/2016/Fin

Dated, Thiruvananthapuram, 21th November 2016

Sub:- Reconciliation of Local Government accounts with the Treasury Data- reg
Read: -GO(Rt)No.6298/2016/Fin dated 26/07/2016

Government in its order read above have instructed the Local Governments to reconcile their accounts with the treasury data. After having detailed discussion with the officials concerned and stake holders a proforma is finalised for the reconciliation. A pilot intervention has been made with the finalised proforma in the Parassala Grama Panchayat and Attingal Municipality. Based on the feedback of the pilot intervention the proforma is approved for reconciliation.

Guidelines for the reconciliation is detailed below:

1. The proforma for reconciliation is available in the Saankhya Software.
2. Treasury Department should furnish name, designation, PEN and Aadhar No. of Treasury Officers and one Accountant from each Treasury to the IKM for operating the login facility
3. Detailed module for newly created Municipalities and Municipal Corporations for capturing receipts and expenditure of erstwhile Grama Panchayats/ Municipalities/ Municipal Corporations also will be prepared.
4. Reports for total authorization, credit by Treasury, balance, expenditure and carry forward funds to be created separately.
5. The Accountant/ equated officer should make data entry in Local Governments
6. The Secretary should verify the data and ensure its correctness.
7. In case any modification is necessary for the data entered by the Accountant/equated officer, instruction is to be given to them for modification.

8. The filled up proforma should be endorsed by the Chairman, Finance Standing Committee, and it is not editable at Local Government thereafter.
9. Local Government officials should convince the receipt of funds to the designated Treasury officials with the copy of the Government Order.
10. Treasury officials should take expenditure data available from TIS only.
11. Treasury Officer should verify and approve the data with or without modification, as prepared by the Treasury Accountant.
12. The proforma approved by the Treasury Officer should be available to the Local Government Secretary for uploading.
13. Based on this data the IKM should make available reports to the Finance Department.
14. The time limit for the programme is given below

1	Finalization of the software and publication in the website	One week
2	Data entry at the Local Government	One week
3	Random Review of the process	One day
4	Verification and approval by the Treasury	Five days
5	Uploading the data by the Secretary Local Government	One day
6	Processing of data at IKM and Reports to Government	Two days
7	Processing of Reports at Government level and issue of GO for authorizing Spill over funds	One week

Dr. K.M.Abraham
Additional Chief Secretary (Finance)

To

The Principal Accountant General (A&E/G&SSA/E&RSA), Kerala, T/vpm
 All Local Governments
 All Nodal Officers (DCBs,PACS)
 All authorisers (DCBs,PACS)
 All clerks/ cashiers connected with this programme
 All collection agents connected with this programme
 The DBT Cell, Directorate of Panchayats
 The Director, I&PRD, Thiruvananthapuram
 The Information Kerala Mission, Thiruvananthapuram
 The Web & New Media, Public Relations Department (webprd@kerala.gov.in)
 The Nodal Officer, Finance (www.finance.kerala.gov.in)
 Stock File/ Office Copy

Forwarded / By Order


Section Officer