



GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Prescribing form of Receipt for use of Local Self Government Institutions for acknowledging receipt of money and receipt of communications - Orders issued.

LOCAL SELF GOVERNMENT (AA) DEPARTMENT

G.O.(Ms)No. 246/2011/LSGD Dated, Thiruvananthapuram, 13th October 2011

- Read:-
- (1) Notification No. GO (P) No. 100/07/LSGD dated 30.3.2007 issued under SRO No 667/2007 published in the Kerala Gazette Extraordinary dated 2 August 2007.
 - (2) Notification No. GO (Ms) No. 83/2011/LSGD dated 28.03.2011 issued under SRO No. 266/2011 published in the Kerala Gazette Extraordinary dated 6 April 2011.
 - (3) G.O. (Ms) No. 308/2010/LSGD dated 23.12.2010

ORDER

Government have issued the Kerala Municipality (Accounts) Rules, 2007 under the notification read as 1st paper above prescribing Accrual Based Double Entry Accounting System for Municipalities. Rule 18 of the Rules prescribes that all moneys received in the Municipality shall without exception be acknowledged by a receipt.

2. Government have issued the Kerala Panchayat Raj (Accounts) Rules, 2011 under the notification read as 1st paper above prescribing Accrual Based Double Entry Accounting System. Rule 20(a) of the Rules stipulates that the Panchayat shall issue receipt for all money received. Rule 20(d) ibid states that computer generated receipts are to be issued when the accounting system is computerized.

3. In the Government Order read as 3rd paper above, Government have prescribed that all the Local Self Government Institutions in the State shall maintain their accounting system using Saankhya Accrual Based Double Entry Accounting Software developed by Information Kerala Mission (IKM).

4. It has been brought to the notice of Government that the various Application Softwares developed by IKM and deployed in the Local Self Government Institutions work in integration with Saankhya, Accrual Based Double Entry Accounting Application Software. When Receipts in Saankhya and Acknowledgement in Sookhika, File Tracking Application, are issued at the Janasevanakendram, Sutharya Information Centre or Front Office, the use of two separate Printers are required. In order to overcome this difficulty IKM has designed a combined form of receipt in which acknowledgements for receipt of money as well as acknowledgements for receipt of communications can be issued where Saankhya and Sookhika work in integration.

5. Government, after careful consideration of the matter, are pleased to issue the following orders.

6. A Combined form of receipt for Saankhya-Soochika will be used by all the Local Self Government Institutions where Saankhya is deployed and has been made online. The first batch of receipts will be printed and distributed by IKM for which the Local Self Government Institutions shall make payment to IKM. Gramalakshmi Mudralayam, under the Panchayat Department, will arrange for printing of the subsequent batches of receipts based on the demands from the Panchayats. Gramalakshmi Mudralayam shall obtain technical advice of the IKM in this matter. The Municipalities shall begin to issue receipts in the new form as soon as the first batch of receipts is made available to them. From the date on which Saankhya is made online, the Panchayats shall issue receipt for money in Saankhya and acknowledgment for all letters, petitions and applications in Soochika, using the combined receipts prescribed as above. The form of the receipt is given as Annexure I. The receipt will contain a portion on which the Soochika acknowledgement number will be printed. This is to be detached and pasted on the communications acknowledged in Soochika. If Soochika has not been installed, the receipt prescribed above shall be used for Saankhya for acknowledging receipt of money.

7. The form of receipt is annexed to this order.

By order of the Governor
JAMES VARGHESE
Principal Secretary to Government

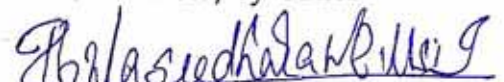
To

1. The Principal Accountant General (Audit), Kerala
Thiruvananthapuram.
2. The Principal Accountant General(A&E) Kerala, Thiruvananthapuram
3. The Accountant General (LBA) Kerala, Thiruvananthapuram
4. The Director of Panchayats, Thiruvananthapuram
5. The Commissioner of Rural Development, Thiruvananthapuram
6. The State Performance Audit Officer, LSGD, Thiruvananthapuram
7. The Director of Local Fund Audit, Thiruvananthapuram
8. The Executive Chairman and Director, Information Kerala Mission
9. The Director, KILA, Thrissur
10. The Director. SIRD, Kottarakkara
11. The Director of Information and Public Relations, Thiruvananthapuram
12. The General Manager, Grama Lekshmi Mudralayam, Kanjikode, Palakkad
13. The Secretaries of all District-Block-Grama Panchayats
14. Stock file/Office copy.

Copy to:

P.A to Principal Secretary

Forwarded /by Order


Section Officer

Form of Receipt/Acknowledgement for Saankhya/Soochika

(A) Paper edge - 10"x4"

Name of Local Government Institution
Address, Phone number, website

Portion for Continuous Pre-numbering

Name of Local Government Institution
Address, Phone number, website

Portion for Continuous Pre-numbering

Remarks:

Counter No. & Staff :

Perforation line

Perforation line

Gummed portion Sticker

(B)

Paper edge

Space for particulars

Secretary

Cheques are subject to realisation.

KMSR/007

KMSR/007