

NO.F.28(6)-FIN(G)/75(S)
GOVERNMENT OF TRIPURA
DEPARTMENT OF FINANCE

Dated, Agartala, the 21st January, 2017.

MEMORANDUM

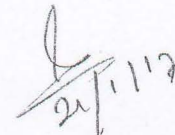
Sub:- Closure of Savings Bank/ Current Deposit Bank Accounts operated by DDOs.

Pursuant to the decision of the State Government to close SB/CD Accounts lying with DDOs, it has become necessary to issue guidelines on procedures that may be adopted by DDOs for preferring bills/Cheques/ Challan to the Treasury/Sub-Treasury/Treasury Bank Branch and towards drawal and disbursal of fund, as the case may be. Towards this end, the following guidelines/instructions are issued:-

- No DDOs shall be allowed to open CD/SB Account in respect of any scheme except Centrally Sponsored Scheme/ Externally Aided projects if it is specifically mentioned in the respective scheme/ project guidelines to keep funds in a separate Bank Account.
- **No money shall be drawn** from the Treasury unless it is required for immediate disbursement or in anticipation of demands or to prevent the lapse of budget grant.

Salary Bills/TA Bills/Medical Reimbursement bills etc.:

- In case of salary bills/TA Bills/Medical Reimbursement bills etc., the DDO shall prepare bills in usual manner and endorse the same to the Treasury/ Sub-Treasury. While sending the bills to the Treasury, a list containing the name of concerned employee(s), their respective bank account number, amount to be debited in their Bank Account shall also be enclosed.
- The Treasury Officer/ Sub-Treasury Officer shall after conducting necessary checks, send the same to Treasury Bank for arranging payment of salary/ TA/ MR etc. directly to the specified bank account of the concerned government employee.
- The above procedure may also be followed for payment of wages, honorarium, remuneration etc. amounting to equal or more than Rs. 500/-. However, in case of payment of wages, honorarium, remuneration etc., for less than Rs. 500/-, the DDO may pay in cash after keeping proper receipt/ voucher and recording proper entries in Books of Accounts, **if the concerned beneficiary does not have a bank account.**
- Similar exercise shall also be adopted for disbursement of scholarships, stipends etc.


21/1/17

3rd Party Bills:

- DDO shall prepare 3rd party bill in usual manner and endorse the same to the Treasury/ Sub-Treasury. While sending third party bills to the Treasury, information containing name of third party contractor, bank account number, amount to be debited in the Bank Account etc., shall also have to be enclosed alongwith the bill, while endorsing the same to the Treasury/ Sub-Treasury.
- The Treasury Officer/ Sub-Treasury Officer shall after conducting necessary checks send the same to Treasury Bank for arranging payment of fund directly to the bank accounts of the respective third party.
- It shall be the responsibility of the DDO concerned to provide accurate bank account number of the employee/beneficiary. In case of non-credit of fund in the bank account of the employee /beneficiary, it shall be the responsibility of concerned employee/beneficiary to produce evidences/ documents to satisfy any fund due upon him that has been un-credited in his bank account. Proper check shall be undertaken by concerned DDO and Treasury Officer prior to release of such fund.

Imprest Money:

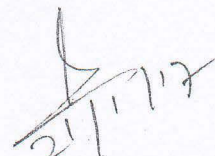
- Expenditure towards urgent contingencies shall be met up by utilizing fund placed under imprest.
- Imprest money shall be drawn in cash by the DDOs and shall be kept in Double Lock system maintained by DDO and Cashier.

AC Bills

- **No fund shall be drawn in AC bill unless it is required for immediate disbursement.** Such fund may, however, be kept in PL Account until the disbursement is complete. Any amount left undisbursed for more than a fortnight and that cannot be utilized within next 7(seven) days shall be immediately transferred to Civil Deposit as per procedure mentioned vide this Department Memo of even number dated 09.12.2016.

Other issues:

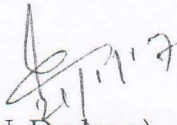
- In offices where there is a practice of keeping fund in a Joint Account under the designation of DDO and Implementing Officer, such bank accounts shall also be closed and the amount shall be returned to the account of DDO who shall thereafter arrange for crediting the same in the Civil Deposit Account.
- In case of DDOs receiving funds through cheques/drafts/transfers from Autonomous Bodies/Societies/Corporations etc., they shall also deposit the unutilized fund in the Civil Deposit Account of Treasury, if it is not required to be spent within next 15 days. The amount may be withdrawn from Civil Deposit as and when required, for incurring expenditure as per guidelines issued in this regard.


21/11/17

- However, the aforesaid procedures stands relaxed in respect of establishments of Governor's Secretariat, C.M.'s Secretariat, GA (SA) Department and Finance Department for administrative reasons. DGP & all DMs are allowed to keep on Bank Account.
- The existing practice of maintenance of accounts in P.W.D and Forest Departments shall continue.

2. In view of the above, all concerned Heads of Departments/ Treasury/ Sub-Treasury Officers are requested to bring the matter to the notice of DDOs for smooth implementation of the mechanism and for closing of SB/ CD Bank Accounts by 10.02.2017. In case of any difficulties arising due to aforesaid procedures, the same may e brought to the notice of the Finance Department.

3. This is issued in continuation of this department's earlier Memo of even number dated 09.12.2016, 17.12.2016 and 21.12.2016.



(N. Darlong)

Special Secretary to the
Government of Tripura

To

1. All Heads of Departments.
2. All Treasury /Sub-Treasury Officer.

Copy to :-

1. The Principal Secretary/DGP/PCCF/Secretary/Special Secretary
..... Department.
2. The AG(A&E), Tripura, Agartala.
3. The Chief Engineer, PWD/ DWS/ WR/ RD Department.
4. The DM & Collector, District.
5. The Director, IT Department with a request to upload the same in the State portal and website of Finance Department.

Copy also forwarded to:-

1. The PPS to the Chief Secretary, Government of Tripura.
2. All Treasury Bank/ Bank operating treasury transaction.....
..... for information and necessary action.