

Endorsement No: **DTETVM/2802/2025-EA2 (EA)** Dated: **25-03-2025**

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Copy communicated to all Head of Institutions under DTE for information and necessary action.

**SHALIJ P R**  
**DIRECTOR**

**To,**

**All Head of Institutions under DTE through Website.**

Signed by

Shalij P R

Date: 25-03-2025 14:05:04



**GOVERNMENT OF KERALA**  
**Finance (SS) Department**

**CIRCULAR**

No. 22/2025/Fin.

Dated, Thiruvananthapuram, 19.03.2025.

*Sub:- Streamlining Treasury Transactions - Rushing of bills and drawing of advance towards the close of the financial year (2024-25)- Avoidance of - Instructions issued.*

Presentation of large numbers of bills, cheques, chalans etc. to the treasuries towards the end of the financial year with an intention to avoid lapse of budget provision is seen resorted to by some Drawing and Disbursing Officers of various Departments/Institutions. Presenting the bills, cheques, chalans (either for encashment or for adjustment) at the fag end of the financial year may cause difficulty in scrutinising them properly and completing the work in time before close of the financial year. Since both the agencies viz., banks and treasuries have switched over entirely to a computer-based system, the banking transactions on the last working day of the current financial year (29.03.2025) will have to end at the latest by midnight on the same day. Hence the treasuries will not be able to pass bills presented after the prescribed time under any circumstances.

2. In order to avoid such instances, the following guidelines are issued with immediate effect for the remaining period of the current financial year (2024-2025): -

- i. All Heads of Departments and Drawing and Disbursing Officers have to present bills, cheques, etc. to the treasuries latest by 5 P.M. on 26.03.2025. Any treasury instrument submitted after the above time limit will not be accepted. The above time limit would not be applicable for challan remittances.

- ii. All controlling officers should ensure that the copies of letters of allotment to sub controlling officers, made out of the existing budget provisions, are submitted to the respective treasuries latest by 25.03.2025, 5 P.M. Therefore, re-appropriation proposals preferred thereafter shall not be accepted in Finance Department.
- iii. The bills under Plan head of accounts of Government Departments/ Autonomous Bodies, bills of Local Self Government Institutions submitted at treasuries after 25.03.2025 will be shifted to the existing treasury queue. Such bills would be accepted at treasuries with token assigning sequence and time of receipt. The priority of honoring of such bills will be solely on the basis of the order of token issued. The amount of bills accepted with token that has not been passed in the current financial year will be cleared in the subsequent days of the next financial year on the aforementioned priority. Detailed procedures to clear such bills will be issued separately.
- iv. The cheques for drawing from STSB/PSTSB/PD/TP account would be accepted at treasuries on 26.03.2025 with token assigning sequence and time of receipt. The priority of honoring of such cheques will be solely on the basis of the order of the token issued. Such cheques will be cleared in the subsequent days on the aforementioned priority.
- v. Advance drawal for the purchases on the basis of invoices/proforma invoices for which the formalities of purchase cannot be completed or for which the supply could not materialise and final vouchers could not be obtained before the close of financial year, will not be permissible.
- vi. However, if the Drawing and Disbursing officer wants advance drawal for any unavoidable expenditure, it can be incurred with the prior approval from Finance Department.
- vii. Advance drawal by Local Self Government Institutions should comply the directions issued under G.O.(Ms.) No.45/2023/Fin. dated 10.03.2023.
- viii. Treasuries would not be authorised to allow any exemption to the above instructions without specific directions from the Finance Department.



- ix. In case any doubt persists regarding any advance claim/issues related to treasury regulations, the Sub Treasury officers /District Treasury officers have to get in touch with the Director of Treasuries who in turn shall consult the Finance (Secret Section) Department (Phone No. 0471-2518372) before allowing or rejecting the claim.

3. All Heads of Department are requested to issue urgent directions to the Controlling Officers/ Drawing and Disbursing Officers to comply with the above instructions scrupulously. The Director of Treasuries would take urgent measures to ensure strict adherence to the directions by the treasury officers. Any lapse in this regard would be viewed seriously.

**DR. A. JAYATHILAK**  
ADDITIONAL CHIEF SECRETARY (FINANCE)

To

The Principal Accountant General (A&E) Kerala, Thiruvananthapuram  
The Principal Accountant General (Audit-II), Kerala, Thiruvananthapuram  
The Accountant General (G&S SA) Kerala, Thiruvananthapuram  
All Heads of Departments and Offices.  
All Departments (All Sections) of the Secretariat including Law Department.  
The Director of Treasuries, Thiruvananthapuram.  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram  
The Secretary, Kerala State Electricity Board, Thiruvananthapuram  
The Managing Director, Kerala State Road Transport Corporation,  
Thiruvananthapuram  
The Registrar, High Court of Kerala, Ernakulam  
The Registrar, University of Kerala/ Cochin/ Calicut/ Mahatma Gandhi/  
Kannur/ Kerala Agricultural University/ Sree Sankaracharya Sanskrit  
University/ APJ Abdul Kalam Technological University/ Kerala University  
of Fisheries and Ocean Studies/ Kerala University of Health Sciences/  
Kerala Veterinary and Animal Sciences University/ Thunchath Ezhuthachan  
Malayalam University  
The Advocate General, Kerala, Ernakulam  
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram  
The Secretary, Ombudsman for LSGI, Thiruvananthapuram  
The Secretary, Kerala State Human Right Commission/ Kerala Women's  
Commission, Thiruvananthapuram.  
The State Election Commissioner, Thiruvananthapuram  
The State Chief Information Commissioner, Thiruvananthapuram  
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries  
and Under Secretaries to Government.

The Secretary to Governor.

The Private Secretaries to Chief Minister and other Ministers,  
Government Chief Whip and Leader of Opposition.

The Private Secretary to Speaker/Deputy Speaker.

The Director of Public Relations, Thiruvananthapuram

The Officer on Special Duty to Chief Secretary

The Managing Directors / General Managers of all Government Companies/  
Boards/ Corporations / Autonomous Bodies.

Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)

The Stock File/Office Copy (SS-3/22/2025-FIN. E 3088178).

Forwarded / By Order



Accounts Officer