

प्रधान महालेखाकार (ले व ह) का कार्यालय, केरल, तिरुवनंतपुरम-695001
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), KERALA,
THIRUVANANTHAPURAM-695001

सं/No. Admn.IV/Funds Merger/2021

दिनांक/ Dated: 16.08.2021

कार्यालय आदेश सं. 384 /OFFICE ORDER No. 384

विषय/Subject:-Merging of Sections in Funds Wing.

It has been decided to implement the Round Robin System (centralized distribution of NRA, Conversion to NRA and Closure cases) in Funds Wing of Main Office, except for All India Service Provident Fund and Part Time Contingent Employees Provident Fund. In this scenario, the number of accounting sections shall be reduced to Seven (07) from the present Thirteen (13). These sections shall manage all works such as Final Payment cases/ NRA/Conversion to NRA cases/ Residual balance/ 8658 PF suspense clearance/ Annual Review and Inspection paras of IAD/ RTI/ Court Cases/ Complaint cases etc. The merger shall be in the following manner:-

1. PF 05 shall include Wayanad Medical from PF21.
2. PF09 shall include Idukky Police, Kozhikode Police Wayanad Police and Malappuram Police from PF13 and Kozhikode Medical from PF21
3. PF17 shall include Palakkad Police from PF13 and Thrissur Medical from PF21.
4. PF18 shall include Trivandrum Police from PF03
5. PF32 shall include KAPSAP, Kasaragod Police, Kannur Police, Kottayam Police and Trivandrum Police from PF43.
6. PF14 shall include CNT from PF47.
7. PF20 shall include CP, OGES, STAT, TP and VT from PF15.

FM Section shall maintain the work related to AISPF.

PF03, PF13, PF15, PF21, PF43 and PF47 shall cease to exist in the reorganized scenario. PF20 section shall be shifted to the second floor of Main Building from the Accounts Building. The staff of PF20 shall be accommodated in EDP-PF section and the ledgers and other records shall be placed in the room opposite to EDP-PF section.

Presently, manual notings of Closure, NRA/Conversion to NRA is being done in Ledgers. In the light of the fact that system noting regarding authorization of Closure, NRA/Conversion is automatically being generated against each account, manual noting of Closure, NRA/Conversion shall be dispensed with. In addition to automatic notings, there is also provision in system (Ledger

Notes) to note down further details, if necessary. All the manual ledgers have been digitized except for a few ledgers which were damaged. The accounting units may process Closure and NRA and Conversion to NRA cases using the digitized data. In case of any doubt regarding credit/debit, the unit can collect the ledger from its location for verification (ledgers shall remain at their present locations) and replace it at the same place from where it has been taken. The ledgers that are collected for verification shall be noted in the Movement register kept at that location.

Allotment of Closure, NRA and Conversion to NRA cases shall be made by EDP-PF on round robin basis to the concerned units of each section through Dashboard. Closure cases related to All India Service Provident Fund and Part Time Contingent Employees Provident Fund shall be allotted to the concerned unit in FM and PF14 respectively. NRA of Part Time Contingent Employees Provident Fund shall be on round robin basis. The applications shall be processed by the units and submitted to Assistant Accounts Officer who would do the necessary verification and submit to the concerned Branch Officer through Dashboard.

The section heads of defuncting sections shall prepare a list of pending RB files including death cases in which minor's share has been withheld, outstanding 8658 PF suspense items, IAD Annual Review/ Inspection Report, Correspondence etc. and hand it over with supporting records/ files to the section head of the section to which the work is merged.

The orders shall be implemented from 17th August 2021.

(प्रधान महालेखाकार के दिनांक 13.08.2021 के आदेशानुसार)

(Vide orders dated 13.08.2021 of Principal Accountant General)


वरिष्ठ उप महालेखाकार (प्रशासन)

Senior Deputy Accountant General (Admn)

प्रतिलिपि/Copy to:-

1. Office Order Book.
2. All Group / Branch Officers in Main / Branch Offices.
3. Secy to PAG, PA to Sr. DAG (Admn)
4. General/OE(Bills)/OE(E&C)/C-Cell/ IAD/ GE01/PM/TM/Coordn./FM
5. Notice Board / Intranet / Office Website
6. All recognized Service Associations.