



Government of Kerala

FINANCE (BD & GB) DEPARTMENT

CIRCULAR

No. 24/2025/Fin

Dated, Thiruvananthapuram, 20/03/2025

Subject:- Bill Discounting System - Ensuring adequate funds for BDS payments in the early part of the Financial Year 2025-26 - Instructions issued- reg:-

- Ref:- 1. G.O (P) No. 7/2020/Fin dated 15/01/2021.
2. G.O. (P) No. 10/2020/Fin Dated 24/01/2021.
3. G.O (P) No. 109/2023/Fin dated 21/10/2023.
4. G.O (Rt) No. 7370/2024/Fin dated 04/10/2024.
5. G.O (Rt) No. 8205/2024/Fin dated 05/11/2024.
6. G.O (Rt) No. 9067/2024/Fin dated 07/12/2024.
7. G.O (Rt) No. 212/2025/Fin dated 08/01/2025.
8. G.O (Rt) No. 1270/2025/Fin dated 11/02/2025.
9. G.O (Rt) No. 2217/2025/Fin dated 07/03/2025.

Detailed guidelines have been issued for extending the BDS facility to Contractors / Suppliers / Accredited agencies of all other Departments / Institutions / Public Sector Undertakings and Local Self Government Department and its detailed guidelines issued vide Government Orders read 1st, 2nd and 3rd above. As per Government orders read 4th to 9th above, Government had issued schedule of payments of bills / cheques of Contractors / Suppliers / Accredited agencies of all other Departments / Institutions / Public Sector Undertakings and Local Self Government Department for the months from October 2024 to March 2025.

The payments against the bills / cheques for the months from October 2024 to March 2025 has to be made from April 2025 to September 2025 respectively. Since resumption has to be done on 31st March 2025, Departments will be left with no fund in their accounts. This may create a situation where Departments will face a shortage in funds for the fulfilment of BDS payments, for those dockets which have been pushed to BDS but the beneficiary hasn't opted for BDS payments yet on their respective due dates and also for the dockets at the time in which the transferring to suspense head of accounts for availing BDS .

In the above context, following instructions are issued for strict adherence by the CCOs / DDOs / CIAs in settling claims of Non-LoC dockets kept under BDS upto 31/03/2025:

(i) All Drawing & Disbursing Officer / Cheque Issuing Authority of respective Departments / Institutions shall check whether there is fund shortage for settling the pending Non-LoC dockets which are in BDS.

(ii) If shortage of fund is noticed in their respective accounts for the beginning of Financial Year 2025-26, the DDO / CIA shall move proposal to the SCO / DDO from whom they received funds in 2025-26 to process bills / cheques in respect of the Non-LoC dockets which have been kept under BDS. Fund requirement can be either for making the final payment on scheduled date or for transferring to suspense head for availing BDS, as the case may be.

(iii) Upon receiving the fund request from the SCO / DDO, the CCO shall allocate necessary funds from the budget allocation under the heads of account for 2025-26 and report the details to their Administrative Department.

(iv) If there is paucity of funds due to insufficient budget allocation or ceiling limit, the CCO shall move a proposal to the Finance Department through their

Administrative Department for allocation of additional funds / ceiling enhancement for settling claims of Non-LoC dockets under BDS.

(v) The CCO / SCO / DDO / CIA shall not utilise the funds at their disposal in 2025-26 for settling other claims before settling or setting apart funds for all pending claims of Non-LoC dockets under BDS in the Financial Year 2024-25.

PATIL AJIT BHAGWAT RAO IAS
SECRETARY.

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram
The Director of Treasuries, Thiruvananthapuram.

All Administrative Departments (Through e-office notice board).

All Secretaries/HoDs (Through AD).

All Drawing & Disbursing Officers/ Cheque issuing Authorities

The State Informatics Officer, NIC, Thiruvananthapuram.

The Nodal Officer, Finance - ctfmweb@gmail.com

Finance (SS/W&M) Department

Stock File/Office Copy (E3087250/BDS-2/7/2025/Fin)

Forwarded/By Order



Accounts Officer