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Government of Kerala
കേരള സർക്കാർ
2012



Regn. No. KERBIL/2012/45073
dated 5-9-2012 with RNI

Reg. No. രജി. നമ്പർ
KL/TV(N)/634/2012-14

KERALA GAZETTE
കേരള ഗസറ്റ്
EXTRAORDINARY

അസാധാരണം

PUBLISHED BY AUTHORITY

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GOVERNMENT OF KERALA

Finance (Administration-B) Department

NOTIFICATION

G O. (P) No. 659/12/Fin.

Dated, Thiruvananthapuram, 1st December, 2012.

The Kerala Legislative Assembly passed the Kerala State Right to Service Act, 2012 (Act 18 of 2012) published in the Kerala Gazette on 6-8-2012 as Extraordinary and came into force on the 1st day of November, 2012 as per Section 1 (2) of the said Act.

In exercise of the powers conferred by section 3 of the Kerala Right to Service Act, 2012 (Act 18 of 2012), it is hereby notified that the services to be rendered to the public by the Department of Treasuries and the Kerala Financial Corporation shall be as at the Annexure to this notification.

By order of the Governor,

DR. V. P. Joy,
Principal Secretary (Finance).

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ANNEXURE

1. DEPARTMENT OF TREASURIES

Session:—1st Session 10.00 a.m. to 1.00 p.m.
2nd Session 2.00 p.m. to 5.00 p.m.

<i>Sl. No.</i>	<i>Name of Activity</i>	<i>Time Limit</i>	<i>Designated Officer</i>	<i>First Appellate Authority</i>	<i>Second Appellate Authority</i>
(1)	(2)	(3)	(4)	(5)	(6)
1.	Issuing of certificates of remittance in the event of loss of original chalans	During the course of the Sesssion	Treasurer/ Accountant	Junior Superintendent for Sub Treasuries/Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries/Director of Treasuries for District Treasuries
2.	Verification of chalans remittance particulars for refund purpose	do.	do.	do.	do.
3.	Receiving of valuable for safe custody/ receiving safe custody articles	do.	do.	do.	do.
4.	Pension Certificate	do.	do.	do.	do.

5. Verification of Group Insurance (GIS), Family Benefit Scheme (FBS), State Life Insurance (SLI)	do.	do.	do.	do.
6. Issuing of Tax Deduction at Source (TDS) certificate (Income Tax)	During the course of the day	do.	do.	do.
7. Family Benefit Scheme (FBS) reconciliation below one year	do.	do.	do.	do.
8. Mail Transfer	do.	do.	do.	do.
9. LPC/Salary Certificate to Self Drawing Officers (SDO)	During the course of the day itself (excluding first three working days)	do.	do.	do.
10. Family Benefit Scheme (FBS) Reconciliation above one year	3 days	do.	do.	do.

Services at the Counter:—

<i>Sl. No.</i>	<i>Name of Activity</i>	<i>Time limit</i>	<i>Designated Officer</i>	<i>First Appellate Authority</i>	<i>Second Appellate Authority</i>
(1)	(2)	(3)	(4)	(5)	(6)
1.	Receipt of Cash for various purposes on behalf of Government and assigning Chalan Number	Within half an hour	Treasurer/ Accountant	Junior Superintendent for Sub Treasuries/Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries/Director of Treasuries for District Treasuries
2.	Remittance of amount of TSB	do.	do.	do.	do.
3.	Teller Counter	do.	do.	do.	do.
4.	Encashment of Savings Bank (SB) Cheque	do.	do.	do.	do.
5.	Encashment of Pension through Pensioner's Treasury Savings Bank (PTSB)	do.	do.	do.	do.
6.	Remittance to Civil Deposit, Treasury Security	do.	do.	do.	do.
7.	Encashment of Treasury Term Deposit (TFD) and TSFDC	do.	do.	do.	do.
8.	Encashment of interest on Treasury Term Deposit (TFD)	do.	do.	do.	do.
9.	Issuing Bill Book	do.	do.	do.	do.
10.	Receipt under Treasury Term Deposit (TFD)	do.	do.	do.	do.
11.	Encashment of various Civil Deposits (SD, PD, RD, CCD, CRCD etc.) and Refund Bill	During the course of the Session	do.	do.	do.
12.	Encashment of D form Cheque	do.	do.	do.	do.
13.	Encashment of MACT awarded Cheques	do.	do.	do.	do.
14.	Premature withdrawal from Treasury Term Deposit (TFD)	do.	do.	do.	do.

(1)	(2)	(3)	(4)	(5)	(6)
15. Payment of Group Insurance Scheme (GIS), Family Benefit Scheme (FBS), State Life Insurance (SLI)	During the course of the Session	Treasurer/ Accountant	Junior Superintendent for Sub Treasuries/Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries/Director of Treasuries for District Treasuries	
16. Issuing of Savings Bank (SB) Cheque Book	do.	do.	do.	do.	
17. Issue of Personal Deposit (PD) Pass Book, Fixed Deposit (FD) Pass Book, Specimen Card	do.	do.	do.	do.	
18. Letter of Credit (LC) Cheque	do.	do.	do.	do.	
19. Pre Check Bill	do.	do.	do.	do.	
20. Opening of Savings Bank (SB)/Personal Deposit (PD)	During the course of the day itself	do.	do.	do.	
21. First salary bill of Self Drawing Officers (SDO)	do.	do.	do.	do.	
22. Encashment from Provident Fund (PF) Account	do.	do.	do.	do.	

23. Travelling Allowance (TA) to Gazetted Officers and Non Gazetted Officers	do.	do.	do.	do.
24. Contingent Bill	do.	do.	do.	
25. Issue of Stamps and Stamp Papers	do.	do.	do.	do.
26. Encashment of Medical Reimbursement	do.	do.	do.	do.
27. Lumpsum Grant/Grants in Aid	do.	do.	do.	do.
28. Savings Bank (SB) Transferring/Receiving	do.	do.	do.	do.
29. Encashment of balance amount in Savings Bank (SB) [including Pensioner's Treasury Savings Bank (PTSB) to legal heirs]	2 days after getting proper application	do.	do.	do.
30. Local Self Government (LSG) payments	2 days	do.	do.	do.
31. (i) First pension/Death cum Retirement Gratuity (DCRG)/Commuted Value of Pension (CVP) except in Pension Payment SubTreasury (PPST)	3 days on getting required documents	do.	do.	do.

(1)	(2)	(3)	(4)	(5)	(6)
(ii) In Pension - Payment Sub Treasury (PPST)	2 days on getting required documents	
32. Life Time Arrear (LTA) on pension	3 days	Treasurer/ Accountant	Junior Superintendent for Sub Treasuries/Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries/Director of Treasuries for District Treasuries	
33. Salary Bills	On dates specified in KFC if, submitted 3 days in advance. (If not preferred in advance during the course of the day itself, excluding first three working days)	do.	do.	do.	
34. Pension transferring to Treasury/Bank	5 days	do.	do.	do.	
35. Arrear of pay and allowance and Pension	7 days excluding first three working days	do.	do.	do.	

2. KERALA FINANCIAL CORPORATION

<i>Sl. No.</i>	<i>Name of Activity</i>	<i>Time limit</i>	<i>Designated Officer</i>	<i>First Appellate Authority</i>	<i>Second Appellate Authority</i>
(1)	(2)	(3)	(4)	(5)	(6)
1. KFC Loan Application:					
(a)	Communication regarding viability of the Project and security requirements	(a) 2 Months from the date of application	Branch Manager/ Chief Manager	Zonal Manager concerned	General Manager
(b)	Financial sanction after submission of required security	(b) 3 Months from the date of furnishing security	do.	do.	do.
2. Release of Security documents:					
	(After closure of loan accounts and production of NOC from other Institutions/RR/Dept./ evidence of disposal of litigation, etc.)	30 days	do.	do.	do.