FINANCIAL ACCOUNTABILITY OF DRAWING AND DISBURSING OFFICER
3.1 **Drawing & Disbursing Officer (DDO)** one who is empowered to draw money from Treasury/PAO on bills and cheques by applying relevant rules, set out in Financial Code, Treasury Code, Budget Manual, and Account Code, who is very critical to minimise the fiduciary risk and reports to his Subordinate Controlling Officer.

Every Government servant should see that proper accounts are maintained for all government transactions/financial transactions with which he is concerned and render accurate and prompt accounts and returns related to them as prescribed. He should check the accounts every day to see that his subordinates do not commit fraud, misappropriation or any other irregularity. The Head of the Office / DDO will be held personally responsible for any loss that may be found due to any neglect of duties laid down upon him. Every DDO should be familiar with the financial rules and exercise a strict and close control over his subordinates with regard to the use of public funds.
DDOs Activity
  ↓
Planning
  ↓
Budgetting
  ↓
Drawal
  ↓
Disbursing
  ↓
Accounting
  ↓
Reconciliation
  ↓
AUDIT
  ↓
PAC
  ↓
Pre-Audit / Post-Audit
3.2 Responsibilities towards receipts:

(Article 2, 7 to 11 of A.P. Financial Code Vol. I)

a) To assess the demand carefully in advance
b) To take steps to realize the revenue promptly
c) To maintain proper accounts of collections
d) To watch the progress of collection against the total demand
e) Prompt steps to collect all arrears
f) To reconcile the figures with the figures of Treasury
g) To take steps to apply to the competent authority for writing off, the irrecoverable arrears

The receipts realized should not be locked up in the cash chest. It should be remitted into the Treasury under the relevant head of account as frequently as possible, so as to keep the balance of the chest at the minimal. On no account, should the departmental receipts be utilized for incurring any departmental expenditure except in certain cases specified in TR-7 (2). A watch register indicating the amounts remitted into the Government Account should be maintained by the DDO.
3.3 Responsibilities towards incurring expenditure:
(Article 3, 4, 38 to 44 and 56 of APFC)

Every Head of the Office should on no account incur any item of expenditure from public funds unless the following conditions are fulfilled:

a) The expenditure must have been sanctioned by a general or special order of the authority competent to sanction such an expenditure.

b) Sufficient funds must have been provided for expenditure in the budget of the financial year or by way of re-appropriation of funds or by supplementary estimates sanctioned by the competent authority. Sufficient funds should have been released by the competent authority.

c) The expenditure should not exceed the Budget provision.

d) On no account should funds be reserved or appropriated by transfer to a deposit head or drawn from the Treasury and kept in the cash chest to avoid lapse of appropriation.
e) There should be no undue rush of expenditure towards end of financial year.

Further, every Head of the Office should strictly adhere to the following principles of standards of financial propriety:

a) The expenditure should not be *prima facie* more than the occasion demands.

b) He should not pass any order, directly or indirectly, to his own advantage.

c) Public money should not be utilized for the benefit of a particular person or community.

d) The amount of any allowance such as Traveling Allowance granted to meet expenditure of a particular type should be so regulated that it is not a source of profit to the recipient.

e) The Drawing Officer is responsible for the correctness of the amounts drawn.
3.4 Bill Forms in which the amounts should be drawn by the DDOs [G.O.Ms.No. 87 Finance [TFR] Department dt. 31-01-2002 w.e.f. 01-04-2002


1 Challan Form - APTC Form 10

2 Employees Advance Bill form — A.P.T.C. Form 40
   a. All Loans and Advance like FA, G.P.F., A.P.E.W.F., GIS, FBF, HBA, MCA, MA, CA etc—APTC FORM 40A shall also be used as Annexure to APTC FORM 40 for GPF withdrawals.
   b. Pay Advance/ TA Advance
   c. Advance for Medical Expenses
3. Salary bill form-A.P.T.C. Form 47

Drawal of pay and allowances for both Gazetted. and Non-Gazetted., Encashment of leave, Leave Salary, Educational concessions.

4. TA Bill form-A.P.T.C. Form 52


[c] F.T.A.  [d] Conveyance Allowance

[e] Bus Warrants  [f] L.T.C.


a. For drawal of all types of advances by the Government Officers, authorized by the Government, with specific Sanction for departmental purposes for which detailed bills are required to be submitted to the AG
b. Drawals under T.R. 27

6. Fully vouched contingent bill form — A.P.T.C. form 58

[a] Over time allowances  [b] Tiffin Charges
[c] Medical Reimbursement  [d] Ex-gratia/ adhoc payments
[e] Honoraria payments  [f] ESI allowance
[g] Wages  [h] Office expenses
[l] Professional and Special Services  [j] Rents, rates and taxes
7. Refund of Revenue Bill - A.P.T.C. Form 62

[a] Refund of Revenue

[b] Refund on account of spoiled stamps
8. Deposit repayment bill form — A.P.T.C. Form 64
   [a] Repayment of revenue deposits
   [b] Repayment of court deposits - Civil and Criminal
   [c] Repayment of Earnest Money Deposits
   [d] Repayments of other departmental deposits or security deposits
   [e] Repayment of user charges deposits

9. Pension Bill form — A.P.T.C Form 75 / 76
   [a] First payment of pension
   [b] Lifetime arrears
   [c] Death relief
10. Grants-in-aid bill form — A.P.T.C. Form 102

[a] Grants-in-aid of all kinds
[b] Social Security - Exgratia payments
[c] Exgratia and relief to victims of natural calamities
[d] Legal aid to poor
[e] Discretionary grants made to individuals /institutions
[f] Adjustment of taxes/cess to local bodies such as entertainment tax, professional Tax, water tax, surcharge on stamp duty, motor vehicles tax, mineral cess etc.
[g] Consolidated pay on 300 contractual services

11. Scholarships and stipends bill form - A.P.T.C. 103 For drawl of all kinds of scholarships and stipends
12. Loan Bill form - A.P.T.C. Form 108

For drawal of loans sanctioned by the Government in favour of institutions and private individuals.

3.5 General Precautions to be taken before the bills are preferred

1. Bill should be signed by the DDO (SR.1 under TR.16)

2. Correct classification up to 7-tier of the Head of the Account to be noted in the boxes on the Bill (SR 2(a) under TR 16).

3. The bill should be preferred in the prescribed form (GO.Ms.No.179 Fin & Plg (FWPFR) dept, dt: 15.05.89 read with SR. 2(b) under TR 16.)

4. Carbon copy of the bill or voucher is not admissible (SR 2 (b) Under TR-16)
5. The bill should contain the office seal of the Department. (SR 2 (c) under TR-16)

6. The bill should contain discharge endorsement and pass order in figures rounded-off to the nearest Rupee. (SR. 2 (c) under TR 16)

7. The bill should contain protective endorsement. (SR. 2 (c) under TR-16)

8. All corrections, alterations and erasures to be attested with full signature of the DDO (SR. 2 (d) Under TR-16)

9. Specimen signature on record and the specimen signature in the bill should be the same.(SR 2(h) under TR-16 read with instructions 1 under TR-29)
10. The claim is covered under proper sanction by the competent authority. (Art 3(a) & 38 of APFC Volume I read with SR 2 (a) of TR 16)

11. Non-drawal certificate should be enclosed (SR 14 under TR 16)

12. Inksigned copy of the sanction order by the competent authority should be enclosed. (Art 45 of APFC Volume I)

3.6 Check list 1 - Contingent Bills

a) Full particulars of the expenditure with sub-voucher number for individual items should be furnished in the statement enclosed to the bill. All sub-vouchers for payments exceeding Rs.1,000/- should be enclosed to the bill. Sub-vouchers not
The obsequies charges of a Government employee who retired from service but whose pensionery benefits are not yet released shall be drawn and paid by the DDO from where the employee retired by debiting the amount to MH 2071 Pension head.

16. Subsistence Allowance

a) Copy of suspension orders issued by the competent authority should be enclosed to the bill. [Authority: FR 53 read with G.O.Ms.No.215 GAD (Ser.C) Dt.17-03-90].

b) Payment of subsistence allowance up to 3 months from the date of suspension is equal to leave salary on half pay leave “i.e.” half pay + proportionate DA + full HRA and CCA. [Authority: FR 53 [1] [ii] [a] ]
c) After 3 months if suspension is prolonged for reasons not directly attributed to the employee, then the amount of subsistence allowance may be increased by a suitable amount up to 50% [Authority: FR 53 [1] [ii][a] (i)]

d) In case reasons directly attributable to the employee, then the amount of subsistence allowance may be reduced to a suitable amount up to 50% [Authority: [FR 53 [1] [ii] [a] [ii]]

e) During suspension, the subsistence allowance should be regulated to half of the pay drawn prior to suspension. DA should be based on subsistence allowance payable. [FR 53 (1) (ii) (a) (iii) read with Govt. Memo. No. 17892 /212/A2/FR.II/2000 F&P [FW.FR.II] Dept. dt. 23-08-2000]. HRA and CCA should be on the pay prior to suspension [FR 53 (1) (ii) (b) read with Cir. Memo No. 40986/489/A2/FRII/99-2, dt 1-4-2000).
f) No increment shall be sanctioned during suspension period.

g) No leave should be sanctioned during suspension period. [Authority: FR 55]

h) Government ordered that the Govt. servant under suspension whether he is lodged in prison, or released on bail on his conviction, pending consideration of his appeal, be paid subsistence allowance. [Authority: Govt. Memo. No. 39071/471/A2/FR.II/99 dt. 28-02-2000]

i) The suspended official shall submit a certificate to the competent authority that he/she is not engaged in any other employment, business, profession every month while getting subsistence allowance. [Authority: FR.53]
j) The vacant post of suspended official shall not be filled in by way of promotion, appointment by transfer or regular transfer except making additional charge arrangements.[Authority: G.O.Ms.No. 189 GA [SER.C] Dept. dt. 20-04-99 read with Memo. No.20225/219/FR.II/99 dt. 23-07-99 of F&P]

k) During the period of suspension, the family of the suspended official can be sanctioned and availed L.T.C. except the suspended official.

l) Review on suspension: [Authority: G.O.Ms.No. 578 GAD [Ser.C] dt. 31-12-99]

[a] First six months period to be reviewed by the appointing authority

[b] Next six months period shall be reviewed by the Higher Authority/HOD

[c] Next review by the Government.
m) If an employee dies, while under suspension, the period between date of suspension and the date of death shall be treated as duty and the family shall be paid full pay and allowances, after deducting the substance allowance and other allowances paid to the Employee, if any [Authority: Rule 54-B[2]]

n) The recovery of A.P.G.L.I and G.I.S. P.T. shall be made compulsorily during the suspension period also.

a. The subscription and recovery of loan of G.P.F. shall not be made at the request of the suspended official during suspension.

b. Declaration to be given by the suspended employee and the DDO.
Certified that I have not been engaged in any profession or trade or employment during the period from .......... to .......... for which the Subsistence allowance was drawn and paid during the previous month.

17. **Court Attachment** (Art 87 & 88 of APFC Vol I, SR 2K under TR 16)

Exempted Allowances from court attachment orders are:

While subsistence allowances paid to Government Servant under suspension is liable for court attachment, the following allowances forming part of the emoluments have been declared as exempted from time to time:

1. All kinds of traveling allowances.

2. All kinds of conveyance allowances.

3. All allowances granted for meeting the cost of uniforms and rations.
Thank you