



GOVERNMENT OF KERALA  
Finance (Streamlining) Department

CIRCULAR

No. 42/2019/Fin.

Dated, Thiruvananthapuram, 07.05.2019

Sub:- Finance Department – Assigning DDO charge to an officer in the absence of original DDO  
– Instructions -- issued – Reg.

Ref:- 1. IFMS review meeting on 15.03.2019.  
2. Meeting chaired by Additional Secretary, Finance (SL) Dept on 13-03-2019.

It has come to the notice of Govt that lower level, non gazetted employees are being given charge of DDOs in the absence of actual DDO to handle treasury operations. In the meeting referred above, it was decided to issue a circular direction to direct all Head of the Departments to ensure that the charges of DDO in the absence of actual DDO is to be assigned to the senior most gazetted officer in that office and if there is no gazetted officer to hand over the charge then the same is to be given to the DDO of the nearby office under the same department. If there is no option to give charge to a gazetted officer and the nearby office is also a little bit distant, then countersignature by a superior gazetted officer is insisted and e-submission would be enabled to that authority only. It was also pointed out that the major constrain in assigning DSC to DDOs who are not actual DDOs & hence the implementation of the same in all departments for e-submission of salary and other bills either through SPARK or in BiMS, EMLI, SANKHYA etc.

In the circumstances, the following instructions are issued for strict compliance by the departmental authorities henceforth.

1. In the case of small offices, where there is no other gazetted officer than DDO, then in the absence of DDO, the role can be assigned to the nearest DDO of some office under the same department or to an officer in the office with scale of pay not below that of a Junior Superintendent (if no nearest office under the treasury jurisdiction of that office is available).
2. In the case of schools, the same can be given to the senior most teacher in that school initially for a period of three months and extendable to a period of three months at a stretch, till new HM/Principal took charge. The DEO/AEO/RDD/DDCE (as the case may be) would issue necessary orders in this regard each time.
3. In the case of aided institutions, the same can be assigned only with the approval of the authority concerned and e-submission would be permitted to that countersigning authority only.
4. In all other cases, another gazetted officer may be given the charge of DDO in the absence of DDO.
5. In the case of departments like Registration, NCC etc where Jr Supdt level officers are already assigned as DDO, and in that case, only the nearest DDO alone be given charge.
6. If there is only one office is a district and no other eligible officer satisfying the above criteria (1) is available in that office, then the charge is to be assigned to the seniormost officer in that office with the approval of HoD.

In the light of this, all Head of the Departments are directed to observe these instructions while assigning DDO charge to an officer in the absence of original DDO. This would help to have a clear idea



about the officer to whom DSC is to be obtained and that officers alone may be given DDO privilege in SPARK and BIMS also. e-submission of bills would be permitted to that officer also.

All HoDs are directed to circulate the content of this circular to all the DDOs under the control immediately.

Director of Treasuries is also instructed to give direction to all Treasury Officers to observe these directions while assigning DDO privilege to an officer in Treasury Applications like BiMS etc.

**Sanjeev Kaushik IAS,**  
Principal Secretary (Fin-Res)

To

The Accountant General (A&E/G&SSA/E&RSA) Kerala, Thiruvananthapuram.

The Director of Treasuries.

All Head of the Departments.

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

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