



ABSTRACT

Department of Treasuries and Accounts – Integrated Financial and Human Resources Management System (IFHRMS) Project – Software Development - Re-visiting Self-Drawing Officer concept – Dispensing with certain procedures - Orders – Issued.

FINANCE (T&A-III) DEPARTMENT

G.O.(Ms.) No.315

Dated: 09.10.2019.

விகாரி, புரட்டாசி -22

திருவள்ளூர் ஆண்டு 2050.

Read:

1. G.O.(Ms.)No.400, Finance (T&A-III) Department,
Dated: 10.10.2013.
2. G.O.(Ms.) No.106, Finance (T&A-III) Department,
Dated: 31.03.2016.
3. From the Principal Secretary/ Commissioner of Treasuries and
Accounts, Letter No.048220/ IFMS/ 2016, Dated: 30.01.2017.

ORDER

According to instruction 1 under Treasury Rule 22 of Tamil Nadu Treasury Rules, an Officer whose Grade pay is Rs.7600/- and above AIS officers irrespective of their grade pay are treated as a "Self-Drawing Officers" (SDO). The Self-Drawing Officers are given a separate unique Drawing Disbursing Officer code to draw their own bills. A Self-Drawing Officer prepares his/her own bill and presents the same to the respective treasury to which the audit control is attached. A Self-Drawing Officer draws all his bills i.e. both salary and non-salary bills by himself. Due authorization from the respective Pay and Accounts Office in Chennai & Madurai and from Accountant General (A&E), Chennai (in case of Officers serving in districts) are issued to Self-Drawing Officers to enable them to draw their bills.

2. The Principal Secretary/ Commissioner of Treasuries and Accounts has indicated the following advantages for dispensing the Self Drawing Officer System:-

- The presenting of bills of Self Drawing Officers by Drawing and Disbursing Officers of concerned Department under IFHRMS will avoid undue delay in presenting the bills of SDO's due to non-availability of TNTC 70 Register for signing by the SDO's in the present system.
- The copies of bills of SDOs are maintained by the officers themselves in the present system. They often misplace the records and depend on the records of the PAO/T.O. for GPF withdrawal/arrear claims etc. This causes undue hardship to the SDOs/PAO/TO. In IFHRMS, the bills of SDO's will be maintained by the concerned DDOs. Hence, the bill drawn particulars of SDO's are readily traceable and time saving.

- The retired SDOs may get their retirement benefits more easily than the existing system of SDOs. The service particulars of SDO's will be available in the Department itself and the service particulars called for from the PAO/ AG should be avoided.
- The Leave / Surrender leave application of the Self Drawing Officers goes to the HoD concerned who in turn sends to PAO/AG to get Leave Eligibility Report. After the receipt of Leave Eligibility Report, the HoD issues sanction order. Based on the HoD's sanction order, the AG/PAO issues authorization and after which the Self Drawing Officer draws bills. This is a long and cumbersome process in the manual system and causes hardship.
- Concerns of AG with regard to Audit functions are well considered and the audit control is vested with PAO.
- The number of officers to which pre-authorization given by PAO's is reduced to 650 as against 5000 at present which results in bills audit effectively rather than on routine nature.
- Audit Records hitherto maintained by AG for officers in Districts is transferred to PAO (Secretariat). This would quicken the process and maintenance of records at single point and also issue of authorizations by multiple authorities is avoided. Moreover sending of transfer documents for each and every transfer cases from AG to PAO and vice versa would be avoided.
- The delay in forwarding the Last Pay Drawn certificate from the Sub-Treasury concerned to the Treasury Officer and then to the new Treasury Officer/ Pay and Accounts Officer would be avoided.

3. The Principal Secretary/ Commissioner of Treasuries and Accounts has also stated that the Self Drawing Officer concept is not available in many other States and in the Government of India, and has further added that the Accountant General, during multiple discussions, emphasized that dispensing of self-drawing concept shall not result in dilution of the audit functions. With the introduction of the Integrated Finance and Human Resource Management System (IFHRMS), HR related information are captured real-time and pay bills are automatically generated in the system. This new system will provide better financial control.

4. The Principal Secretary/ Commissioner of Treasuries and Accounts has requested the Government for dispensing the system of "Drawing Bills by Self" and to accept the proposed system of issue of authorizations/ Pay slips etc., for high level officers as in Annexure I and authority to draw bills as at Annexure II.

5. The Government after careful consideration has decided to accept the proposal of Principal Secretary/ Commissioner of Treasuries and Accounts for dispensing with the Self-Drawing Officer concept with the introduction of IFHRMS and also accept

- i. The revised system of issue of authorizations/ Pay slip etc., for high level officers as indicated in Annexure I and
- ii. Dispensing and drawing of bills by self and designation of authority to draw bills for such officers as indicated in Annexure II.

6. The Principal Secretary/ Commissioner of Treasuries and Accounts shall issue suitable instructions to all the Pay and Accounts Officers/ Treasury Officers with respect to furnishing details (viz., Pay details/Post details/Loan & Advances outstanding details (including interest outstanding details)/ IT recovered details/CPS/G.P.F, account number etc.) to all the Drawal and Disbursing Officers concerned to enable them to claim salary/non-salary bills of the Self Drawing Officers in future. The above details shall also be sent to the Service Register (e-SR) maintaining authority to enable him to regulate the pay of the above officials in future.

7. Necessary amendments to relevant codal provisions will be issued by the Government separately.

8. The Government direct that the revised drawal of bills of high level officers by the DDOs in the State shall come into effect from the date of full-fledged implementation of IFHRMS Project. The Principal Secretary/ Commissioner of Treasuries and Accounts shall communicate the date of full-fledged implementation to all DDO's/SDO's through the respective PAO's/TO's/ATO's.

(BY ORDER OF THE GOVERNOR)

**S. KRISHNAN
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Principal Secretary/ Commissioner of Treasuries and Accounts, Chennai-35.

All Secretaries to Government, Chennai-9.

The Governor's Secretariat, Raj Bhavan, Guindy, Chennai- 600 032.

All Departments of Secretariat (OP/Bills), Chennai - 9

The Accountant General (Accounts & Entitlements), Chennai-18.

The Registrar General, High Court, Chennai-600 104.

The Chairman, Tamil Nadu Public Service Commission, Chennai-600 003.

The Pay and Accounts Officer, Secretariat, Chennai-9.

The Pay and Accounts Officer, (North / South / East) Chennai- 1/35/5.

The Pay and Accounts Officer, High Court, Madurai.

All Treasury Officer's.

Copy to

The Secretary to Hon'ble Chief Minister, Chennai-9.

The Office of the Hon'ble Deputy Chief Minister, Chennai-9.

The Private Secretary to Chief Secretary to Government, Chennai-9.

The Private Secretary to Principal Secretary to Government,
Finance Department, Chennai-9.

The Senior Private Secretary to Principal Secretary to Government (Expenditure),
Finance Department, Chennai-9.

The Finance (Small Savings) Department, Chennai-9.

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29/10/19

Annexure I

Changes in Issue of Authorization/ Pay slip etc., for Self Drawing Officers

Present System	New System
1. Various authorizations / fixation / Leave eligibility reports other than sanction of all SDOs at second/ third level (non AIS) are done by the PAO/AG concerned.	All authorizations, fixations, leave eligibilities etc, of all second/third level (non-AIS) SDOs would be authorized/ sanctioned by the Heads of Departments as done in the case of other officers/Staff of the department.
2. Authorizations/ fixation of pay/ leave eligibility reports including interest calculations (other than sanction) of All India Services (AIS) officers and Heads of Departments (non-AIS) are done by PAO/AG concerned	Authorizations, fixations, leave eligibility reports of All India Services (AIS) officers and Head of Departments (including interest calculations/ confirmation) would be undertaken by PAO (Secretariat) only. The service records including long term Advances drawn/ recovery details in respect of AIS officers and Heads of Departments hither to maintained by AG/other PAOs would be transferred to PAO (Secretariat) for further maintenance.
3. Authorizations /fixation of pay/ leave eligibility reports of AIS officers and HoDs at present done by PAO (Secretariat).	The PAO (Secretariat) will continue to issue authorizations/pay slip etc.
4. Authorizations/ fixation of pay etc., issued by PAO (Secretariat) in respect of Legislative Assembly	The PAO (Secretariat) will continue to issue authorizations/pay slip etc., in respect of Secretary alone and for remaining Self-Drawing Officers pay fixation, maintenance of leave account etc., would be done by the Assembly Secretariat.
5. Authorizations/ pay slips etc., issued by PAO (East) in respect of Heads Of Departments of PWD, Highways, Irrigation etc.,	Authorizations/pay slip etc., would be issued by PAO (Secretariat). All the Service Records would be transferred to PAO (Secretariat) by PAO (East).
6. Authorizations/ pay slips etc., issued by PAO (High Court) for High Court Judges	Pay slips/ authorizations, etc., would continue in PAO (High Court) in respect of High court Judges as this PAO has been formed specifically for the Judicial Department.
7. Election Commission	PAO (Secretariat)
8. State Information Commission, Local Body ombudsmen, State Human Right Commission , etc.,	PAO (Secretariat)

Present System	New System
9. Secretariat Self Drawing Officers (non-AIS) at PAO (Secretariat).	Pay fixation, maintenance leave account etc., in respect of Secretariat SDOs i.e. Deputy Secretary cadre and above (non AIS) would be done by the Secretariat Administrative Departments concerned as in the case of other officials under their administrative control.
10. Authorizations/ fixation/ pay slip/ leave eligibility reports etc. done by PAO/AG in respect of DROs.	Pay fixation, maintenance of leave account etc., would be done by the Special Commissioner and Commissioner of Revenue Administration as done in the case of Deputy Collector and below cadre officials.

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Signature
SECTION OFFICER.
09/10/19

Annexure-II

Change in Authority to draw bills for Self Drawing Officers

Present System	New System
1.The bills of all Drawing Officers are drawn by themselves individually	1. The bills of all Self Drawing Officers (including AIS officers, DROs and HoDs) are to be drawn by respective DDO of the office who draws bills for all other office staff.
2. The bills drawn by Honorable Ministers and presented at PAO (Secretariat).	2. The bills will be drawn by DDO of Public Department.
3.The bills drawn by His Excellency Governor and presented at PAO (Secretariat)	3. Bills will be drawn by the DDO of Governor's office and presented at PAO (South) since the payment control of Governors Office (except His Excellency the Governor) is with PAO (South).
4. The bills drawn by TNPSC members and presented at PAO (Secretariat)	4.The bills will be drawn by the DDO of TNPSC and presented at PAO (East) since the payment control of TNPSC is with PAO (East).
5. Bills drawn by Hon'ble High Court Judges and presented at PAO (High Court)	5. Bills of all High court judges would be drawn by The Registrar General, High court and presented at PAO (High Court).

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SECTION OFFICER.
09/10/19