

F2/106736/2015  
Police headquarters  
Thiruvananthapuram.  
Dated : 8/07/2015

CIRCULAR No. 27/15

Sub : Pending arrears- short coming fund-instructions for strict compliance  
Ref :- Nil

There is wide spread complaints that arrears of various kind pay, increment, HRA etc. are not drawn and disbursed in time. The Accounts Officer/DDO of concerned unit will be personally responsible if arrears are not drawn within 7 days of receipt of sanctioning orders. All units will submit list of arrears pending and disposed of the previous period by every 10<sup>th</sup> of the month. Similarly merging of DA to GPF accounts of the employees are found badly delayed for flimsy reasons. This will not be allowed and it leads to loss of interest from GPF account to the Government Employees. DDO will ensure that arrear of DA are merged to GPF next month of receipt of order sanctioning DA. Non-maintenance of long rolls properly leads to cumulating of arrears. LRs and Arrear claim register should be invariably maintained by all units. Similarly recovery of excess paid should be recovered as lump immediately on report of orders.

All officers are directed to follow the above instruction in letter and spirit and ensure its compliance. If the reports are not received in time, concerned supervisor will be summoned to PHQ in the first instance and if there is further delay, the unit Heads himself will be summoned to PHQ to come with report. Compliance report about these aspects in Police Headquarters will be reported by Manager, PHQ, Thiruvananthapuram on the above dated. Needless to remind once again that Unit Heads along with concerned supervisor will be personally be responsible for any lapse in the above arrears of work in future.


Sd/- 5/7/15  
State Police Chief

To

All officers in List'B'

Copy to : All SSs/JSs/AO/Manager/CA to all officers

<p>THIRUVANANTHAPURAM POLICE HEADQUARTERS Copy Received for Tx only (Except Local Delivery) 08 JUL 2015 1635</p>
--

  
 K. Shajikumar  
 Accounts Officer  
 8/7