

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

School Education Department – Payment of salaries to Non-Teaching Provincialised staff of Zilla Praja Parishad and Mandal Praja Parishads Schools through Treasuries under “010 – Salaries” Head of Account – Guidelines for payment of salaries – Orders – Issued.

EDUCATION (SE:SER.II.2) DEPARMENT

G.O.Ms. No. 15

dated 20th April, 2010.

Read the following:-

- 1) G.O.Ms.No.354, PR&RD(Accts.II) Dept, dt: 16-09-2008
- 2) G.O.Ms.No.375, PR&RD(Accts.II) Dept, dt: 07-12-2009
- 3) From the CPR&RE, AP, Hyderabad Lr.No.15266/CPR&RE/Accts.I(1)/2005, dt: 14-12-2009.

ORDER:-

In the G.O. first read above, orders were issued for payment of salaries to the Provincialised Employees of Zilla Praja Parishads, Mandal Praja Parishads and Gram Panchayats under detailed Head 010-salries through Treasuries with effect from 01-04-2009.

2. In the G.O. second read above, orders were issued for payment of salaries to the Non-Teaching Provincialised Employees of Zilla Praja Parishads and Mandal Praja Parishads Schools through Treasuries under “010-Salaries” Head of Account.
3. The guidelines for payment of salaries to the Non-Teaching Provincialised Employees of Zilla Praja Parishads, Mandal Praja Parishads are appended to this order.
4. These orders shall come into effect from 01-04-2010
5. The Commissioner of PR&RE, Hyderabad/The Commissioner Director of School Education, Hyderabad are directed to take further necessary action in the matter.
6. This order issues with the concurrence of Finance (BG) Department vide their U.O.No.2498/401/A1/BG/2010, dt: 19-4-2010.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR. D. SAMBASIVA RAO
SECRETARY TO GOVT. (SE)

To
The Commissioner, Panchayat Raj & Rural Employment, AP, Hyderabad
The Commissioner & Director of School Education, Hyderabad
The Director of Treasuries and Accounts, AP., Hyderabad
The Director of State Audit, A.P., Hyderabad
The Accountant General, AP, Hyderabad
The Pay & Accounts Officer, AP, Hyderabad

Copy to:

Finance (Expr.PR&RD) Dept/Finance (Expr.SE) Dept/
Finance (BG) Dept.
SE (Budget) Dept.
PS to M (PR), Govt. of AP, Hyd.
PS to M(SE), Govt. of AP, Hyd.
SF/SC

// FORWARDED BY ORDER //

SECTION OFFICER

Appendix to G.O.Ms.No. 15 Education (SE.Ser.II.2) Dept, dt: 20-04-2010

Guidelines on payment of salaries to Non-Teaching Provincialised staff of Zilla Praja Parishads and Mandal Praja Parishads Schools through Treasuries under “010 salaries” Head of Account

1) DRAWING AND DISBURSING OFFICERS:-

The following Officers shall be the Drawing and Disbursing Officers for payment of Salaries to the Non-Teaching Provincialised Staff of Zilla Praja Parishad Schools and Mandal Praja Parishad Schools.

Sl. No	Name of the Institution	Drawing Officer
1	Non-Teaching Provincialised staff working in the Z.P.P. High Schools	Head Master/Head Mistress of the concerned Z.P.P. High Schools
2	Non-Teaching provincialised staff working in the M.P.P. Schools	Mandal Education Officer

2) CONTROLLING OFFICERS

The Chief Executive Officer, Zilla Praja Parishads will be the Controlling Officer in respect of Non-Teaching Provincialised staff of Z.P.P., High Schools and M.P.P. Schools. The Commissioner, Panchayat Raj & Rural Employment will be the Chief Controlling Officer at the State level.

3) HEAD OF ACCOUNT

The expenditure on the salaries of Non-Teaching provincialised staff of Z.P.P. High Schools and M.P.P. Schools shall be debitable to the following Heads of Account;

a) Non-Teaching Provincialised staff of Z.P.P. High Schools

- 2202 - General Education
- 02 - Secondary Education
- MH 191 - Assistance to Local Bodies for Secondary Education
- SH (05) - Teaching grants to Z.P.P.

b) Non-Teaching Provincialised staff of M.P.P.Schools

- 2202 - General Education
- 01 - Primary Education
- MH 103 - Assistance to Local Bodies for Primary Education
- SH (05) - Teaching grants to M.P.P.s

4) LIST OF NON-TEACHING PROVINCIALISED STAFF:

The Chief Executive Officers, Z.P.P. shall furnish the cadre strength of Non-Teaching provincialised Staff working in Z.P.P. High Schools and M.P.P. Schools duly obtaining the same from the respective District Educational Officers along with the names of the persons against those posts to the Treasury Officers, subject to confirmation of the cadre strength by the Government.

5) OPENING OF BANK ACCOUNTS:

All the Non-Teaching provincialised employees shall open Bank Accounts in any of the banks notified in G.O.Ms.No. 90, Fin (PER) Department, dt: 31-01-2002 for adjustment of salaries to the individual Bank Accounts.

6) PREPARATION AND PASSING OF BILLS:

The monthly pay bills of the Non-Teaching Provincialised Staff shall be prepared by the concerned Drawing Officers strictly as per the approved cadre strength and will be submitted to the D.T.O/S.T.O as the case may be. The schedules for submission of Bills as applicable to the other Government servants will also hold good for Non-Teaching provincialised employees.

7) PAY BILL RECOVERIES:

For the Government deductions like, APGLI, GIS, Professional Tax, GPF (PR) etc., the Drawing Officers shall enclose necessary schedules to the pay bills to enable the Treasury to adjust the amounts directly to the respective Heads of Accounts. Repayment of any other loans taken from Co-operative Society, other Financial Institutions, LIC Premium etc., shall be the responsibility of the concerned employees, since, entire net salary is directly adjusted to their Saving Bank Accounts.

8) CODAL PROVISIONS:

The Drawing Officers shall follow the Codal Provisions of A.P.Treasury Code and A.P.Financial Code scrupulously in the matter of drawing the amounts from Treasuries. The sanction of competent authority wherever required shall be obtained before preferring the claims.

9) BUDGET ALLOCATION:

Budget allocation made by Commissioner, PR&RE towards salaries of Non-Teaching Provincialised Staff of Z.P.P. High Schools and M.P.P. Schools shall be communicated to the Chief Executive Officers, Zilla Praja Parishads who in-turn will distribute the budget, Drawing Officer-wise under relevant Heads to the Sub-Offices under a copy to Treasury Authorities.

10) EXPENDITURE STATEMENTS:

Every month, each Drawing Officer shall prepare an expenditure statement showing the amounts drawn from Treasuries towards Salaries and after getting the figures reconciled with the Treasury submit the same to the concerned Controlling Officers. The Controlling Officers shall consolidate the expenditure particulars of Z.P.Ps, M.P.Ps separately and the monthly expenditure along with the progressive totals shall be submitted to the Commissioner, PR&RE. The Commissioner, PR&RE, as the Chief Controlling Officer shall watch the progress of expenditure from time to time.

11) GENERAL PROVIDENT FUND SUBSCRIPTION:

The G.P.F., Accounts of Employees of PRIs including Non-Teaching Provincialised Staff of Z.P.P., High Schools/M.P.P.Schools are maintained at Z.P.Ps. The Treasury Officers shall adjust the GPR(PR) deductions to Z.P. GPF Accounts and shall forward the schedules to the Chief Executive Officers, Zilla Parishads for maintenance of GPF ledgers. The GPF loans and GPF withdrawal shall be continued to be sanctioned by the Chief Executive Officer, Zilla Parishad.

12) LOAN AND ADVANCES:

The procedure in vogue for sanction of various loans and Advances as in case of other Government employees will be adopted to the Non-Teaching Provincialised Staff of Z.P.P. High Schools/M.P.P. Schools.

13) REFUND OF UNSPENT BALANCES:

The unspent balances if any in connection with the salary component as on 31-03-2010 will get automatically transferred to the Budgetary Head of the Commissioner, PR&RE.

14) ARREARS OF SALARIES:

The arrears of pay and allowances and other claims debitible to salary heads shall also be drawn from Treasuries only since no grants will be released separately to PRIs for such claims.

15) ARRANGEMENTS AT THE TREASURY:

The Director of Treasuries and Accounts shall make necessary arrangements for implementation of these orders w.e.f. 01-04-2010 by issuing suitable instructions to the DTOs and STOs. The Treasury Officers shall exercise all the audit checks before passing the salary bills of Non-Teaching Provincialised Staff of Z.P.P. High Schools and M.P.P. Schools as in the case of other Government servants to ensure that the claims preferred are in order and also eligible as per Government Orders.

DR. D. SAMBASIVA RAO
SECRETARY TO GOVT. (SE)