

3776  
21.12.15

EXCISE DEPARTMENT  
CIRCULAR

XFB 1-32090/15

Dated, Thiruvananthapuram, 17<sup>th</sup> December, 2015

Sub: Implementation of Integrated Financial Management System (IFMS) - Streamlining salary disbursement process of State Government employees - Introducing One Office One Drawing Officer System in Excise Department- Stipulation of condition to draw the amount - reg.

Ref: GO (P) No. 391/2015/Fin dated 07/09/2015.

As per the Government Order read above, Government have dispensed with the Self Drawing Officer (SDO) System and introduced One Office One DDO System in the state. This envisages assigning the duty of drawal and disbursement of salary and other entitlements of gazetted officers to the DDO of the establishment in which the officers are attached to. The copy of the GO is enclosed herewith.

Hence the following directions are issued with immediate effect.

1. All DDO's in Excise Department will be the DDO to that office including Gazetted Officers irrespective of IAS/IPS/ Deputationists etc.
2. The DDO will draw the amount through bill book and transfer the money in the Bank /Treasury account as opted by the officers.
3. All bills including GPF, TA, MRI and arrears of Salary from 01/12/15 should be generated through SPARK and submitted to Treasury by DDO itself.
4. The DDO's are directed to adhere the instructions given in the GO cited above.

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18.12.15

Any clarification in this regard shall be addressed to Finance Officer in Excise Commissionerate, Thiruvananthapuram. The receipts of the circular may be acknowledged by return.

Sd/-

Anil X IAS

Commissioner of Excise

To

1. Administrative Officer  
(Commissionerate of Excise and Addl Commissioner of Excise )
2. Vigilance Officer (Excise)
3. All Joint Excise Commissioners
4. All Deputy Commissioners of Excise
5. Order file/ Stock file

Forwarded / By Order



Finance Officer

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