

**GOVERNMENT OF TELANGANA
ABSTRACT**

Banking Operations – Operation of Savings, Current and Fixed Deposit Accounts by Government and Government undertaking Departments – Revised orders – Issued.

FINANCE (TFR) DEPARTMENT

G.O.Ms.No.18

Dated:21.February.2022

Read the following:-

1. G.O.Ms.No.124, Finance (IF) Department, dated: 23.04.2009.
2. G.O.Ms.No.263, Finance (IF) Department, dated: 23.07.2010.
3. G.O.Ms.No.85, Finance (TFR) Department, dated: 21.04.2014.
4. G.O.Ms.No.94, Finance (TFR) Department, dated: 6.05.2014.
5. Memo.No.15718-A/214/PF/2015, Finance (PF) Department, dated:15.02.2016.
6. Minutes of the meeting chaired by Special Chief Secretary to Government, dated:11.10.2021.

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ORDER:

In the references 1st to 4th read above, Government have issued certain instructions for operation of Bank Accounts and Fixed Deposits by Government and Government undertaking departments with various empanelled banks.

2. In the reference 5th read above, all the department of Secretariat were requested to furnish the information of Bank Accounts and Fixed Deposits to Finance Department with a instruction that the Government funds which were allowed to be parked in Fixed Deposits and all Government funds held in Fixed Deposits should be withdrawn and credited to Government unless it is backed by specific legislation or Cabinet Resolution or a specific Rule under any Act.

3. Rule-9 of Telangana Treasury Code envisages that no Government Servant shall, except with the special permission of the Government, deposit in a Bank, money withdrawn from the Government Account.

4. As per Article-39 of Telangana State Financial Code, "a Government Servant should not on any account reserve or appropriate by transfer to a deposit or any other head or draw from the treasury and keep in a cash chest, any portion of an appropriation remaining unexpended during the year in order to prevent it from lapsing and use it for expenditure after the end of the year. No attempt should be made to prevent the lapse of an appropriation by any undue rush of expenditure during March."

5. It has been brought to the notice of the Government that the deposits of Government and Government undertaking departments/Institutions were withdrawn on couple of occasions contrary to the Government instruction by fraudulent methods. Instances are also brought to the notice of the Government that certain departments are opening Saving/Current and Fixed Deposit accounts for Government's money in various banks, without obtaining prior permission of the Government in violation of existing rules.

6. Government after careful examination of the matter hereby issue the following comprehensive and consolidated instructions for operating Current/Savings/fixed Deposit accounts by the Government departments/undertakings/ Corporations/ Societies and other Government controlled entities for scrupulous adherence;

- a) All the Departments/ Head of Departments/Organisations/ Corporations/ /Societies / Grant-in-aid institutions/ Local Bodies / District Collectors and Government undertakings wholly owned or controlled by the State Government are hereby directed to furnish the information/details pertaining to the existing bank accounts and fixed deposits in IFMIS Bank Accounts web portal <https://ifmis.telangana.gov.in/bankaccounts>, in the proforma prescribed and the same shall be updated on monthly basis by 10th of every month, invariably.
- b) All the departments are directed to verify whether all the existing accounts have been opened by obtaining prior permission of the Government and review the need for continuing the existing accounts and to close unnecessary and unwanted bank accounts immediately, if felt appropriate. A report about action taken may be sent by 10th of March in the proforma prescribed.
- c) All the Departments are directed to verify existing Fixed Deposits kept at various Banks, duly reconcile with and obtain certification from Bankers, instead of merely verifying the balance statements and to take immediate necessary action for transfer of all such Fixed Deposits lying at various banks into one single bank, which is an approved empanelled bank of the State Government, without losing the interest portion. If, pre-closure of Fixed Deposit is not permissible, constant and close watch should be maintained by the concerned Finance Officers on the Fixed Deposit transactions.
- d) All the Departments are instructed to not to open any bank account i.e., Current Account or Savings Account or Fixed Deposit without obtaining prior permission from the Government.
- e) All the Departments/Undertakings shall open the Bank Account and keep the Fixed Deposits with the State Government's empanelled banks only. No financial transactions shall be made/allowed with other banks/institutions. However, normal business i.e., issuing and accepting cheques, drafts and other negotiable instruments and to do the normal banking transactions can be done with other banks.
- f) Under no circumstances, the Government Funds should be allowed to be parked in Fixed Deposits unless it is categorically permitted by the Finance (TFR) Department, with a specific order.
- g) The Government reserves the right, to sequester the Current/ saving/Fixed Deposit accounts operated at various banks by the departments/undertakings, if deemed appropriate and also reserves the right to direct the concerned to transfer such funds to Government/ Personal Deposit /other Department Accounts.
- h) The Government Money Depositors shall make sure that the money received as deposit shall be deposited separately and shall not be withdrawn unless required for being refund or adjusted.

- i) The Controlling Authority i.e., the Head of the Department and Drawing and Disbursing Officer or Accounts Officer or Finance Officer of the Office/ Institution shall jointly monitor all the bank transactions of the Government's Money periodically.
- j) The Drawing and Disbursing Officer/ Accounts Officer/Finance Officer shall maintain both physical/online particulars of the bank accounts/investments/interest accrued and shall maintain the said physical register up-to date, duly got audited periodically by the concerned audit authority and upon its scrutiny, certify that there are no mis-matches on the bank transactions/investments/interest accruals and the same shall be incorporated in the Annual Audit Report, without fail.
- k) The date of maturity of each investment shall carefully be watched by the Controlling Authority and Drawing & Disbursing Officer/ Accounts Officer/Financial Officer and the withdrawals or reinvestments of the amounts together with the interest there-on shall be updated in the <https://ifmis.telangana.gov.in/bankaccounts> portal, without fail.
- l) In case of maturity/pre-maturity of the Fixed Deposits and closure of Saving Bank Account/ Current Accounts, the amount should be transferred to the concerned department/institution account only through electronic mode. In such a case, specific joint authorization of the Head of the Department/ Office/ Institution and Drawing and Disbursing Officer/Accounts Officer/Finance Officer, shall be issued.
- m) All the Fixed Deposit transactions of Government Money should be done through electronic mode only and to be transferred only to the concerned department/institution Savings and Current account. Under no circumstances, cash transactions are permitted.
- n) All Government accounts shall be linked with official e-mail and mobile number of the concerned Drawing and Disbursing/ Accounts Officer / Finance officer, for transactions alert.
- o) All Fixed Deposit Bonds shall be under the control of Drawing and Disbursing/ Accounts Officer / Finance officer Custody and periodical cross-checks shall be done by the concerned Audit Authority and the same shall be reported/reflected in the Annual Audit Report.
- p) All the Government departments shall remit the interest earned/accrued on the Saving Bank or Fixed Deposits to the Government under the relevant Receipt Head of Account 0049R — 04 — 800 — SH (23) — Fixed Deposits Interest receipts.
- q) In respect of all the Government of India Schemes, where specific instructions are issued to utilize the interest amounts, the expenditure shall be met for the same scheme, duly following the guidelines. However, the same may be informed to Government, by incorporating the related information in <https://ifmis.telangana.gov.in/bankaccounts> Portal.

- r) In respect of the self-sustained State Government Undertakings/ entities, specific orders shall be obtained for utilization of interest amounts. However, the interest related amounts shall specifically be mention/reflect in the Annual Audit Report; as interest receipt.
- s) The Controlling Officers and Financial Officers shall make sure of the safety of funds, keeping an eye on the existing rate of interest; before making banking transaction with a particular Empanelled Bank.
- t) No Government department /undertaking /agency /institution/ corporation shall have Savings/Current/Fixed Deposit accounts with more than three (03) banks.

7. All the Government Departments/Head of Departments/Organisations /Corporations / Societies / Grant-in-aid institutions/Local Bodies/ District Collectors and Government undertakings wholly owned or controlled by the State Government are instructed to enter the existing data pertaining to all Savings/Current and Fixed Deposit account details in the web portal <https://ifmis.telangana.gov.in/bankaccounts> immediately and update the information on monthly basis, duly following the instructions and obtaining separate logins to each entity.

8. The Director of Treasuries and Accounts, Directors of Works and Accounts, Director of State Audit and Pay and Accounts Officer, Hyderabad shall take necessary action in the matter, accordingly.

9. This Government Order is available in the Telangana Government Website <https://www.tfinance.gov.in> and <http://goir.telangana.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**K.RAMAKRISHNA RAO
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To
All the Special Chief Secretaries/Principal Secretaries/Secretaries to Government. Telangana Secretariat, Hyderabad.
All Heads of Departments, Telangana, Hyderabad.
The Secretary to Governor, Rajbhavan, Hyderabad.
All District Collectors, Telangana.
The Registrar General, High Court for the State of Telangana, Hyderabad.
The Director of Treasuries and Accounts, Telangana, Hyderabad.
The Director of Works ,Accounts, Telangana, Hyderabad.
The Director of State Audit, Telangana, Hyderabad.
The Pay &Accounts Officer, Telangana, Hyderabad.
All Registers of Universities, Telangana, Hyderabad.

Copy to:
The Principal Accountant General(Audit/A&E) Telangana, Hyderabad.
S.F./S.CS.

//FORWARDED :: BYORDER//

SECTION OFFICER