

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

MA&UD Dept- Payment of salaries and pension to the Municipal Employees / Teachers and Non-Teaching staff of schools working in Municipalities / Corporations through treasuries under 010 Salaries Head of Account- Orders issued - Operational guidelines issued - Regarding.

---

**MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (G1) DEPARTMENT**

G.O. Ms. No. 300

Dated: 02-5-2009.

Read the following:

1. G.O.Ms.No.179, MA&UD (G1)Dept,dt.25.2.2009
2. From the CDMA Lr.No.18614/2008-J2,dt.18.3.2009

\* \* \*

**ORDER: -**

In the reference 1<sup>st</sup> read above, orders have been issued for payment of salaries and pensions to the employees and pensioners of Municipalities / Municipal Corporations including Municipal Teachers except GHMC, GVMC and VMC under detailed head of account '010 Salaries' through Treasuries with effect from 1.4.2009 in lieu of statutory and non-statutory grants to be released to these Urban Local Bodies. It was also mentioned therein that operational guidelines for payment of salaries to the Municipal employees including Municipal Teachers will be issued separately.

2. Accordingly, Government hereby issue the following operational guidelines for payment of salaries and pensions and other retirement benefits to the municipal employees/teachers through treasuries under Detailed Head 010 salaries and to the head of account 2071 Pensions respectively on par with Government employees.

**2.1. DRAWING AND DISBURSING OFFICERS:**

The following officers shall be the Drawing and Disbursing officers for payment of salaries to the regular employees and teachers and Non teaching staff of schools working in Municipalities and Municipal Corporations and payment of pensions to pensioners in ULBs through treasuries except Greater Hyderabad Municipal Corporation, Greater Vishakhapatnam Municipal Corporation & Vijayawada Municipal Corporation:

Sl.No	NAME OF THE INSTITUTION	DRAWING and DISBURSING OFFICER.
1	Municipality	Commissioner
2	Municipal Corporation	Addl. Commissioner / Deputy Commissioner authorized by the Commissioner

**2.2. CONTROLLING OFFICERS:**

The Commissioner and Director of Municipal Administration will be the Chief Controlling Officer in respect of employees and teachers working in Municipalities. The Commissioner of a Municipal Corporation will be the Controlling Officer in respect of employees and teachers working in the Municipal Corporation.

**2.3. HEAD OF ACCOUNT:**

The expenditure on the payment of salaries & pensions to the Municipal Employees including Municipal Teachers of Municipalities / Municipal Corporations shall be debitible to the following Head of Account.

## **Municipality / Municipal Corporation**

### **Ministerial Staff**

2217	Urban development,
80	General
001	Direction and Administration
SH (08)	Establishment cost of Municipalities / Corporations (To be opened)
010	Salaries

### **Teachers: (Elementary Education)**

2202	General Education
01	Elementary Education
103	Assistance to local bodies for Primary education
SH (05)	Municipal / Municipal Corporation Schools (to be opened)
10	Salaries

### **Teachers: (Secondary Education)**

2202	General Education
02	Secondary Education
191	Assistance to local bodies for Secondary education
SH (05)	Municipal / Municipal Corporation Schools (to be opened)
010	Salaries

### **Pensions**

2071	Pension and other retirement benefits.
01	Civil
110	Pension to employees local bodies
SH (09)	Pensions to the employees\Teachers of Municipalities \ Corporations (to be opened)
040	Pensionary charges
041	Pensions

## **2.4. LIST OF MUNICIPAL STAFF:**

The Commissioners of Municipalities and Municipal Corporations shall furnish the following information in respect of employees and teachers working in their bodies to the District Treasury Officer concerned duly obtaining the countersignature of Regional Director of Municipal Administration concerned.

1. List showing category of posts, no. of sanctioned posts, no. of posts filled up and no. of vacant posts category wise in the Municipality / Municipal Corporation in Proforma – I. This information shall be furnished based on the relevant records available in the Municipality / Municipal Corporation.
2. List showing particulars of posts, names of employees and teachers working in the Municipality / Municipal Corporation against these posts, pay & allowances drawn by each employee and deductions from their salaries in Proforma II . This information shall be furnished as per the pay bills drawn for the latest month upto which salaries are paid.
3. The list of persons working in the Municipality / Municipal Corporation who are eligible for regularization but not regularized and list of persons who are not eligible for regularization under Act No. 2/94 shall not be included in Proformas I and II.
4. They shall also to certify the correctness of Pay and Allowances drawn by each employee / teacher and their deductions from their salaries.

## **2.5. LIST OF PENSIONERS:**

The Commissioners of Municipalities and Municipal Corporations shall furnish the list of pensioners who are drawing pension through municipal funds with the amount of pension paid, to the District Treasury Officer concerned in Proforma - III. The said list also shall be countersigned by Regional Director of Municipal Administration concerned.

## **2.6. PREPARATION AND PASSING OF BILLS:**

The monthly pay bills of the Municipal staff including teachers starting from the month of April, 2009 payable in May, 2009 shall be prepared by the concerned Drawing Officer strictly as per the list of employees and teachers and furnished to the State Audit Department for pre-Audit before submitting to the Treasury for passing and payment. The Treasury Officers shall admit the Salary Bills as pre-Audited by the State Audit Department. The schedules for submission of bills as applicable to the other Government servants will also hold good for Municipal employees and pensioners. Similarly the bills of pensioners shall be prepared by the drawing officers and submitted to the D.T.O. / S.T.O. concerned. State Audit Department should thoroughly scrutinize the bills calling for full details of orders sanctioning the posts, competent authority to sanction the post has really sanctioned the post, process of recruitment is as per rules. After verifying the necessary records fully only they may recommend the bill for admission.

**2.7.** The Municipalities/Corporations may pay Salaries of their employees from their general funds for the month of April, 2009 payable in May, 2009 in case the operationalisation of these guidelines is delayed, so as not to unduly delay the payment of April salaries to the employees.

## **2.8. OPENING OF BANK ACCOUNTS:**

a) All the municipal employees including teachers and pensioners shall open Bank Accounts in any of the banks notified in G.O.Ms.No.90 Finance (TFR-I) Department, Dt:31.01.2002 read with G.O.Ms.No.508, Finance (TFR-I) Department, dated 10-4-2002 and further Banks which are included in Annexure - VII of the scheme appended to the G.O.MS.No.90 Finance (TFR-I) Department Dated:31-01-2002 for adjustment of salaries and pensions to the individual Bank Accounts.

b) The Pension payable to Pensioners shall be adjusted by the Treasury to the bank account of the Pensioners.

## **2.9. PAY BILL RECOVERIES:**

In respect of deductions like G.P.F, A.P.G.L.I, Profession Tax, GIS, P.F, Income Tax etc., the Drawing Officers shall enclose necessary schedules to the pay bills to enable the Treasury to adjust the amounts directly to the respective Head of Accounts. Repayment of any other loans taken from Co-operative Society, other Financial Institutions, L.I.C Premium etc., shall be the responsibility of the concerned employees, since entire net salary is directly adjusted to their Savings Bank Accounts.

## **2.10. 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.

## **2.11. BUDGET ALLOCAITON:**

The Budget allocation shall be made by Commissioner & Director of Municipal Administration towards salaries & pensions of regular Municipal staff including Municipal teachers and pensioners and communicated to the Drawing Officer - wise under relevant Heads with a copy to District Treasury Authorities concerned.

## **2.12. EXPENDITURE STATEMENTS:**

Drawing Officer shall prepare an Expenditure statement showing the amounts drawn from Treasuries towards Salaries and pensions and after getting the figures reconciled with the Treasury, submit the same to the concerned Regional Director of Municipal Administration. The RDMA shall consolidate the expenditure particulars of Municipalities / Municipal Corporations in his region and the monthly expenditure along with the progressive totals shall be submitted to the Commissioner & Director of Municipal Administration. The C&DMA, as the Chief Controlling Officer shall watch the progress of expenditure from time to time.

**2.13. ARREARS OF SALARIES & PENSIONS:**

The arrears of pay and allowances and Pension claims payable for the period prior to 1-4-2009, shall also be drawn from Treasuries based on specific sanction orders from the Commissioner and Director of Municipal Administration.

**2.14. ARRANGEMENTS AT THE TREASURY:**

The Director of Treasuries and Accounts shall make necessary arrangements for implementation of these guidelines with effect from 01.04.2009 by issuing suitable instructions to the D.T.Os and S.T.Os. The Treasury Officers shall exercise all the audit checks before passing the bills of Municipal Employees / Pensioners as in the case of other Government servants to ensure that the claims preferred are in order and also eligible as per Government orders.

3. Before passing of the salary bills of the regular employees working in Municipalities / Corporations including Municipal teachers excluding GHMC, GVMC and VMC, the DTA is hereby instructed to ensure that proper scrutiny of list of employees should be done through District Treasury Officers.

4. It was agreed to admit payment of salary bills under '010 Salaries' Head subject to withholding the statutory and non-statutory grants due to the Urban Local Bodies. The department should take necessary action for getting the statutes and rules amended immediately to facilitate withdrawal of statutory and non-statutory grants, in any case not later than **two months from now**. If the department fails to take action as above the issue of payment of salaries under '010 Salaries' Head to Municipal employees will be revisited.

5. The Commissioner and Director of Municipal Administration shall take further necessary action in the matter.

6. This order issues with the concurrence of Finance Department vide their No., U.O.No.271/BG.II/2009, dated: 29.4.2009 and 283/BG.II/09, dt.2.5.2009.

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

**PUSHPA SUBRAHMANYAM,  
SECRETARY TO GOVERNMENT**

To

The Commissioner & Director of Municipal Administration, A.P. Hyderabad. (w.e)

The Accountant General, A.P., Hyderabad. (w.e)

The Director of Treasures and Accounts, A.P., Hyderabad. (w.e)

The Director of State Audit, Hyderabad. (w.e)

All DTOs through DTA, Hyderabad. (w.e)

The Finance (Exp. MA&UD) Department. (w.e)

**Copy to:**

The P.S. to Special Secretary to CM - for information

PS to Principal Secretary, MA&UD- for information

PS to Prl. Secy. to Finance Department- for information

PS to Secretary, MA&UD- for information

P.S to M (MA), for information

SF/SC

**// FORWARDED :: BY ORDER //**

**SECTION OFFICER**