

APPENDIX IV

FINANCE SECRETARIAT

Introduction of cheque system for payment of salary to the Members of the Karnataka Legislature - procedure to be followed in respect of - According sanction to

Read

1. G.O. NO. FD 53 RFC 67, dated 2nd August 1967.
2. Copy of letter No. 9927/L.A., dated 18th September 1973 from the Secretary, Karnataka Legislature addressed to the Accountant General, Bangalore.
3. Correspondence ending with letter No. GAD/1/R, 111/1240 dated 19th November 1974 from the Accountant General, Bangalore.

Preamble.

The Secretary, Karnataka Legislature Secretariat in his letter dated 18th September 1973 at SI. No. (2) above suggested to the Accountant General, Bangalore, that the cheque system may be introduced for the payment of salary to the Members of the Legislature and that the procedure followed in Lok Sabha and Rajya Sabha in this respect may be followed by the State Legislature also. He has also suggested that medical expenses may also be reimbursed to the Members of Legislature by means of cheques. At present, the Treasury Officer are drawing the salary of Members of Legislature on the basis of pay slips issued by the Accountant General. The Cheque system is suggested by Legislature mainly for convenience of the Members. The Accountant General has agreed to the introduction of cheque system for drawal of salary of the Members of Legislature and to follow the procedure indicated by Karnataka Legislature in its letter dated 18th September 1973. Accordingly the issue of pay slips by the Accountant General will be disposed with and the Secretary, Karnataka Legislature will himself maintain the accounts based on the system in vogue in Lok Sabha.

Order No. FD 22 RFC 74, Bangalore, dated the 15th April 1975

Sanction is hereby accorded for the introduction of cheque system for the payment of salary and also for the purpose of reimbursement of medical expenses to the Members of Legislature with effect from 1st July 1975.

2. The detailed procedure to be followed in this behalf is indicated below :

- (i) The payment of salary and medical charges of the Members of Legislature will be arranged by cheques issued by the Under Secretary (Accounts)

Karnataka Legislature Secretariat on the Reserve Bank of India in accordance with the procedure laid down in G.O. No. FD 53 RFC 67, dated 2nd August 1967 for the payment of T.A. and D.A., a copy of which is annexed to this order for guidance.

- ii) The cheques will be sent to the Bank nominated by the Member of Legislative Assembly/Council or to the Member himself according to the choice indicated by him.
- iii) The cheques will be issued in advance superscribed Not payable before first proximo by the Legislature Secretariat and sent to the Banker/Member by Registered post by about 25th of the month so that the amount could be credited to the account of the Member by the 1st of the month.
- iv) The usual Treasury Cheques are to be exercised by the Legislature Secretariat in scrutinising the claims before issue of cheques.
- v) Last claims are to be pre-audited by Accountant General's Office before payment by cheque.
- vi) Cheques toward salaries will be issued by the Under Secretary (Accounts), Karnataka Legislature Secretariat without authorisation from the Accountant General. He will work under the supervision of the Secretary, Karnataka Legislature, and he will be drawing officer for the purpose of drawal of salary of Members of Legislature by cheques. The Secretary will be responsible for the correctness of the draw also.
- vii) Arrears claims which are required to be pre-audited under the rules are not entertained by the Legislature Secretariat without pre-audit by Accountant General's Office.
- viii) The Vouchers may be transmitted to the Accountant General's Officer for audit before 10th of the following month. Undue delay as at present in the transmission of vouchers to audit may be strictly avoided.
- ix) The paid salary vouchers may be sent in a separate schedule. The following supplementary instructions will be strictly followed by the Legislature Secretariat in addition to those contained in G.O. No FD 53 RFC 67, dated 2nd August 1967 for the drawal and disbursement of salary of Members of the Legislature.
 - i. The members of the Legislature will be given payment instructions form "A" wherein the members will indicate the name of the Bank and the account number where their salaries will have to be credited.

- ii A ledger as in form "B" will be opened in volumes and 5 pages allotted to each member with the necessary columns. The names of the Bank and the account number at the appropriate columns will be noted.
- iii The salary bill as in form "C" both for Members of L.A. will be prepared by the Legislature Secretariat.
- iv The intimation and forwardal of the cheque to the members will be sent by Legislature secretariat noting therein the deductions made from the salary of the members together with an acknowledgment card to be returned by the member signed over a 20 paise Revenue Stamp (D.E.F.G.H.I).
- v If more than one or two members have named the same Bank a consolidated cheque for the total amount on the particular bank will be drawn and sent with the details such as name of the member and the account number, etc., mentioned in the forwardal memo.
- vi The list of bills passed for payment will be sent to the Accountant General before 10th of each month in Form "J"
- vii. The Schedule of cheques indicating the name of the member the cheque number and the amount, will be sent to the Accountant General in form 'J'.

3. This cheque system will be tried as an experimental measure for a period of one year from 1st July 1975 in the first instance and the Secretary, Karnataka Legislature is requested to introduce this system for the drawal of salary of the members of the Legislature for the month of June 1975 payable on 1st July 1975.

4. The Accountant General is also requested to issue necessary instructions to the Treasury Officers in the State to send Last pay Certificates of members of both the Legislative Assembly to the Under Secretary (Accounts), Karnataka Legislature Secretariat for commencing the payment of salary of the members for June 1975 payable on 1st July 1975. The Treasury Officers should also be instructed to wait till 10th June 1975 for the payment of salary bill of members for May 1975 at the Treasury and thereafter to send the Last Pay Certificate to reach the Under Secretary (Accounts) Karnataka Legislative Assembly Secretariat by 15th June 1975. After the issue of the Last pay Certificate by the Treasury Officers the arrears of salary for any period upto 31st May 1975 remaining unpaid will be paid by the Karnataka Legislature Secretariat on cheques on or after 1st July 1975.

5. Expenditure :1. On account of salary paid to the members of Legislative Assembly may be debited to the detailed head of account :

211-State Legislature.

1. Legislative Assembly,
2. Salaries-Members other than Speaker and Deputy Speaker (Voted).

211-State Legislature.

By Order and in the name of the
Governor of Karnataka,

M.A. SRINIVASAN,
Under Secretary to Government,
Finance Department.

FORM NO. 'C'

Covered by budget allotment Noted on page of the ECF Bill No.

Salary/Medical/Telephone Bill of Member of Legislative Assembly

Name of the Member Shri/Shrimathi.....

Constituency.....

Head of Account Month of.....200

211. State Legislature Voucher No0

1. Legislative Assembly Secretariat the list of payment

2. Salaries : Members other for

than Speaker

Deputy Speaker

(Voted)

Salary

Salary Rs. 20,000=00

Allowance Rs. 45,500=00

For the month of Monthly rate

Less Deductions Amount

1. Lodging Charges....

Rs. 2000-00

2. Small Savings...

3. Car Advance ...

4. Telephone ...

5. Car Hire Charges ...

6. Other Deductions ...

Total Deductions

Net Amount payable

Rupees.....

Date.....

Please pay :-

By cheque to payee's account in.....

Not payable Before 1st Proximo

pay Rupees (.....)

Date

Under Secretary,
Karnataka Legislature.

Drawn Rs by Cheque No

Datedfor Rs.

Under Secretary,
Karnataka Legislative Assembly.

FORM - B

Name/Shri/Smt Name of the Head of Account :
..... Bank 211. State Legislature Constituency
Account No 1. Legislative Assembly
..... 1. Salaries : Members

Date of commence - Address of Other than Speaker ment for Member - permanent
and Deputy speaker Ship residence (Voted)

4. Medical Charges (Voted)

Salary	Rs.	20,000.00
Allowance	Rs.	45,000.00
Total Rs.	Rs.	

1. SI. No. 2. Month 3. Rs. Gross Amount 4. To 9P. Deduction 10.Rs. Total
Deductions P. 11.P 12. Rs. 13.P. Net Amount 14. Date of preparation of the bill 15.
Initials of the U.S. 16. remarks.

FORM A

To

The Secretary,
Karnataka Legislature,
Vidhana Soudha,
P.B. No. 5074,
Bangalore

Dear Sir,

Sub: PAYMENT -INSTRUCTIONS

My Salary /T.A./D.A/M.C/ Cheque
may send to : /TC

i. Karnataka State Co-operative Apex Bank, Vidhana Soudha Branch for credit to my account No

ii.Bank.....for credit to my account No

iii: May be sent to me at my permanent address.

Yours faithfully,

M.L.A.

Constituency.....

N.B. :- Please strike off the portions which are not applicable.

iv. The total amount of cheques issued by the Secretary, Karnataka Legislature during the month will be classified in the accounts of the Accountant General under the concerned Service Head giving a corresponding credit to the Suspense Head.

v. The Reserve Bank of India will forward, as usual, all the paid cheques to the S.H.T., debiting the amounts to the suspense Head which will in turn be forwarded to the Accountant General, Karnataka, Bangalore by the S.H.T along with a monthly statement showing the details of cheques encashed at Reserve Bank of India. Necessary adjustments will be effected by the Accountant General in his accounts for clearing the debits and credits in the State Accounts.

vi. A copy of the above statements showing the cheque encashed during the month should be followed by the S.H.T. to the Secretary, Karnataka Legislature for purposes of preparing the statements of encashed Cheques.

vii. The Secretary, Karnataka Legislature will then prepare the statement showing the details of cheques remaining uncashed at the end of the month and forward it to the Accountant General, Karnataka, Bangalore along with the statement referred to in the enclosure to G.O. No. FD 5 RFC 67, dated 20th June 1967.

3. The Accounting procedure indicated above should be adopted keeping in view the instructions contained in the Enclosure to G.O. No. FD 53 REC 67, dated June 1967.

By Order and in the name of the
Governor of Karnataka.

N.S. BHARATH,
Deputy Secretary to Government,
Finance Department.

**Introduction of the system of payment by cheques to
Members of the Legislature**

Read.

1. G.O. No. FD 53 RFC 67, dated 20th June 1967.
2. Letter No. GAD 1/RS/67-68/878, dated 11th July 1967 from the Accountant General, Karnataka Bangalore.

PREAMBLE

In the Government Order read above sanction has been accorded for the introduction of cheque system for payment of T.A. and Daily Allowance to the Members of the Legislature. Sanction has also been accorded therein for the opening of a P.D. Account in the name of the Secretary, Karnataka Legislature in the State Huzur Treasury, Bangalore. The Accountant General, Karnataka Bangalore has now requested Government to accord sanction for the opening of a new detailed head of account under the major head "T. Deposits and Advances" Instead of a personal Deposit Account.

**Order No. FD 53 RFC 67, Bangalore,
dated the 2nd August 1967**

In Partial modification of the Government Order dated 20th June 1967, sanction is hereby accorded for the opening of a new detailed Head of Account viz., "Cheques of the Karnataka Legislature Secretariat" under the head "T. Deposits and Advances Part IV Suspense-Suspense Accounts - Cheques and Bills-Departmental Cheques" for accounting of the transactions connected with the issue of cheques by the Secretary, Karnataka Legislature.

2. The detailed procedure to be followed consequent on the opening of a new suspense head is as follows :

- i. The Secretary, Karnataka Legislature will issue cheques against the bills preferred by the members of the Legislature in respect of their claims of T.A. and D.A. noting the number and date of the cheque on the respective bills and also affixing "Paid" seal on the relevant Bills.
- ii The amount of individual bills be noted by the Secretary, Karnataka Legislature in his allotment Register or the bill Register.
- iii. The Secretary, Karnataka, Legislature will prepare a statement of expenditure for the month in the form prescribed in the enclosure to the Government Order No. FD 53 RFC 67, dated 20th June 1967 and forward the Statement along with the relevant bills to the Accountant General, Karnataka, Bangalore so as to reach him before the 10th of the succeeding month.

1. Each payment should be supported by the voucher.
2. The total amount paid during the month as noted in the Register of cheques issued should be agreed with the total of the amounts of cheques issued during the month as noted in this statement.

(b). Statement of cheques issued but remaining uncashed at the end of the month vide para 7 above.

9. In cases where cheques remain unpaid for more than three months, the payee should be addressed to return the cheque for renewal. After receipt of such cheques, they should be cancelled and fresh cheques issued. In the Register of cheques issued, the original item should be rounded off citing reference to the fresh cheque issued. Such cancelled cheques should be sent to the Accountant General along with the accounts for record.

Register of cheques Drawn.

Sl No.	Date of issue drawal	Cheque	Amount No.	Head of Account
Lists of cheques uncashed				
Sl No.	Date of	Cheque payment	Amount No.	

M.N. SUBRAMANYAM,
Section Officer, F.D. (Resources).

**Enclosure to Government Order No. FD 53 RFC 67,
Dated 20th June 1967**

Procedure to be followed by the Secretary, Karnataka Legislature for the payment of Travelling Allowance and Daily Allowances to the Members of the Legislature under the cheque System.

The payment of T.A.& D.A. to the Member of the Legislature may be made by Cheques issued by the Secretary, Karnataka Legislature. The Members of the Legislature may encash these cheques either at the Reserve Bank of India or through their own bankers. The detailed procedure to be followed by the Secretary, Karnataka Legislature, is indicated below.

1. The Cheque books have to be obtained by the Secretary from the Treasury on requisition vide Article 66, M.F.C.
2. Instructions contained in Articles 66 to 75 of the M.F.C re-issue of cheques, loss of cheques and cancelled cheques will have to be followed.
3. A register showing the cheque books brought into use has to be maintained by the Secretary.
4. The members will have to present the bills to the Secretary who after scrutiny, will pass the bills for the net amounts and issue cheques in favour of the Members, Bills requiring pre-audit by the Accountant General will be got scrutinised by the A.G. before the issue of cheques to the members.
5. A cheque may be issued only for sums not less than Rs. 10 Claims for less than Rs. 10 are to be included in the next claim of the payee.
6. After the cheque is drawn, the bills should be en faced with a "paid" seal and the number and date of the cheque noted there in under the attestation of the Secretary.
7. A register (Form enclosed) showing the cheques issued on each day should be maintained. After the close of the month a statement showing the cheques encashed should be obtained from the treasury and from this statement of uncashed cheques should be prepared and sent to the A.G. every month along with accounts (vide form enclosed).
8. The following account returns are to be rendered to the A.G. on the 10th of the following month.
 - (a) Monthly statement of expenditure in the following form Detailed Statement of expenditure for the month of.....

Date	Voc. No.	Details of Transactions	Amount paid	Cheque No.	Complete Head of Account under which classifiable
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**Introduction of the System of payment by
Cheques to Members of the Legislature.**

Read :

Correspondence ending with D.O. letter No. GAD 1/R5/67-68 728, dated 30th May 1967 addressed to the Secretary Karnataka Legislature from the Deputy Accountant General, Karnataka.

With a view to reduce the heavy cash transaction in the Mysore Legislature Secretariat, it has been proposed to make payments of T.A. and Daily Allowance to the Members of the Legislature by cheques. The Accountant General who was consulted in the matter has also agreed and has suggested a procedure to be followed in the Legislative Assembly Secretariat.

**Order No. FD. 53 RFC 67, Bangalore,
dated the 20th June 1967**

Government are therefore pleased to accord sanction under Article 286 of the Karnataka Financial Code to the opening of a Personal Deposit Account in the Name of the Secretary, Karnataka Legislature in the State Huzur Treasury, Bangalore and to allow the Secretary, Karnataka Legislative Assembly to operate on it, by issuing cheques to the Members of Legislature.

The procedure to be followed in the Karnataka Legislature consequent on the above change in the procedure of payment of Travelling Allowance and Daily Allowance to the Members of Legislature is set out in the Annexure to this order.

By Order and in the name of the
Governor of Karnataka.

N.S. BHARATH,
Deputy Secretary to Government,
Finance Department.

FORM - C

Covered by budget allotment noted on page.. of the ECR
Bill No
Salary Bill of Member of Legislative Assembly

Name of the Member Shri/Shrimathi

Constituency

Head of Account Month of..... 200

211. State Legislature Voucher No
..... of

2. Legislative Assembly the list of Payment for

3. Salaries - 1

Members other than Speaker & Deputy Speaker (Voted)

Salary Rs. 20,000.00

Allowance Rs. 45,000.00

For the month of monthly Amount

Rs. P.

65,000/-

Less Deductions :

1. Lodging Charges ...

2. Telephone Dues ...

3. Car Charges ...

4. Other Deductions _____

Total Deductions _____

Net Amount Payable _____

.....

.....

Please pay

1. By Cheque to Payee's account in ...

2.....

NOT PAYABLE BEFORE 1ST PROXIMO

pay Rupess (.....)

Under Secretary
Karnataka Legislative Assembly

Date.....

.....

Drawn Rs. by Cheque No.....
dated for Rs

Under Secretary,
Karnataka Legislative Assembly

FORM - D

Registered Ack Due

KARNATAKA LEGISLATIVE ASSEMBLY SECRETARIAT

Vidhana Soudha,
Bangalore-1.

No.....

From

Dated.....200

KARNATAKA LEGISLATIVE ASSEMBLY

To

Shri..... M L.A

Sub : Payment of Salary Bill T.A./D.A./M.C.I. Bill to
Members of Legislative Assembly Secretariat

Sir,

I am to forward herewith a cheque No dated the
..... for Rs (Rupees
.....) on the Bank of India
..... in payment of your Salary Bill/T.A. D.A./M.C.
Bill for the month of for the period from
..... to

2. Kindly return the enclosed post card duly signed immediately in token
of acknowledgement.

Encl : One cheque/deduction Slip (s).

Yours faithfully,

Under Secretary,
Karnataka Legislative Assembly.

FORM - E
DEDUCTION SLIP

Name of the Member Shri/Shrimathi

Constituency Gross

Amount of Salary Bill for200

Deductions	Rs. P.
1. Lodging Charges...	
2. Telephone Dues...	
3. Car Hire Charges	
4. Other Deductions...	
<hr/>	
Total Deductions...	
Net Amount Payable	

Under Secretary
Karnataka Legislative Assembly.

FORM - F

KARNATAKA LEGISLATIVE ASSEMBLY SECRETARIAT

(Stamped receipt for Salary Cheque)

Dated..... 200

Received a Cheque bearing No
Dated the for Rs on the
..... Bank in payment of my Salary Bill for the
month..... 200

Member, Legislative Assembly

FORM - G
KARNATAKA LEGISLATIVE ASSEMBLY SECRETARIAT

Legislative Assembly Secretariat,
Vidhana Soudha,
P.B. No. 5074,
Bangalore - 560 001

No

Dated 200

To

Shri.....,M.L.A.

Subject : Payment of Salary and Allowance to Member of Legislative
Assembly\

Sir,

A Cheque for Rs..... in payment of your Salary T.A./DA
Bill for the period from..... has been sent to the.....
for credit to your account therein.

Yours faithfully,

Under Secretary,
Karnataka Legislative Assembly.

FORM - 4

KARNATAKA LEGISLATIVE ASSEMBLY

Karnataka Legislative Assembly Secretariat
Vidhana Soudha,
Bangalore-560 001.

No.....

Dated 200

To

The Agent,
.....Bank,
.....

Subject: Payment of Salaries/ TA / DA /
to Members of Legislative Assembly

A Cheque bearing No dated for
Rs. (Rupees.....) is sent herewith for favour of
credit to the accounts of the Members mentioned overleaf.

2. A stamped receipt in acknowledgement may please be furnished in
the form attached.

Encls : One cheque

Under Secretary,
Karnataka Legislative Assembly.

Cut here
For use in the Bank

Received cheque No dated for
Rs..... (in words) Rupees..... The
accounts of the payees mentioned above have been credited with the
amount shown against each on..... (date, month
and year)

Revenue Stamp

Agent / Manager,
..... Bank

Seal of the Bank

Sl No	Name of the Member	Amount to be Credited Rs.
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FORM -I

KARNATAKA LEGISLATIVE ASSEMBLY

Legislative Assembly Secretariat,
Vidhana Soudha, P.B. No. 5074,
Bangalore-560 001.
Dated 200

No

The Agent / Manager,

.....

..... Bank,

.....

Subject: Payment of Salaries / TA / DA / to Members of Legislative
Assembly

A Cheque bearing No dated for Rs. (Rupees ...) on the
.....Bank is sent herewith for favour of credit to the account of Shri ...
M.L.A.

2. A stamped receipt in acknowledgement may please be furnished in
the form attached.

Under Secretary,
Karnataka Legislative Assembly.

Encl: One cheque

Copy together with deduction slip, etc forwarded to Shri
..... M.L.A. This pertains to Salary for
.....T.A/D.A. for the period fromto

Under Secretary,
Karnataka Legislative Assembly.

**ANNEXURE
FORM -J
KARNATAKA LEGISLATIVE ASSEMBLY**

Page No

Statement showing the Total Number of Cheques Issued and Total
Amount paid on

..... and Debited to Head of Account :

For Member of Legislative
Assembly
211- State Legislature
1-Legislative Assembly
2-Salaries

Members other than
Speaker and Dy. Speaker (Voted)

Serial and voucher No.	Cheque No	Remarks
	Rs. P.	

Total

1. Total No. of cheques issued.

2. Vouchers enclosed.

Cut here

..... To be
returned to the Under Secretary, Karnataka Legislative Assembly, Bangalore
duly filled in.

Received cheque bearing No dated the
..... for Rs..... On.....Bank
..... in payment of Salary Bill. T.A./D.A. Bill of
Member of the Legislative Assembly of the Karnataka Legislative
Assembly, Bangalore Memo
No.....

..... dated
.....(Revenue
Stamp)

Name of the Member.

Signature of the Agent/Manager.....
.....Bank

FORM - J
KARNATAKA LEGISLATURE

Monthly Statement of Expenditure towards Salary of Member

Detailed statement of salary paid for the month of

Date	Voucher No.	Name of the M.L.A	Gross Amount Paid	Car hire Charge	Lodging Charge	Trunk Call Charge	Misc.	Net

