



KERALA WATER AUTHORITY

JALA BHAVAN,
VELLAYAMBALAM,
THIRUVANANTHAPURAM – 695 033
Kerala, India

No.0038/2012/DyAM/FIN/KWA

Dated 25-10-2013

CIRCULAR No 007/2013/FIN/HO

Sub: - Funds Received by the field offices of Kerala Water Authority towards various Deposit Works – Pooling of Funds to Head office – Reg.

Ref: - (1) Resolution No.9595 of 364th meeting of the Board.

Kerala Water Authority Board in its 364th meeting held on 30-08-2013 discussed the subject matter in detail and has expressed its serious concern over the practice followed by the field offices in utilizing the funds under Deposit Works towards establishment expenses including O&M without the knowledge of the head office and forwarding funds requests in a later date to head office towards deposit works when the bills are raised by the contractors. In order to have financial discipline and to bring more transparency over management of funds under deposit works, the Board has resolved to pool the deposit money received at various field offices of Kerala Water Authority to the Head office. In this regard the following directions are issued

1. That the whole funds lying in the deposit account maintained by the field offices shall be transferred to head office by drawing a cheque in favour of “FM & CAO, KWA” A/c No.33403868329 with State Bank of India, Althara Junction Branch, Vellayambalam, Thiruvananthapuram on or before 10th November 2013.
2. The Deposit funds which are kept by the field offices by way of FD's/Term Deposits need not be transferred at once. However the details of funds kept under FD's/Term Deposits shall be forwarded to Head office with details such as Bank Name, Bank Branch, FD Number, Amount and maturity date. On maturity the whole

amount (including interest) shall be transferred to head office as stated in Para (1) above.

3. The details of funds under deposit work shall be submitted to the head office in the Performa attached on or before 10th December 2013.
4. The total amount of Funds under Deposit Works of a particular division or an amount of `25.00 Lakh, whichever is lower, will be allotted to the field offices as an imprest towards Deposit Works.
5. Field offices are required to forward the monthly utilisation of the deposit money thus received as per Para (4) above in the format prescribed or on exhausting of the money under deposit works whichever is earlier for getting the funds reimbursed.
6. The amount shown as utilised as per the statement submitted by the field offices as per Para (4) above will be allotted afresh to the field offices to make the funds to `25.00 Lakh.
7. In case if any field office require an amount higher than `25.00 Lakh, the same shall be submitted in the prescribed Performa as stated vide Para (4) above with reasons to substantiate the same.
8. The Deposit money/funds receivable after 15-10-2013 shall be collected in the name of "FM & CAO, KWA" A/c No.33403868329 with State Bank of India, Althara Junction Branch, Vellayambalam, Thiruvananthapuram.
9. The Performa and related attachments as prescribed for capital funds requests issued vide circular No.0023/2011/DyAM/FIN/KWA Dated 08-11-2011 from this office is relaxed for the funds requests as per (5) and (7) above.

Sd/-

Managing Director

To

All Offices/All Account Rendering Units, KWA
PA to MD, PA to TM, PA to AM, FM&CAO, CE (HRD&Gen)
DCE (Gen)/DyAM/IA.

AO (F) for proper maintenance of Division wise Deposit Funds Registers,
Monthly Reconciliation of Bank Account etc