



## GOVERNMENT OF KERALA

### Abstract

FINANCE DEPARTMENT – THE KERALA SERVICE RULES –  
UNDERTAKING AGREEING TO REFUND EXCESS PAY AND  
ALLOWANCES MISTAKENLY PAID TO THE EMPLOYEES -  
FURNISHING OF – ORDERS ISSUED.

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### FINANCE (RULES – A) DEPARTMENT

G.O.(P) No.169/2019/Fin

Dated, Thiruvananthapuram, 13/12/2019

### ORDER

During the service of an employee there may occur certain circumstances which lead to recovery of excess monetary benefits wrongfully extended to him due to various reasons such as irregular fixation of pay on promotion, revision of pension, grant of a status or grade which the employee concerned was not entitled to, payment of salary on a higher scale and other cases. When the excess payment is detected by the authorities, the excess amount will be recovered from him.

2. In certain cases such as, revision of pay and pension consequent on revision of pay scales, grant of time bound higher grade, sanction of pension etc., an undertaking is obtained from the employees to the effect that the excess pay and allowances/pension, if any, made to them will be refunded. But there are several other instances such as wrongful grant of increment, fixation of pay on promotion, payment of leave salary etc. where such prior undertaking agreeing to refund the excess payment is not obtained.

3. The Government have examined the matter in detail and are pleased to issue the following orders:

(i) All Non Gazetted employees, including those on deputation will furnish the undertaking in duplicate in the Form appended and one copy will be pasted in the service book of the employee with supporting entries in the service book and the other copy will be kept under the safe custody of Drawing and Disbursing Officer/Head of office. The Gazetted officers including those on deputation will furnish the undertaking in duplicate and one copy will be sent to the Accountant General through their Drawing and Disbursing Officers concerned and the other copy will be kept under the safe custody of Drawing and Disbursing Officer/Head of office. All the employees will submit the undertaking within three months from the date of this order. Increments accruing after three months from the date of this order will be sanctioned only after the undertaking is furnished.

(ii) The employees who are on leave or under suspension will furnish the undertaking within three months from the date of rejoining duty. Increments accruing after three months from the date of rejoining duty will be sanctioned only after the undertaking is furnished.

(iii) In the case of those who retire before the accrual of their next increment, their terminal surrender of earned leave will be sanctioned only after the undertaking is furnished.

(iv) In the cases not covered under Para 3 ( i), (ii) and (iii), last month's salary will not be processed until the Undertaking is furnished.

4. The Chief Project Manager, SPARK will ensure compliance of these directions in SPARK.

5. Necessary amendments to the Kerala Service Rules will be issued separately.

(By order of the Governor)  
**SANJEEV KAUSHIK IAS**  
**Principal Secretary (Finance)**

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram  
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy  
Secretaries and Under Secretaries to Government  
All DDOs

The Chief Project Manager, SPARK  
All Heads of Departments  
All Departments and Sections of the Secretariat.  
The Director of Treasuries, Thiruvananthapuram.  
The Secretary, K.P.S.C, Thiruvananthapuram (with C.L.).  
The Registrar, University of Kerala/Kochi/Calicut/MG/Kannur/Kerala  
Agricultural University, Thrissur/Kerala Veterinary University/Health  
University (With C.L.)  
The Registrar, High Court (With C.L)  
The Private Secretaries to the Chief Minister and other Ministers.  
The Private Secretary to Speaker, Deputy Speaker. the Leader of  
Opposition and Government Chief Whip.  
The Director of Public Relations, Thiruvananthapuram.  
The Secretary to Governor.  
All District Treasuries/Sub Treasuries  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).  
The Stock File/Office Copy. (E.No. 1168356)

Forwarded / By order,



Accounts Officer.

**ANNEXURE**

**UNDERTAKING (vide G.O.(P) No.169/2019/FIN dated 13/12/2019)**

*I hereby undertake that in the event of my pay, leave salary or pension or any other item having been fixed in a manner contrary to the provisions contained in the rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payment due to me or in cash.*

*Date:*

*Place:*

*Signature :*

*Name :*

*Designation:*

*PEN :*

*Countersignature of Drawing and Disbursing officer/Head of office with date*

*Name :*

*Designation:*

*PEN :*