

THE HIGH COURT OF KERALA

G 1(2) -51507/2019

Kochi 682031
Dated: 23 .07.2019

OFFICIAL MEMORANDUM

Sub: High Court Establishment-Implementation of ETSB system for disbursement of salary and other entitlements-reg:-

Ref: 1. G.O. (P) No. 67/2019/Fin dtd 13.06.2019
2. Govt. Circular No 63/2019/Fin dtd 27.06.2019.
3. Govt. Circular No. 78/2019/Fin dtd. 06.07.2019
4. Govt. Circular No 67/2019/Fin dtd 12.7.2019.

As per the Government Order cited (1) above, ETSB was introduced for the disbursement of pay and allowances of Govt employees. Accordingly, the disbursement of salary of all Officers and staff of the High Court for the month of June 2019 was through the newly opened ETSB account in the Treasury, which was ultimately credited to the existing beneficiary account in SPARK System.

The Government have decided to provide an interest of 6% per annum, subject to the conditions stipulated in Govt. Circular cited (3) above, as against the interest of 3.5% per annum provided by leading commercial banks like State Bank of India. The employees will have facilities like internet banking and cheque withdrawal for conducting transactions in the ETSB accounts. Cheque books and pass books will be issued to the employees on request and on furnishing of KYC forms to the Sub Treasury Officer through DDO.

Vide Government Circular cited (2) above, it has been instructed that from the salary for the month of July 2019 onwards, further transfer of amount credited in the ETSB account to other accounts will take place only if the DDOs and employees take initiative. Employees should furnish a written consent to the DDO detailing the percentage of amount to be transferred from their ETSB accounts in the Treasury to their respective bank accounts, failing which the credits in the ETSB account will not be transferred to the bank accounts. The DDO will set standing instructions in BIMS for the transfer of amount from the ETSB account as desired by the employees. The employees will have the option to modify the percentage of standing instruction in future by giving a formal request to the DDO. Also, as per the Government Circulars cited (2) and (4) above, for obtaining online transaction credentials, AADHAAR linked mobile number has to be updated in the TSB master. Hence, those employees who wish to avail online transaction credentials should provide AADHAAR linked mobile number in KYC form.

Considering the administrative procedures to be completed for the implementation of the ETSB account system of salary disbursement, subject to the

Government orders, it has been decided to disburse the salary of all officials for the month of July 2019 through the bank accounts already updated in the SPARK system. From the salary for the month of August 2019 onwards, the entitlements will not be transferred to the bank accounts in the case of employees who do not furnish the written consent for setting the standing instruction and it will be retained in the ETSB accounts.

In the circumstances, all officers and staff of the High Court are directed to:

1. Furnish a written consent, detailing the percentage of amount to be transferred to the respective bank accounts from the credits in the ETSB accounts, to the concerned accounts section (Gazetted Officers, Part Time and Daily Wages employees to the G-Accounts I Section and all other non-gazetted employees to the G-Accounts II Section) in Proforma A appended herewith positively before 29th of July 2019.
2. Furnish the KYC form, in case it is decided to retain a part of the entitlements in the ETSB account to make it fully operational.

The Malayalam copy of this O.M. is available in the K Section, High Court.

(By Order)


K Haripal
Registrar General

To,

The Joint Registrars , High Court
The Drawing & Disbursing Officer, High Court
The Deputy Registrars, High Court
The Protocol Officer, High Court
The Public Relations Officer, High Court
The Private Secretary to the Chief Justice, High Court
The Deputy Director and Assistant Director, Kerala Judicial Academy, Athani
The Finance Officer, High Court
The Assistant Registrars and The Chief Librarian, High Court
The Secretary, High Court Legal Services Committee, Ernakulam
The Court Officer to the Chief Justice , High Court
The PA and Additional PA to the Chief Justice, High Court
The Private Secretaries to the H 'ble Judges, High Court
The Security Officer, High Court
The Assistant Engineer, High Court
The Superintendent (Vehicles), High Court
The Confidential Assistants to the Registrars and the Addl. Registrar, High Court
The Confidential Assistants to the Director and Addl. Director, KJA
All Sections ,High Court (The Section Heads shall bring this to the notice of staff members working under them)

The Kerala Judicial Academy
The IT Cell (for publishing in the High Court website)
The Civil Sergeants, High Court
The Administrative Records Section, High Court
The Notice Board, High Court
The file/Stock File.

PROFORMA - A

1. Name :

2. Permanent Employee Number :
(available in the salary slip issued)

3. Percentage of amount in ETSB account to be
transferred to the bank account in SPARK :

Signature of the Employee

For office use only

ETSB A/c No:

SB FORM No. 1 (a)
GOVERNMENT OF KERALA
Treasury Savings Bank
Know Your Customer (KYC) Form for Individual
(To be filled up by the customer)
[Rule 67(a) of KTC Vol. II]

Customer ID

(To be assigned by the Treasury)

Passport size
photo

Branch Treasury

Customer Details (to be filled in capital letters)

First Name

Middle Name

Last Name

Date of birth*

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Gender*

Male

Female

Transgender

Marital Status

Single

Married

Nationality

Name of
Father/Spouse

Identification Details (Furnish a copy of one valid ID)*

AADHAR

PAN

Voter ID

Driving Licence

ID issued by
Govt. Dept.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Other Details

Occupation	State Govt.	Central Govt.	Business	Professional	Self Employed	Others
If State Govt. Employee	PEN		Department			
Qualification	Below SSLC	SSLC	Under Graduation	Graduation	Post-graduation	Professional

Present Address (To be filled up in capital letters)

House Name*

Street/Locality*

City*

Name of Post Office*

State*

District*

Pin Code*

Phone

Mobile

STD Code

Phone No.

E-mail ID

Permanent Address (To be filled up in capital letters)

House Name*

Street/Locality*

City*

Name of Post Office*

State*

District*

Pin Code*

Phone

Mobile

STD Code

Phone No.

Nominee Details

<i>Sl. No.</i>	<i>Name</i>	<i>Date of Birth</i>	<i>Relationship</i>	<i>Address of the Nominee</i>
1				
2				
3				
4				

Ido hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place :

Date :

Signature of the customer

Note.—Columns marked* are mandatory.