

**Budget urgent / Personal attention**

No. Fin(1) 57760/2011.

Directorate of Agriculture,  
Thiruvananthapuram,  
Dated: 22/11/2011.

**CIRCULAR**

Sub:- Budget Grant 2011-12 – Additional requirement / savings  
of funds details called for – reg.

Ref:-

1. All Principal Agricultural Officers and other Drawing and Disbursing officers who receive funds directly from this office are requested to furnish the details of additional requirement / savings of funds under each Non-Plan head of account during 2011-12 in the proforma enclosed herewith.

2. Since the expenditure under each head of account is to be regularized at the end of the financial year, even if under salaries or wages the accurate details regarding the expenditure are highly essential. Therefore the details should be furnished after ascertaining the actual expenditure under each head of account from Sub Offices under the direct control of each office well in advance.

3. All Drawing and Disbursing Officers are requested to ensure that no expenditure is incurred under any head of account where there is no budget provision.

4. The details of expenditure till 30-11-2011 and the actual amount required for the period from 01-12-2011 to 31-03-2012 may be furnished under each head of account showing the funds additionally required / savings available for surrender. Based on the details, Government will be addressed from this office for surrender of funds / regularization of excess expenditure under salaries and wages. Hence the details furnished should be accurate. The expenditure should be limited to the funds allotted.

5. Excess expenditure if any, noticed will be viewed seriously and action will be taken to realize the amount from the responsible officer.

6. Separate statement should be furnished for each head of account.

No expenditure should be incurred from the funds reported as savings on any account later.

The report should reach this office on or before 10/01/2012 without fail.  
Receipt of this circular should be acknowledged by return.

Sd/-  
Senior Finance Officer  
For Director of Agriculture

Encl: Proforma.

To

All Principal Agricultural Officers  
Executive Engineer (Agri), Alappuzha / Kozhikode  
The Principal Information Officer, Farm Information Bureau,  
Thiruvananthapuram.  
Deputy director of Agriculture, FQCL, Thiruvananthapuram/ Pattambi.  
Deputy director of Agriculture, PT Lab, Thiruvananthapuram.  
Chief Soil Chemist, CSTL, Thiruvananthapuram.  
Technical Assistant, RTTC, Vellayani.  
Deputy director of Agriculture, SBCL, Mannuthy  
Project Director, KCPM, Mancombu.  
Accounts Officer I (HQ) (to furnish details in respect of HQ).

Copy to:

Fin (2), Fin(3), Fin(4), TP Section & Spare.  
The Deputy Director of Agriculture, (IT) for website.

11/26/14

Senior Superintendent.  
**V.K. SREEDEVI**  
Senior Superintendent  
Directorate Of Agriculture  
Vikas Bhavan, Thiruvananthapuram

Head of Account:

Name of Office:

Unit of Appropriation	Funds received 2011-12	Actual expenditure till 30/11/2011	Anticipated expenditure from 1/12/2011- 31/3/2012	Funds additionally required	Savings available	Reason for savings / Additional requirement
<b>01- Salaries</b>						
1. Pay						
2. DA						
3. HRA						
4. M.R						
5. O.A						
<b>02- Wages</b>						
<b>04. Travelling Expenses</b>						
1. Tour TA						
2. Transfer TA						
3. PCA						
<b>05.- Other Expenses</b>						
1. W.C						
2. E.C						
3. T.C						
4. O.I						
<b>06- RRT</b>						
<b>11. Subsidies</b>						
<b>21- Motor Vehicles</b>						
2. Repair & Maintenance						
<b>34- Other Charges</b>						
<b>45- POL</b>						
<b>80- Lumpsum</b>						
<b>Grand Total</b>						