

**CIRCULAR**

Sub:- Agriculture Department- Dealing with financial matters –  
instructions issued – regarding

Ref:- Note dated 20.12.2011 of Senior Finance Officer  
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Following instructions on financial matters is issued for compliance and report.

- 1) All post creation proposals of this Department should be examined with full justification and file marked to Senior Finance Officer for advice before sending it to Government.
- 2) Posts, if any, idling in the Department may be identified for suitable redeployment or reported to Government for abolition.
- 3) Wasteful expenditure at all levels should be controlled and checked its recurrence.
- 4) Sources of non-tax revenue should be located and reported for revision with sufficient reasons.
- 5) All plan schemes including Centrally Sponsored Schemes should be implemented during January and February 2012 itself and hasty execution of schemes at the end of March may be avoided.
- 6) Reimbursement of funds pending with Government of India may be obtained immediately.
- 7) Salary of all employees shall be drawn only through SPARK from 02/2012 onwards
- 8) Balance funds unnecessarily parked in bank accounts, TSB accounts etc, even after the period of implementation of the schemes may be withdrawn and reported to Government.

Sd/-  
Director of Agriculture

To

All Officers/ sections In the Directorate  
All Principal Agricultural Officer/ Principal Information Officer/ Farm  
Information Bureau,, Thiruvananthapuram and all other officers

Copy to:

PA /TA to Director of Agriculture  
Deputy Director of Agriculture(IT) for website,  
Stock file / spare

  
Senior Finance Officer