

No. Fin(1) 54090 /2014.

Directorate of Agriculture,
Thiruvananthapuram,
Dated: 26/11/2014.

CIRCULAR

Sub:- Budget Grant 2014 -15 – Additional requirement / savings
of funds details called for – reg.

Ref:- Arising

All Principal Agricultural Officers and Drawing and Disbursing officers who receive funds directly from this office are requested to furnish the details of **additional requirement / savings of funds (Surrender of funds)** under each Non-Plan head of account during 2014-15 in the proforma enclosed herewith.

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 may 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.

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

The details of expenditure till 30-11-2014, and the actual amount required for the period from 01-12-2014 to 31-03-2015, 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 may be accurate. The expenditure may be limited to the funds allotted.

Excess expenditure if any, noticed will be viewed seriously and action will be taken to realize the amount from the responsible officer, along with disciplinary action for non-compliance of Kerala Budget Manual.

Separate statement may be furnished for each head of account.

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

The report may be forwarded so as to reach this office **on or before 10/1/2015, without fail.** Receipt of this circular should be acknowledged by return.

To. Sajeed Hussain

Senior Finance Officer
For Director of Agriculture

*Senior Finance Officer,
Directorate of Agriculture
Thiruvananthapuram*

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.

Copy to: Accounts Officer I (HQ) to furnish details in respect of HQ.
Fin (2), Fin(3), Fin(4) & Spare.
The Deputy Director of Agriculture, (IT) for website.

Stock file.

ad of Account:

Name of Office:

Unit of Appropriation	Funds received 2014-15	Actual Expenditure till 30/11/2014	Anticipated expenditure from 1/12/2014 - 31/3/2015	Funds additionally required	Savings available	Reason for savings / Additional requirement
01- Salaries						
1. Pay						
2. DA						
3. HRA						
4. M.R						
5. O.A						
02- Wages						
1. Tour TA						
2. Transfer TA						
3. PCA						
1. W.C						
2. E.C						
3. T.C						
4. O.I						
06- RRT						
11. Subsidies						
2. Repair & Maintenance						
34- Other Charges						
45- POL						
80- Lumpsum						
Grand Total						

AS