

URGENT

THE HIGH COURT OF KERALA

FW6/91200/17

Ernakulam
13.03.2018

OFFICIAL MEMORANDUM

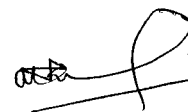
Sub: Budget Grants – 2017-2018 - Surrender of savings- reg.

The Budget Grants for the financial year 2017-18 are to be utilised optimally and the surrender of savings at the end of the year should be kept at the lowest possible level.

To ensure proper management and control of the budget grant, all Sub-Controlling Officers shall personally ensure that only the required funds are retained with them after 15th March, 2018 and the funds which are not likely to be utilised before 31.03.2018 shall be surrendered forthwith through BAMS portal, so that the same can be redistributed to those in need.

The Sub-Controlling Officers are, therefore, directed to furnish details of expenditure and surrender to the Finance Wing, High Court, in the proforma attached herewith through email (financehc.ker@nic.in) on or before 20th March 2018, without fail.

(By Order)



Mathews K. Nelluvely
Registrar (Finance)

Encl: As above

To

1. All District Judges.
2. All Chief Judicial Magistrates.
3. All Family Court Judges.
4. All MACTs.
5. The Addl. CJM (Economic Offences), Ernakulam.
6. The Special Judge, Special Court (SPE/CBI), Thiruvananthapuram.
7. The Special Judge, Special Court (SPE/CBI)-I, Ernakulam.
8. The Special Judge, Special Court (SPE/CBI)-II, Ernakulam.
9. The Special Judge, Special Court (SPE/CBI)-III, Ernakulam.
10. The Special Judge, Special Court for NDPS Act Cases, Vadamakara.
11. The Special Judge, Special Court for NDPS Act Cases, Thodupuzha.
12. The State Transport Appellate Tribunal, Ernakulam.
13. The Special Judge, Idamalayar Investigations, Ernakulam.

PROFORMA-I
STATEMENT SHOWING EXPENDITURE FROM 1.04.2017 TO 15.03.2018 AND SURRENDER OF SAVINGS
 (To be furnished on or before 20.03.2018)

Name of Court:
 Head of Account: 2014-00-
 (Separate sheets to be used for Minor Heads, 2014-00-800-88, 2014-00-800-87, 2014-00-800-85 and 2014-00-112-99)

Head of Account	1	2	3	4	5	6	7
	Head of Account	Allotment received so far	Expenditure upto 15.03.2018	Anticipated expenditure for the remaining period i.e from 16.03.2018 to 31.03.2018	Total expenditure (3+4)	Amount Surrendered (2-5)	Reasons/ Remarks
01-Salaries							
01-Pay							
02-DA							
03-HRA							
04-Medical Reimbursement							
05-Other Allowances							
02-Wages							
01-Pay							
02-DA							
03-Other Allowances							
05-Daily Wages							
04-Travel Expenses							
01-Tour TA							
02-Transfer TA							
04-LTC							
05-Office Expenses							
01-Water Charges							
02-Electricity Charges							
03-Telephone Charges							
04-Other items							
06-Rent, Rates and Taxes							
18-Maintenance							
21-Motor Vehicles-2-Repair and Maintenance							
34-Other Charges							
45-Petrol, Oil, Lubricants							
99-Information Technology							

Place:
 Date:

Signature:
 Designation:

PROFORMA-II

STATEMENT SHOWING EXPENDITURE FROM 1.04.2017 TO 15.03.2018 AND SURRENDER OF SAVINGS.

(To be furnished on or before 20.03.2018)

Name of Court:

Head of Account: 2014-00-800-93

Head of Account 1	Allotment received so far 2	Expenditure upto 15.03.2018 3	Anticipated expenditure for the remaining period i.e from 16.03.2018 to 31.03.2018 4	Total expenditure (3+4) 5	Amount Surrendered (2-5) 6	Reasons/ Remarks 7
2014-00-800-93-PROVISION FOR SATISFYING THE SUPREME COURT DIRECTIONS TO PROVIDE BETTER SERVICE CONDITIONS TO JUDICIAL OFFICERS						
2014-00-800-93-02-WAGES						
2014-00-800-93-06-RENT, RATES AND TAXES/RESIDENTIAL RENT OF JUDICIAL OFFICERS)						
2014-00-800-93-21-MOTOR VEHICLES-2-REPAIR AND MAINTENANCE						
2014-00-800-93-34-OTHER CHARGES						
2014-00-800-93-45-P.O.L						

Place:
Date:

Signature :
Designation :