

**URGENT**

**THE HIGH COURT OF KERALA**

**ERNAKULAM  
26.02.2016**

**FW/J6/009850/2016**

**OFFICIAL MEMORANDUM**

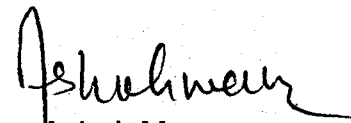
**Sub: Budget Estimates 2015-16-Surrender of Savings- regarding**

The Budget Grant for the Financial year 2015-16 is to be utilised to the optimum level ensuring minimum surrender of savings. Hence the Subcontrolling Officers are directed to ensure that the funds retained with them are utilised in full. The funds that are not likely to be utilised, shall be surrendered forthwith, so that the same can be redistributed to those in need. The Subcontrolling Officers are also directed to:

1. Furnish the actual progressive expenditure upto 5<sup>th</sup> March 2016 (including 5<sup>th</sup> March, 2016) and surrender funds that are not likely to be utilised during the rest of the month, to the Finance Wing, High Court, on or before 10<sup>th</sup> March 2016 in the prescribed format (Proforma-I).
2. Furnish the expenditure from 6<sup>th</sup> March 2016 to 31<sup>st</sup> March 2016, to the Finance Wing, High Court, on or before 31<sup>st</sup> March 2016 in the prescribed format (Proforma-II).

The proformae shall be in 'Excel format' and the same may be sent through e-mail to the Finance Wing, High Court ([financehcbud.ker@nic.in](mailto:financehcbud.ker@nic.in)).

The Sub Controlling Officers shall personally ensure that only the required funds are retained, and should avoid last-minute-surrender, resulting in lapse of funds.

  
Ashok Menon

Registrar General

Encl: As above

P.T.O.

To,

1. All District Judges
2. All Chief Judicial Magistrates
3. All Family Courts
4. All MACT's
5. Addl. CJM(Economic Offences), Ernakulam
6. Special Court CBI- Thituvanthapuram, Special Court CBI-I, CBI-II and CBI-III, Ernakulam
7. NDPS Court Vadakara, Thodupuzha
8. STAT, Ernakulam
9. The Special Judge( Idamalayar Investigations), Ernakulam
10. Wakf Tribunal, Kollam, Ernakulam and Kozhikode.
11. Addl. District & Sessions Judge (For Trial of cases relating to atrocities and Sexual violence against women and Children), Ernakulam
12. Special Court for SC/ST(POA)Act cases, Majeri, Manthavady and Kottarakara
13. The Kerala Judicial Academy
14. The File
15. IT-section, for uploading the probis in the website; <http://highcourtsofkerala.nic.in>.