



THE HIGH COURT OF KERALA

Ernakulam-682031
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FW6- 18205/2020

Date: 06-03-2020

OFFICIAL MEMORANDUM

Sub: Budget Estimates 2019-20 - Demand No. III - Surrender of savings - reg:

As the financial year is nearing completion, it has to be ensured that the Budget Grant for the financial year 2019-20 is to be utilised optimally and the surrender of savings at the end of the year should be kept at lowest possible level. The unutilised fund under all heads of account is to be surrendered. Hence the following directions are issued to all Sub-Controlling Officers for strict compliance.

- (1) All Sub-Controlling Officers should ensure that the funds remaining with them are utilised in full effectively by 31/03/2020.
- (2) If the funds allotted to them are not likely to be fully utilised before 31/03/2020, they should retain only that portion which can be utilised and **immediately** surrender the remaining amount through BAMS, so that the same can be redistributed to those in need.
- (3) They shall furnish details of the allotment received, expenditure incurred and surrender of savings for the financial year 2019-20, to the Finance Wing, High Court, in the prescribed proforma on or before 31st March 2020. (The proforma can be downloaded from the website of the High Court - <http://highcourtofkerala.nic.in>)
- (4) Take note that the expenditure from 01/04/2019 – 31/12/2019 to be shown in column no. 3 of the proforma is the **reconciled expenditure** for the first 9 months of the financial year.

(5) Soft copy of the statement of surrender of savings in spreadsheet format shall be furnished to the High Court through email (financehc.ker@nic.in), in addition to the hard copy.

(By Order)



Mathews K. Nelluvely

Registrar (Finance)

SA

To

1. All District Judges
2. All Chief Judicial Magistrates
3. All Family Courts
4. All MACTs
5. Addl. CJM (Economic Offences), Ernakulam
6. The Special Court for the Trial of Criminal Cases against Sitting & Former MPs/MLAs, Ernakulam
7. The Special Court CBI, Thiruvananthapuram
8. The Special Court CBI-I, Ernakulam
9. The Special Court CBI-II, Ernakulam
10. The Special Court CBI-III, Ernakulam
11. The NDPS Court, Vadakara and
12. The NDPS Court, Thodupuzha
13. The State Transport Appellate Tribunal, Ernakulam
14. The Special Judge, (Idamalayar Investigations), Ernakulam
15. The Wakf tribunal, Kozhikode
16. The Special Court for SC/ST (POA) Act Cases at Manjeri
17. The Special Court for SC/ST (POA) Act Cases at Mananthavady
18. The Special Court for SC/ST (POA) Act Cases at Kottarakkara and
19. The Special Court for SC/ST (POA) Act Cases at Mannarkkad
20. The G (Accounts I) Section
21. The I.T Section, High Court, for uploading the O.M. and the Proformae in the website <http://highcourtofkerala.nic.in/>
22. The File