

URGENT



THE HIGH COURT OF KERALA

Ernakulam-682031

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Date: 18-02-2019

FW6-10596/2019

OFFICIAL MEMORANDUM

Sub: Budget 2018-2019 – Demand No. III – AJ - Surrender of savings – reg

In the recent years, huge variations have been noticed between the figures of expenditure furnished by the subordinate controlling officers and the actual expenditure. This has led to excessive or inadequate surrender. The major reason cited by the subordinate controlling officers for the inaccuracy is the workload during the closure of the financial year. Hence, to mitigate the workload of finalising the accounts at the fag end of the financial year, a new procedure has been introduced during the current year. Accordingly, all subordinate controlling officers are directed to furnish:

(a) a statement of accounts showing the expenditure from 01/04/2018 to 28/02/2019 on or before 15/03/2019, and

(b) a separate expenditure statement for the month of March 2019, along with a consolidated statement showing expenditure for the period from 01/04/2018 to 31/03/2019, on or before 31/03/2019.

To ensure proper management and control of the budget grant, all Sub-Controlling Officers shall also ensure that funds which are not likely to be utilised shall be surrendered through BAMS portal forthwith so that the said funds can be allotted to other courts to meet inevitable requirements.

(By Order)

Encl: Proformae


Mathews K. Nelluvely

Registrar (Judicial)

Registrar (Finance)(In charge)

Sr

[PTO]

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 MPs/MLAs
7. The Special Court CBI, Thiruvananthapuram
The Special Court CBI-I, Ernakulam
The Special Court CBI-II, Ernakulam
The Special Court CBI-III, Ernakulam
8. The NDPS Court, Vadakara and
The NDPS Court, Thodupuzha
9. The State Transport Appellate Tribunal, Ernakulam
10. The Special Judge, (Idamalayar Investigations), Ernakulam
11. The Wakf tribunal, Kollam
The Wakf tribunal, Ernakulam
The Wakf tribunal, Kozhikode
12. The Special Court for SC/ST (POA) Act Cases at Manjeri
The Special Court for SC/ST (POA) Act Cases at Mananthavady
The Special Court for SC/ST (POA) Act Cases at Kottarakkara and
The Special Court for SC/ST (POA) Act Cases at Mannarkkad
13. The G (Accounts I) Section
14. The I.T Section, High Court, for uploading the O.M. and the Proformae
I - VI in the website <http://highcourtofkerala.nic.in/>
15. The File

PROFORMA-1

STATEMENT SHOWING EXPENDITURE FROM

01.04.2018 TO 28.02.2019

(To be furnished on or before 15.03.2019)

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	Expenditure from 01/04/2018 – 28/02/2019 (₹)
1	2
01-Salaries	
01-1- Pay	
01-2-DA	
01-3-HRA	
01-4-Medical Reimbursement	
01-5-Other Allowances	
02-Wages	
01-Pay	
02-DA	
03- Other allowance	
04- Consolidated pay	
05-Daily wages	
04-Travel Expenses	
01- Tour TA	
02- Transfer TA	
04-LTC	
05- Office Expenses	
05-1-Water Charges	
05-2-Electricity Charges	
05-3-Telephone Charges	
05-4-Other Items	
06-Rent, Rates and Taxes	
18- Maintenance	
21-Motor Vehicles-1- Purchase of vehicles	
21-Motor Vehicles-2- Repair and Maintenance	
34- Other Charges	
45- Petrol, Oil, Lubricants	
99-Information Technology	

Place:
Date:

Signature:
Name & Designation:

PROFORMA-II

STATEMENT SHOWING EXPENDITURE FROM

01.04.2018 TO 28.02.2019

(To be furnished on or before 15.03.2019)

Name of Court:

Head of Account: 2014-00-800-93

(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	Expenditure from 01/04/2018 - 28/02/2019 (₹)
1	2
2014-00-800-93-PROVISION FOR SATISFYING THE SUPREME COURT DIRECTIONS TO PROVIDE BETTER SERVICE CONDITIONS TO JUDICIAL OFFICERS	
2014-00-800-93-02-04-Consolidated Pay	
2014-00-800-93-02-05-Wages	
2014-00-800-93-06-Rent, Rates and Taxes (Residential rent of Judicial Officers)	
2014-00-800-93-21-Motor Vehicles-2-Repairs and Maintenance	
2014-00-800-93-34-Other Charges	
2014-00-800-93-45-P.O.L.	

Place:
Date:

Signature:
Name & Designation

PROFORMA-III

STATEMENT SHOWING EXPENDITURE FROM

01.03.2019 TO 30.03.2019

(To be furnished on 30.03.2019)

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 2014-00-112.89)

Head of Account	Expenditure from 01/03/2019 – 30/03/2019 (₹)
1	2
01-Salaries	
01-1-Pay	
01-2-DA	
01-3-HRA	
01-4-Medical Reimbursement	
01-5-Other Allowances	
02-Wages	
01-Pay	
02-DA	
03- Other allowance	
04- Consolidated pay	
05-Daily wages	
04-Travel Expenses	
01- Tour TA	
02- Transfer TA	
04-LTC	
05- Office Expenses	
05-1-Water Charges	
05-2-Electricity Charges	
05-3- Telephone Charges	
05-4-Other Items	
06-Rent, Rates and Taxes	
18- Maintenance	
21-Motor Vehicles-1-Purchase of vehicles	
21-Motor Vehicles-2-Repair and Maintenance	
34- Other Charges	
45- Petrol, Oil, Lubricants	
99-Information Technology	

Place:

Date:

Signature:

Name & Designation:

PROFORMA- IV

STATEMENT SHOWING EXPENDITURE FROM

01.03.2019 TO 30.03.2019

(To be furnished on 30.03.2019)

Name of Court:

Head of Account: 2014-00-800-93

(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	Expenditure from 01/03/2019 - 30/03/2019 (₹)
1	2
2014-00-800-93-PROVISION FOR SATISFYING THE SUPREME COURT DIRECTIONS TO PROVIDE BETTER SERVICE CONDITIONS TO JUDICIAL OFFICERS	
2014-00-800-93-02-04-Consolidated Pay	
2014-00-800-93-02-05-Wages	
2014-00-800-93-06-Rent, Rates and Taxes (Residential rent of Judicial Officers)	
2014-00-800-93-21-Motor Vehicles-2-Repairs and Maintenance	
2014-00-800-93-34-Other Charges	
2014-00-800-93-45-P. O. L.	

Place:

Date:

Signature:

Name & Designation

PROFORMA-V
STATEMENT SHOWING EXPENDITURE FROM 01.04.2018 TO 30.03.2019 AND SURRENDER OF SAVINGS.

(To be furnished on 30.03.2019)

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
	Allocation Received so far (₹)	Expenditure from 01/04/2018 - 30/03/2019 (₹)	Amount Surrendered (2-3)	Reasons / Remarks	
01-Salaries					
01-1-Pay					
01-2-DA					
01-3-HRA					
01-4-Medical Reimbursement					
01-5-Other Allowances					
02-Wages					
01-Pay					
02-DA					
03- Other allowance					
04- Consolidated pay					
05-Daily wages					
04-Travel Expenses					
01- Tour TA					
02- Transfer TA					
04-LTC					
05- Office Expenses					
05-1-Water Charges					
05-2-Electricity Charges					
05-3-Telephone Charges					
05-4-Other Items					
06-Rent, Rates and Taxes					
18- Maintenance					
21-Motor Vehicles-1- Purchase of vehicles					
21-Motor Vehicles-2- Repair and Maintenance					
34- Other Charges					
45- Petrol, Oil, Lubricants					
99-Information Technology					

Place:
 Date:

Signature:
 Name & Designation

PROFORMA - VI

STATEMENT SHOWING EXPENDITURE FROM 01.04.2018 TO 30.03.2019 AND SURRENDER OF SAVINGS.

(To be furnished on or before 30.03.2019)

Name of Court: _____

Head of Account: **2014-00-800-93**

(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	Allotment Received so far (₹)	Expenditure from 01/04/2018 - 30.03.2019 (₹)	Amount Surrendered (2-3)	Reasons/ Remarks
1	2	3	4	5
2014-00-800-93-PROVISION FOR SATISFYING THE SUPREME COURT DIRECTIONS TO PROVIDE BETTER SERVICE CONDITIONS TO JUDICIAL OFFICERS				
2014-00-800-93-02-04-Consolidated Pay				
2014-00-800-93-02-05-Wages				
2014-00-800-93-06-Rent, Rates and Taxes (Residential rent of Judicial Officers)				
2014-00-800-93-21-Motor Vehicles-2-Repairs and Maintenance				
2014-00-800-93-34-Other Charges				
2014-00-800-93-45-P.O.L.				

Place: _____

Date: _____

Signature: _____

Name & Designation: _____