Copy of Government Circular No.32/77/Fin dated 6-4-1977 from the Finance (Budget Wing) Department to all Heads of Departments and offices

Sub;- Budget Estimate 1977-78 – change in the procedure for booking PTA/   PCA- instructions issued

At present P.T.A and P.C. A though drawn along with salaries are debited to: 'travel expenses'. The   debiting of the amounts drawn in a single bill under two heads," salaries" and "travel expenses " very often results in misclassification. There have been situations where under ahead, T.A. claims are not preferred for want of allotment, while the actual of the year show substantial savings under P TA. This is because the expenditure on PTA/ PCA was wrongly booked under "Salaries" while the departmental head was regulating T A claims on the basis of TA. Allotment after setting a part the provision for PTA/ PCA.. There are also complaint from field staff, the amount required   for payment PTA/ PCA   is included under "Salaries" in the Budget for 1977-78 so that the expenditure can be debited to "Salaries". A statement showing the provision for PTA/ PCA under "Salaries" is given in Appendix XII of the Explanatory Memorandum. The provision shown in the Budget for 1977-78 under "travel expenses" represents only the amount for regular Ta excluding PTA/ PCA.

2. In view of the above position , all the controlling officers/ drawing officers are requested to ensure that the expenditure on PTA is correctly booked under "Salaries" with effect from 1-4-1977. Any amount of PTA/ PCA if already classified this year under "travel expenses" may be got reclassified under "Salaries "

Sd/-- G Jeothi,
Joint Secretary (Budget)

C.C.F.'s Endt. on A3.22506/77d/ 23-5-77.

Copy to all sub officers for immediate compliance.

Sd/-
For Chief Conservator of Forests.

Endt. on HA.7016/77 dated 21-6-77

Copy to Sections E1 and E2 for compliance.
Copy to Range Officer, Forest Mobile for information.
Copy to stock file.

For Conservator of Forests,
Trichur.