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GOVERNMENT OF KERALA  
CIRCULAR.

Subj:- Appropriation audit and control over expenditure - Civil Audit Report - information furnishing of - instructions issued.

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It is very often noticed that funds are drawn in the month of March in advance of requirements so as to avoid lapse of budget provisions or for other reasons. This not only amount to violation of the financial principles but also seriously affects the ways and means position of Government. The Accountant General proposes to make an assessment of the magnitude of such drawings, the reasons that necessitate them and their effect on the budgetary position and cash balance of the Government. He has, accordingly desired that instructions may be issued to the drawing and disbursing officers to furnish to him the following information relating to a financial year before the close of June in the succeeding financial year:-

i. Name of drawing and disbursing officer.

ii. Amount drawn during the previous financial year remaining undischarged at the end of the year analysed according to the purpose for which drawn.

iii. Manner in which amount retained i.e. in the form of cash, bank draft, deposit at call etc. (with date of deposit or obtaining bank drafts).

iv. If drawn for payment for supplies, date of placing supply order.

v. Date and particulars if payments actually made.

vi. Whether full or part of the amount drawn was refunded, if so, when.

vii. Reasons for delay in payment and non-refund in time.

2. The Heads of Departments and the drawing and disbursing officers under them are requested to furnish promptly to the Accountant General the details required by him within the time limit specified above and to forward a copy of the details to the Finance Department also. The Heads of Departments may issue suitable further instructions to the drawing and disbursing officers in the nation, if considered necessary.

3. The details relating to the financial year 1977-78 may be furnished to the Accountant General not later than 31-8-1978.

K.V. RABINDRAN NAIR,  
Special Secretary (Finance).

FINANCE (P.A.C.A) DEPARTMENT.

C.No. 60/78/Fin.

Trivandrum, Dated: 4-8-1978.

To

All Heads of Department and Officers.

//True copy//

17/10

D.272/AE/24

Incl. on 12-11732/73 (K.D.S.)

Office of the Chief Conservator of  
Forests, Trivandrum: 23-8-1978.

Copy to all sub officers for immediate attention. They are directed to  
furnish the details required as per the Government Circular  
to the Accountant General as well as to Government in the  
Finance Department as directed therein.

- F Section to furnish the details direct to Accountant General  
and to Government.
- All Section heads and stock file.

21/-

For Chief Conservator of Forests.

11:11

Incl. on 15-48852/73 dated: 30-9-1978.

Copy forwarded to Assistant Executive Engineers,  
for information and future guidance, when cheque drawing powers are  
given to them.

*Chill*  
6/10/78

For Executive Engineer.

Office of the Executive  
Engineer's Office, Trivandrum.

21/30. Assistant Executive Engineers, Trichur

1978