

**COMMISSIONERATE OF COMMERCIAL TAXES**

**CIRCULAR.1/05**

No 1/2005/Fin

Dated, Thiruvananthapuram 23.2.2005

**Sub: Budget 2004-05 —Surrender of Unutilised budget allotments-  
instructions issued.**

Paragraphs 5(3) and 91 of the Kerala Budget Manual prescribe the procedure, and responsibility of the Drawing & Disbursing officers and Controlling officers in the matter of surrender of savings under each head of account. But the Sub-controlling officers and Drawing and disbursing officers do not strictly adhere to the above provisions of the Budget Manual. This causes much inconvenience to the Chief Controlling officer to arrive at a clear picture of the expenditure position against the budget provision. This in turn leads to delayed/non-surrender of savings or excess expenditure. The Comptroller and Auditor General of India has repeatedly observed, in some of his reports laid before the Legislature, that during certain financial years there were either unsurrendered savings or excess expenditure at the close of the financial year. The reason for such instances is that the sub-controlling officers (Deputy Commissioners, Law officers etc) do not furnish, in time, the accurate details of expenditure, and unutilized budget allotments at their disposal, due to this, the Chief Controlling officer could not assess the overall expenditure and savings position as at the close of the financial year. The reasons for savings/excess will have to be explained before the Public Accounts Committee, as and when the Committee examines the Reports of the Comptroller & Auditor General.

In order to avoid recurrence of such a situation, the following instructions are issued for strict compliance by all Deputy Commissioners, Assistant Commissioners, Law Officers, Sales Tax Officers etc.

- i. All the Deputy Commissioners and Law Officers shall furnish the statement of non- reconciled expenditure for the month of 2/2005 on or before 6.3.2005 itself.
- ii. All the bills for drawal of budget provision during 3/2005 shall be presented to the treasury, on or before 18.03.2005.
- iii. Additional funds will not be allocated after 10.3.2005. All Drawing and disbursing officers shall therefore assess the actual requirement of funds sufficiently in advance and forward proposals for additional funds, if essential, before 5.3.2005.

- iv. All the drawing and disbursing officers shall forward the statement of non-reconciled expenditure and proposals for surrender of unutilized funds to their controlling officers before 20.3.2005.
- v. The controlling officers/Assistant commissioners shall forward the consolidated statement of non-reconciled expenditure and proposals for surrender of funds to the Deputy Commissioners on or before 22.3.2005.
- vi. The Deputy Commissioners shall consolidate the details of non-reconciled expenditure and savings and forward the consolidated statement of non-reconciled expenditure and proposals for surrender to the Finance Officer, Commissionerate of Commercial Taxes through special messenger (Section Clerk in the office of the DC) on or before 24.3.2005.
- vii. The proposals for surrender of funds shall contain the details such as Major head, sub-major head, minor head, sub-head, detailed head and object head and the details of allotment received, expenditure incurred, and the balance amount of unspent allotment. The Deputy Commissioner shall ensure the correctness of the figures before forwarding the statements.
- viii. The Deputy Commissioners (Appeals/Audit & Inspection/Intelligence/Interstate Investigation), Law Officers, and Assistant Commissioner (Training) and Assistant Commissioner (I), Commissionerate of Commercial Taxes shall also forward the statements of non-reconciled expenditure for 2/2005 & 3/2005 and proposals for surrender of funds on the dates indicated above.
- ix. All the Drawing and disbursing officers, Deputy Commissioners, Assistant Commissioners, Law officers, Sales Tax Officers etc shall ensure that the above instructions are strictly complied with and that expenditure is not incurred in excess of the allotment and that the unutilized budget allotments are surrendered in time. Any lapse in the matter will be viewed seriously.

Finance Officer  
COMMISSIONERATE OF  
COMMERCIAL TAXES

To

All Deputy Commissioners  
All Assistant Commissioners  
All Sales Tax Officers etc