



GOVERNMENT OF KERALA

KERALA BUDGET MANUAL

(THIRD EDITION—FIRST REPRINT)

[EMBODYING CORRECTIONS UPTO 30TH JUNE 1982]

(ISSUED BY THE AUTHORITY OF THE GOVERNMENT OF KERALA)

FINANCE DEPARTMENT

PREFACE TO THE FIRST EDITION

After the formation of Kerala, the provisions of the Travancore-Cochin Budget Manual were being followed in the matter of budgeting, control of expenditure, etc. Several developments that took place in the recent past have made it necessary to issue a revised edition of the Manual. The Kerala Budget Manual has incorporated not only the amendments made to the Travancore-Cochin Budget Manual, but also several modifications to suit the present day requirements of the administration.

To ensure co-ordination between the approved annual Plan and the Budget, a new system of preparing consolidated estimates has been introduced so far as Plan Schemes are concerned. Thus, the practice of considering new proposals separately as Part II schemes continues to be in force, only in regard to non-Plan expenditure. The procedure now in vogue has been incorporated in Chapter III of this book.

Most of the appendices to the Manual have had to be thoroughly recast, in the light of the revision of the "List of Major and Minor Heads of Account" by the Comptroller and Auditor General of India and the creation of new offices consequent on the vast expansion of the administrative machinery of the Government.

The provisions of this Manual replace those of the Travancore-Cochin Budget Manual, which should no longer be cited.

Trivandrum,
March 1966.

C. THOMAS,
Special Secretary (Finance).

PREFACE TO THE SECOND EDITION

The first edition of the Kerala Budget Manual was published in March, 1966. Since then, a number of important developments have taken place in the field of budgeting and accounting. In 1968, the Administrative Reforms Commission set up by the Government of India recommended the introduction of performance budgeting in departments/organisations which are in direct charge of development programmes. Accordingly, in Kerala, the first Performance Budget was prepared in 1970-71. Thereafter, the Performance Budgets of selected departments are being prepared every year. In 1969, the Government of India appointed a team of officers for the rationalization of Account and Budget Heads. The team made a number of important recommendations on restructuring the budget and accounts, which were implemented by the Central and State Governments with effect from 1st April, 1974. Other notable developments in the field during this period include the constitution of a new Legislature Committeewomen on Public Undertaking November, 1968, adoption of the System of Appropriation Control and the System of Letter of Credit in 1974-75, and changes made in the budgetary and accounting procedure relating to Union (Agency) Subjects in 1976-77. The present edition of the Manual takes all these into account. Consequently, a number of new appendices, sections, and chapters have been added. The list of Major and Minor Heads of Account (Appendix A to the first edition) has been completely recast, and is being brought out as a separate volume (re-numbered Appendix 2), for facility of reference.

The Revised List is modelled on the “List of Major and Minor Heads of Account of Central and States' Receipts and Disbursements”, issued by the Comptroller and Auditor General of India, with the approval of the President, in 1973. The list, being a part of the Manual, should be used in conjunction with it. The information contained in the “Handbook on Reforms in the structure of Budgets and Accounts”, brought out by the Finance Department in 1973, has been suitably incorporated in Chapter I and Appendices 1 to 3.

2. While revising the Manual, the contents have been so rearranged as to conform to the four budgetary stages. In the process, Chapter V has been split into two, and the two parts re-numbered Chapters V and VI. Chapter X on Union (Agency) Subjects and the new section on performance budgeting have both been incorporated in the new Chapter V. A fresh chapter IX—on the Audit Report has also been added, which contains mainly executive instructions regarding the disposal of Draft paragraphs, included in the “Handbook of Instructions for the.....timely disposal of Draft Audit Paragraphs, and timely action on matters pertaining to the Public Accounts Committee, contained in this Handbook, have been given in Appendix 15.

3. The List of Disbursing Officers has been deleted from Appendix E; the list will now be appended to the Kerala Treasury Code, to which it rightly relates. The rest of Appendix E and Appendix F have been combined, and adapted to indicate the Estimating Officers (Expenditure Heads) also. The result is the new Appendix 9.

4. The dates on which the Departmental Officers should submit their estimates to Government are mentioned in Chapter III. As such, these have been excluded from Appendix C, now re-numbered Appendix 6.

5. In revising the Manual, it has been the endeavor to present the subject in as simple and lucid a manner as possible, considering the requirements of new entrants, who have to take departmental examinations. The definitions have, therefore, been simplified, statements illustrated and amplified, some of the sections rewritten, and new sections added.

6. Constitutional provisions having a bearing on the budget, finance, and accounts have been extracted and appended to the Manual, for ready reference, vide Appendix 17.

7. Any Officer finding any omission or mistake in this Manual may bring it to the notice of the Finance Department, for rectification.

Trivandrum,
19th April 1977.

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

PREFACE TO THE THIRD EDITION

The present edition of the Kerala Budget Manual was published in April, 1977. This edition incorporates all the amendments issued by the Government up to 30-6-1982.

Any Officer finding any omission or mistake in this Manual may bring it to the notice of the Finance Department, for rectification.

Trivandrum,
2-3-1935.

K. V. RABINDRAN NAIR,
Commissioner & Secretary (Finance).



GOVERNMENT OF KERALA

Abstract

KERALA BUDGET MANUAL—RECOMMENDATION OF THE PUBLIC
ACCOUNTS COMMITTEE—APPENDIX 13 RULINGS ON
'NEW SERVICE' AMENDMENT—ORDERS ISSUED

FINANCE (BUDGET WING F) DEPARTMENT

G. O. (P) No. 1803/99/Fin.

Dated, Thiruvananthapuram, 15th September, 1999.

ORDER

The Committee on Public Accounts 1998-2000 in its 38th Report has recommended modifications to Appendix 13 of Kerala Budget Manual—Rulings on New Service. Government after examining the recommendations of the Public Accounts Committee are pleased to substitute the following for the existing Appendix 13 of Kerala Budget Manual.

AMENDMENT

C. S. No. 1/99

"APPENDIX 13

(See Paragraph 94)

RULINGS ON 'NEW SERVICE'

The criteria to be adopted in the matter of treating any item of expenditure as 'New Service' is determined based on the recommendation of Public Accounts Committee.

Under Article 204 of the Constitution, no money shall be with drawn from the Consolidated Fund of the State except under appropriation made by law, and under Article 205 *ibid.*, when a need has arisen during the current financial year for Supplementary or additional expenditure upon some 'New Service' not contemplated in the Annual Financial Statement for the year, funds will have to be got voted by the Legislature before incurring expenditure out of the Consolidated Fund.

2. The term 'New Service' has not been defined in any precise form. Each case has to be decided on its merits. A 'New Service' may be either 'New form of Service', which involves the adoption of a new policy, the provision of a new facility etc., eg. introduction of a State Trading Scheme as a price support policy to help the producers, or a 'New Instruments of Service' which included an important extension of previous specific commitment or facility, such as the provision of a new jail, increase of professional staff in a Collegiate Institution, or original work of any importance. It is necessary to draw a distinction between a 'New form of Service' i.e., an 'altogether new service', and a 'New Instrument of Service' i.e., expansion of an existing Service. So far as 'altogether new services' are concerned, it is considered that, irrespective of their financial implications, if they were not contemplated in the Annual Financial Statements, Vote of the Legislature is necessary before incurring expenditure from the Consolidated Fund. As regards 'New Instrument of Service', they have to be treated in the same way as a 'New Instrument of Service', they have to be treated in the same way as a 'New form of Service', if the amount of expenditure is relatively large.

3. If any new proposal involving expenditure during the course of a year arises, an important question to be considered is whether the expenditure has been contemplated in the Annual Financial Statement or whether it forms part of a grant voted. If the proposal is outside the scope of the grants or if it has been contemplated in the Annual Financial Statement presented to the Legislature, it is clearly a new service for which a demand for funds has to be placed before the Legislature. It may, in some cases, be that the extra expenditure on the new item can be met by savings within the Demand. Still, expenditure cannot be incurred on the item, as it will constitute a "New Service", and it is necessary that a Supplementary Demand for a token sum should be presented before the Legislature. The essence of this requirement is that, without a Vote of the Legislature, money shall not be spent beyond the scope of the grant sanctioned by the Legislature.

4. It is considered necessary that, in fixing the criteria for treating schemes as 'New Service', monetary limits should be prescribed without abridging Legislative control over public expenditure and at the same time without fettering the freedom of the Executive Government in carrying on the day-to-day administration of the State in the best interest of the Public.

5. As per the recommendation of Public Accounts Committee the criteria is to be revised periodically. Proposal for revision of the criteria for 'New Service' was placed before the Public Accounts Committee. Government accepted the recommendation of the State Public Accounts Committee that the following criteria be adopted in treating as 'New Service' any item of expenditure with effect from the date of this Order.

Item of expenditure

(1)

1. Employment of additional staff when it arises out of the adoption of a new policy by the Government, i.e., the sanction or increase of the cadres of services or number of posts of particular kind (either permanently or as a purely temporary measure), eg., sanction of an additional Revenue Inspector or an Accountant in each of the Taluk Offices consequent on the introduction of the new scheme of Governmental activity, like the Community Development Project.
2. Employment of additional staff for the expansion of an existing service, i.e., expenditure on a new instrument of service, like the opening of a new school or the starting of a new scheme in the Industries Department, Animal Husbandry Department, etc., though similar schemes are already under operation.
3. Employment of additional staff for re-organisation of an existing administrative unit, such as the bifurcation of a Revenue or a Police District, or the creation of a new administrative unit, etc., eg., a new P.W. Circle.

Monetary Limit

(2)

When the cost exceeds Rs. 5 lakhs per annum recurring or Rs. 10 lakhs non-recurring, taking the scheme as a whole. (The entire cost of establishment, buildings, equipments, other amenities, etc., will be taken into account for the purpose of this limit.)

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do.

(1)

(2)

4. Works

When the cost of a new work exceeds Rs. 20 lakhs. In regard to the expenditure on works relating to new schemes which involve expenditure on staff, equipment, etc., the cost of the scheme as a whole would be taken into account for this limit. The limit is applicable to work which do not involve a new policy or any major alteration in the existing policy. In cases involving a new policy or any major alteration in the existing policy, 'New Service' procedure shall be followed irrespective of its monetary limit.

5. Plant and Machinery, tools and equipment

(i) Individual purchase need not be treated as a 'New Service' irrespective of cost as long as there is specific provision in the Budget.

(ii) Where specific provision is not included in the Budget, when the cost exceeds Rs. 5 lakhs.

Note:—This classification includes Motor Vehicles.

6. Grant-in-aid and contributions

(i) When the amount involves exceeds Rs. 5 lakhs recurring and Rs. 10 lakhs non-recurring in the case of Statutory Bodies, Government Companies, Local Bodies, Government Controlled Autonomous Bodies and Co-operative Institutions with a paid-up capital of Rs. 25 lakhs and above.

(ii) In other cases Rs. 2 lakhs recurring and Rs. 4 lakhs non-recurring.

(1)

(2)

7. Establishment and Committees for new objects and purposes.

When the expenditure is estimated to exceed Rs. 2 lakhs recurring or Rs. 4 lakhs non-recurring.

8. Expenditure to be met from lump sum provision made in the Budget for Irrigation and other works/schemes.

Irrigation and other works/schemes costing than Rs. 20 lakhs if the schemes are to be financed from the lump sum/token provision made in the Budget. The entire expenses for the work as a whole shall be taken into account for the limit.

Note.—“The details of works undertaken under this item including the amount spend during the current year has to be furnished to the Legislature for their information at the time of presenting the Supplementary Demands for Grants”.

9. Revision of Scales of Pay.

When the revision of a scale or scales of pay involves an extra cost of over Rs. 25 lakhs per annum.

Note.—1. The revision includes 'Pension'.

2. Expenditure on account of periodical revision of D.A. need not be treated as 'New Service'.

10. Loans to Government Companies, Statutory Bodies, Local Funds etc.

(i) When specific provision is not included in the Budget and when the loan exceeds Rs.10 lakhs.

(ii) When there is specific provision in the Budget and when the expenditure exceeds the Budget provision by Rs. 25 lakhs and 10 per cent of budget provision, whichever is higher.

(1)

(2)

Note.—1. Loans to Co-operative Institutions and Government Controlled Autonomous Bodies will also be governed by the above criteria.

2. Loans to Government Companies, Statutory Bodies and Government Undertakings for meeting additional expenditure resulting from cost escalation without any increase in the physical component and exceeding the budget provision by the limit prescribed in item (ii) above need not be treated as 'New Service' but details of such cases should be given in the Memorandum of the following year.

3. All loans given for the first time will constitute 'New Service'.

11. Investments in statutory Boards, Government Companies, Departmental Undertakings and Co-operative Institutions.

(i) Setting up of a new Government Company or amalgamation of two or more Government Companies will constitute 'New Service'.

(ii) Additional investment in an existing departmental undertakings of Rs. 25 lakhs and above where there is no budget provision.

(iii) (a) Additional investments of Rs. 20 lakhs and above in an existing Government Company/Statutory Board with a paid up capital of Rs. 1 crore and below; and below; and

(1)

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(b) Rs. 50 lakhs and above in the case of Companies/Statutory Boards with a paid up capital of more than Rs. 1 crore, where there is no budget provision.

(iv) Additional investment of Rs. 5 lakhs and above in an existing Co-operative Institution with a paid up capital or Rs. 25 lakhs and below and Rs. 10 lakhs and above in the case of Co-operative Institutions with a paid up Capital of more than Rs. 25 lakhs.

(v) All investments for the first time will constitute 'New Service'.

12. Loans and investments in Private Sector/Companies and Private Institutions by Government.

Loans and Investments in share capital of Private Sector (Joint Sector Companies/Private Institutions) whatever the magnitude will constitute a 'New Service'.

Note.—For this purpose, Joint Sector will be treated as Private Sector.

13. Ways and Means Advances.

Need not be treated as 'New Service' but they must be brought to the notice of the Legislature in the next session, by inclusion in the Annexure to the Supplementary Estimates.

Note.—The provision is not applicable to Ways and Means advances paid to Statutory Boards, Government/Private Companies, Autonomous Bodies and Co-operative Institutions. Such advances will be treated as loans and limits prescribed for loan will be supplied.

(1)	(2)
14. Subsidies	<p>Additional subsidy caused by increase in the rate of subsidy , extension of schemes to more areas etc., should be treated as 'New Instrument of Service' requiring the approval of the Legislature if it exceeds Rs. 25 lakhs or 20% of the Specific Budget provision for Item whichever is higher. (Distinction between Public beneficiaries and institutions shall be dispensed with).</p> <p><i>Note.</i>—(1) Subsidy should be shown distinctly in the Demand concerned. Details regarding the expenditure on subsidy , commodities involved and the reasons therefore should be mentioned in the Budget Memorandum.</p> <p>(2) Increase in subsidy resulting from the change in administered prices, without any change in the scheme of subsidy or scope of subsidy, need not be treated as 'New Service'.</p>
15. Lands	Cost of acquisition exceeding Rs. 20 lakhs (Non-Recurring).
16. Change in Classification of expenditure.	<p>Expenditure on an existing service debited to one head but provision for which is made under a different head but provision for which is made under a different head within the same section (Revenue, Capital or Loan) of the same grant due to change in classification of expenditure, need not be considered as expenditure on 'New Service'.</p> <p><i>Explanation.</i>—Where provision for an existing service has been made either in the Revenue, Capital or Loan Section and it is proposed in change the character of service by</p>

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transferring it from the existing section it will constitute a 'New Service/New Instrument of Service' if the limits prescribed for such expenditure are exceeded.

17. Write off of Loans

For Write off of loans, appropriations (as grant in Revenue Account) are necessary. In such cases, 'New Service' limit will be Rs. 2 lakhs.

18. Grants to Private Bodies for repayment of form Government

When the amount of grant is Rs. 2 lakhs or more;

19. Loans and Advances carrying interest. (Other than those coming under item 10 and 12 above)

When the amount of loan or advance exceeds Rs. 2 lakhs.

20. Interest free loans given to Scheduled Castes/Scheduled Tribes.

When the amount of loan exceeds Rs. 5 lakhs.

21. Experiments, Investigations and Demonstrations.

When the expenditure is estimated to exceed Rs. 1 lakh recurring or Rs. 2 lakhs non-recurring.

Note.—All expenditure of the character incurred each financial year without fruitful result should be reported to the Accountant General by the Finance Department by 30th June of the succeeding year for incorporation in the Appropriation Accounts with suitable explanation for report to the Public Accounts Committee in due course. For the purpose, each department of the Secretariat should send a consolidated statement of such expenditure to the Finance Department every year by 31st May. "Nil" return also should be sent to the Finance Department, wherever applicable.

GENERAL

(i) A scheme treated as 'New Service' in the immediate previous financial year and acted upon in that year, for which no has been made in the current financial year, need not be treated as 'New Service'.

(ii) *Cases already approved by the Legislature but subsequently the expenditure is expected to exceed appreciably:*

Cases already approved by the Legislature by providing funds in the Demands for Grants under the appropriate head of account, but where the expenditure is subsequently expected to exceed appreciably the amount originally intimated to the Legislature, only on account of cost increases need not be treated as 'New Service'. But information regarding large variation should be given in Appendix of the Budget Memorandum of the subsequent years. Full information should be furnished to the Finance Department by the Departments of Secretariat in time for incorporation in the Budget Memorandum.

(iii) When an asset of the Government has been damaged or destroyed by floods, cyclones, fire or unforeseen causes, the replacement of or repairs to such an asset need not be treated as a 'New Service' irrespective of the cost involved provided that the cost involved provided that the Service which the asset given is not changed and that the asset in the public interest, is required to be replaced immediately.

(iv) Additional expenditure due to be continued employment after the expiry of the period originally fixed of a special staff appointed for specified piece of work and for which the Legislature has voted funds for specified period, need not be treated as 'New Service', if the staff did not finish the work by the date originally fixed.

(v) Diversion of a scholarship for the student of one technical subject at one Institution, for the study of the same or another subject in another Institution, need not be treated as a 'New Service'.

(vi) Employment of additional staff arising out of temporary need (eg. Inquiry Commission etc.) and not likely to extend beyond a single financial year need not be treated as 'New Service'. However for expenditure such as Office Expenses, Motor Vehicles etc., the monetary limits prescribed for plant and machinery, tools and equipments will apply.

(vii) Schemes receiving financial assistance from Government of India or other autonomous bodies/Institutions, etc., need not be treated as 'New Service' if:—

(a) the approval of Government of India is communicated before the last month of the financial year; and

(b) there in no commitment to the State Exchequer or the Commitment to the State Exchequer is below the 'New Service' limits applicable in each case. Such cases shall, however, be specifically brought to the notice of the Legislature by means of their inclusion in an Appendix in the Budget Memorandum of the succeeding financial year.

Note.—All Such schemes introduced for the first time in the State will be treated as 'New Service' and would require prior approval of the State Legislature before expenditure can be incurred from the Consolidated Fund.

(viii) Schemes coming under Non-Plan/State Plan for which token provisions have been made need not be treated as a 'New Service', when the sanction actually issues, but should be brought to the notice of the Legislature by specific inclusion in the supplementary estimates.

Definitions

Subsidy.—Amounts paid by Government to any Undertakings or Institutions to cover the losses or to bridge gap between receipts and expenditure arising from any activity of a concessional nature will be treated as 'SUBSIDY'.

Grant-in-aid.—Amounts paid by Government to an institution to cover recurrent and/or non-recurrent costs of the Institutions or for any other specific purpose and which are subject to scrutiny and or audit of actual utilisation shall be termed as 'GRANT-IN-AID'.

Contribution.—Amounts paid to Institutions without any conditions regarding actual utilisation shall be termed as 'CONTRIBUTION'."

By order of the Governor,

Vinod Raj,

Principal Secretary (Finance).

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KERALA BUDGET MANUAL

CHAPTER I

INTRODUCTORY

1. *'Budget'—What it means.*—The word, 'budget' is derived from the French word 'bougette', which is a small leather bag or wallet, and is reminiscent of the case in which Finance Ministers of the United Kingdom used to carry their financial proposals for presentation to Parliament. The word, in the sense in which it is used today, has, however, come to mean not the bag, but the document which it contains—the Annual Financial Statement—which the Finance Minister presents to the Legislature every year.

2. *Annual Financial Statement.*—Under Article 202 of the Constitution of India, a statement of the estimated receipts and expenditure of the State for each financial year has to be laid before the Legislature. This statement is known as the Annual Financial Statement and is commonly referred to as the 'Budget'.

THE BUDGETARY CYCLE

3. *Preparation of the budget.*—(1) Every year, during the month of July, the Budget Wing of the Finance Department issues a circular to all Heads of Departments and other Estimating Officers, requesting them to take steps for the preparation and submission of the Departmental Estimates of Revenue and Expenditure for the ensuing financial year. This heralds the start of *preparation of the budget*, the first of the four budgetary stages.

(2) The Departmental Estimates start coming in September; the Non-plan Estimates are received by the 15th of September, and the plan and Revenue Estimates by the 30th of November. The Estimates are received direct by the Finance Department;

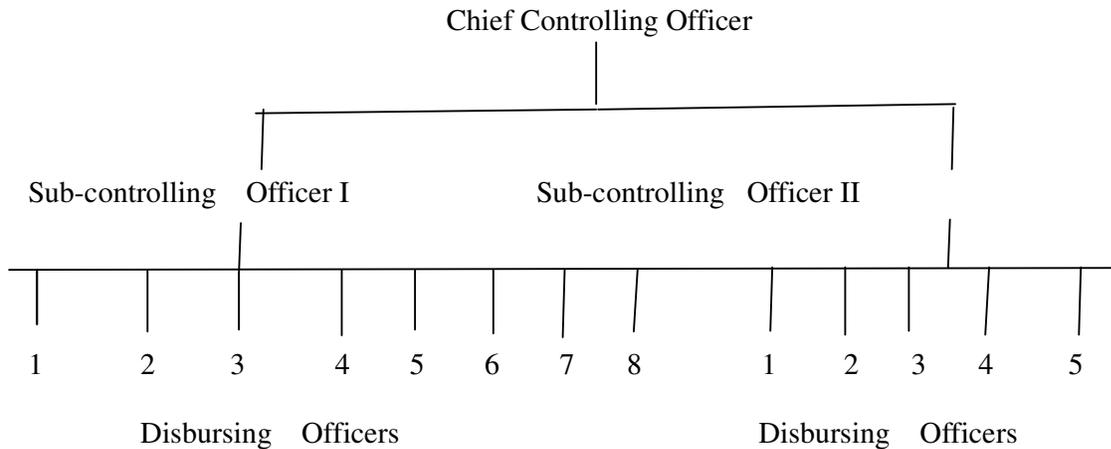
copies of the Estimates are simultaneously made available to the Administrative Departments. The Administrative Departments scrutinise the Estimates, and forward their comments to the Finance Department within ten days of receipt of the Estimates.

(3) The Departmental Estimates are scrutinised by the Finance Department minutely, in the light of the comments of the Administrative Departments, the figures of actual expenditure made available by the Accountant General, and the information available with the Finance Department, and modified, wherever necessary. The availability of funds is then reviewed, and new schemes provided for to the extent practicable. The budget is ready for presentation to the Legislature by about the end of February.

4. *Passing of the budget.*—The budget is presented to the Legislature by the Finance Minister towards the end of February or the beginning of March. First, there is a general discussion on the budget, at the end of which the Finance Minister may choose to reply. This is followed by detailed consideration and voting of the Demands for Grants. A Demand for Grant is, in effect, a request from the Executive to the Legislature for a specified sum of money to finance a particular service during the year. The appropriation Bill is then introduced, discussed, and passed. The Appropriation Act is the legal authority for the withdrawal of money from the Consolidated Fund of the State, and it specifies the maximum amount that may be spent on each service during the financial year. The *passing of the budget* marks the conclusion of the second stage of the budgetary cycle.

5. *Execution of the budget.*—(1) As soon as the budget is passed and the Appropriation Act is published in the Government Gazette the Budget Wing of the Finance Department issues a circular to all Heads of Departments and others, informing them that the publication of the Act in the Gazette is sufficient authority for the payment and appropriation of the sums included therein. The stage is now set for the *execution of the budget*. The work of distribution of the appropriation is first taken up. The chief Controlling Officers distribute the appropriation among the officers next below them (Sub-controlling Officers/Disbursing Officers). The Sub-controlling Officers divide the appropriation among the Disbursing Officers. In certain cases, the Chief Controlling Officers/Sub-controlling Officers may themselves retain the appropriation.

(2) In the course of the year, it has to be endured that the expenditure on a particular service, say Medical, does not , at any time exceed the budget grant as a whole. For this purpose, the Disbursing Officers are grouped under Sub-controlling Officers, who are at the intermediate level directly below the Chief Controlling Officer as shown below:



The Disbursing Officers are required to submit their accounts monthly to their superior controlling authority (Sub-controlling Officer I or Sub-controlling Officer II, as the case may be, vide diagram). Each Sub-controlling Officers consolidates his own accounts and the accounts rendered by the Disbursing Officers below and submits the consolidated return to the Chief controlling Officer. The Chief controlling Officers, likewise, consolidates thereceived from the Sub-controlling Officers and his own accounts, and thus gets a complete picture of the flow of expenditure against the budget grant as a whole.

(3) If, in the course of the year, expenditure in excess of the budget grant becomes unavoidable, or expenditure has to be incurred on a 'new service', not contemplated in the budget, a supplementary demand for grant is placed before the Legislature. On the contrary, if it is found that the budget grant cannot be utilised in full, funds in excess of requirements are surrendered by the Disbursing Officers, in the reverse order in which they received the funds, to the Chief Controlling Officer, from whom the Finance Department will resume the final savings.

6. Review of the budget.—The appropriation Bill passed by the Legislature, after considering of the budget, specifies the maximum amount that may be spent during the year on each service. The actual spending is, however, done by the Executive. As such, after the close of the financial year, the Legislature has to be satisfied

that the budget grant has been spent by the Executive for the purposes for which it was intended and in amounts intended. This is done by getting the accounts audited by an independent authority—the Comptroller and Auditor General—and examining his report through a Legislature Committee—the Public Accounts Committee/Committee on Public Undertakings. *Review of the budget* also involves detailed examination of the Estimates presented to the Legislature, to see how best the plans and programmes embodied therein could be executed efficiently and economically. This work is entrusted to another Legislature Committee, specially constituted for the purpose—the Estimates Committee.

STRUCTURE OF THE BUDGET AND ACCOUNTS

7. The structure of the budget and accounts now obtaining is much different form what it was prior to 1st April, 1974, consequent on the reforms introduced as recommended by the Study Team appointed by the Government of India.

8. *Main divisions of accounts.*—(1) Government accounts are kept in three parts—Part I, The Consolidated Fund, Part II—The Contingency Fund and Part III—The Public Account.

(2) Part I—The Consolidated Fund has two main divisions—(1) Revenue and (2) Capital, Public debt, loans etc. The first division—Revenue—deals with the proceeds of taxation and other receipts classed as revenue, and the expenditure met therefrom. Accordingly, it has been subdivided into two sections—Receipt Heads (Revenue Account) and Expenditure Heads (Revenue Account). The second division—Capital, Public Debt, Loans etc.—has three main sections. The first section—Receipt Heads (Capital Account)—deals with receipts of a capital nature which cannot be applied as set-off to capital expenditure. The second section—Expenditure Heads (Capital Account)—deals with expenditure met usually from borrowed funds, with the object of either increasing concrete assets of material and permanent character (e.g., construction of a dam), or reducing recurring liabilities. It also includes receipts of a capital nature, intended to be applied as a set-off to capital expenditure. The third section Public Debt, Loans and Advances, etc.—comprises mainly loans raised by Government and their repayment, and loans and advances made by Government and their recovery.

(3) In Part II of the accounts, the transactions connected with the Contingency Fund, established by the State Legislature under Article 267 (2) of the Constitution, are recorded.

(4) Part III of the accounts—The Public Account—is meant to record transactions relating to Debt (other than those included in Part I), Deposits, Advances, Remittances, and Suspense. Under 'Debt, Deposits and Advances', transactions in respect of which Government incur a liability to repay the moneys received (Debt and Deposits) or acquire a claim on amounts paid (Advances) are recorded, together with repayments of the former and recoveries of the latter. 'Suspense' and 'Remittances' are meant mainly for the temporary accommodation of debits/credits, the final classification of which is not known or which have to be passed on to other accounting circles or agencies, for booking against the final heads of account.

9. Five-tier system of classification of transactions.—(1) within each section/division mentioned in the preceding paragraph, the transactions of Government are classified according to a five-tier system, aimed at achieving closer liaison with the object of the revenue or expenditure, rather than the department which collects the revenue or incurs the expenditure. Under the system, the transactions within each section/division are first grouped into '**sectors**', which constitute the first tier of classification and represent broad groupings of the various functions or services of Government. Thus, the section "Receipts Heads (Revenue Account)" has been divided into three sectors—A. Tax Revenue, B. Non-tax Revenue, and C. Grants-in-aid and Contributions. Similarly, in the section "Expenditure Heads (Revenue Account)", there are four sectors—A. General Services, B. Social and Community Services, C. Economic Services, and D. Grants-in-aid and Contributions. The same sectoral classification has been adopted for the section "Expenditure Heads (Capital Account)" also, the sectors being "A. Capital Account of General Services", "B. Capital Account of Social and Community Services", "C. Capital Account of Economic Services", and "D. Grants-in-aid and Contributions". The section "Public Debt, Loans and Advances, etc." has four sectors—E. Public Debt, F. Loans and Advances, G. Interstate Settlement, and H. Transfer to Contingency Fund—and Part III of Government accounts—The Public Account—six sectors—I. Small Savings, Provident Funds, etc., J. Reserve Funds, K. Deposits and Advances, L. Suspense and Miscellaneous, M. Remittances, and

N. Cash Balance. Each sector has been assigned a distinguishing prefix—a capital letter of the alphabet. Thus, the three sectors in the section “Receipt Heads (Revenue Account)”, otherwise referred to as the 'Revenue Receipt Section', have been assigned the letters A to C, the four sectors in the section “Expenditure Heads (Revenue Account)”, otherwise referred to as the 'Revenue Expenditure Section', the letters A to D, and the sectors comprising the remaining sections/divisions the letters A to N.

(2) The sectors are sub-divided into *major heads* of account. In some cases, the sectors are first sub-divided into '*sub-sectors*', before further divisions into major heads of account. The sub-sectors are distinguished by small letters of the alphabet. Thus, the sectors “A. General Services” has six sub-sectors—(a) Organs of State, (b) Fiscal Services, (c) Interest payments and servicing of debt, (d) Administrative Services, (e) Pensions and Miscellaneous General Services, and (f) Defence Services, and the sector “G. Economic Services” seven—(a) General Economic Services, (b) Agriculture and Allied Services, (c) Industry and Minerals, (d) Water and Power Development, (e) Transport and Communications, (f) Railways and (g) Posts and Telegraphs. The different divisions of account and the various sections, sectors, and sub-sectors thereunder are shown in Appendix I.

(3) In the accounts, the main unit of classification is the major head, which forms the second tier of classification. The major heads falling within the sections “Revenue Receipts”, “Revenue Expenditure”, “Capital Expenditure”, and “Public Debt, Loans and Advances, etc.”, in the Consolidated Fund generally correspond to the 'functions' of Government, and indicate the different services provided by Government, like Education, Medical, Housing, etc. Each major head is allotted a code number, which is a three-digit Arabic number for purposes of identification. Thus, the major heads in the Revenue Receipts Section are assigned the block of numbers 020 to 199, those in the Revenue Expenditure section 211 to 399, and the only major head in the Capital Receipts Section the number 400. Major head in the Capital Expenditure 411 to 599 and those in the section “Public Debt, Loans and Advances,.....601 to 799. The only major head in Part II—Contingency Fund bears the number 800, and major heads in the Public Account are assigned the numbers 801 to 899. The first digit of the code number indicate whether the major head belongs to the Revenue Receipts Section

(020 to 199), Revenue Expenditure Section (211 to 399), Capital Expenditure Section (411 to 599), 'Public Debt, Loans and Advances, etc.' Section (601 to 799), or the Public Account (801 to 899). The last two digits are generally the same for major heads denoting the same function, no matter to which section of the Consolidated Fund each belongs. Thus taking the function 'Housing' as an example, the corresponding major heads in the four sections "Revenue Receipts", "Revenue Expenditure", "Capital Expenditure", and "Public Debt, Loans and Advances, etc.", bear the numbers 083, 283, 483 and 683 respectively, the last two digits of all the four which are the same, viz., 33. It will also be seen that the numbers, when arranged in the ascending order, differ from each other by 200.

(4) Each major head is divided into *minor heads*, which constitute the third tier of classification in Government accounts. In certain cases, the major heads are first divided into *sub-major heads*, before further division into minor heads. For example, under the major head "280. Medical", there are two sub-major heads—A, Allopathy and B. Other Systems of Medicine—each of which is subdivided into minor heads. The minor heads below the major heads falling within the sections "Revenue Receipts", "Revenue Expenditure", "Capital Expenditure", and "Public Debt Loans and Advances, etc.", generally identify the programmes undertaken by Government to achieve the objectives of the function represented by the major head. For example, the objectives of Public Health are achieved through programmes for the prevention and control of diseases, prevention of food adulteration, drugs control, etc. Accordingly, "Prevention and control of diseases", "Prevention of food adulteration", and "Drug Control of diseases", "Prevention of food adulteration", and "Drug control of diseases", of the major heads below the functional major head "282. Public Health, Sanitation and Water Supply".

(5) A list of the major and minor heads authorised to be operated in the State's accounts is given in Appendix 2 (published separately). In all account records, the major and minor heads should be arranged in exactly the same order as in this appendix. The introduction of any new major head or minor head, and the abolition or change in nomenclature of any existing head will require the approval of the Comptroller and Auditor General of India, who will obtain the approval of the President, where necessary.

(6) Each minor head is divided into a number of subordinate heads, generally known as *sub-heads*. These form the fourth tier of classification in Government accounts, and generally reflect the schemes or activities undertaken under a programme (represented by the minor head). For example, the programme for the prevention and control of diseases may consist of schemes for the eradication of Malaria, control of Tuberculosis, eradication of Smallpox, control of Leprosy, and the like. Accordingly, the sub-heads under the minor head “Prevention and control of diseases may” include “National Malaria Eradication Programme”, “B. C. G. Vaccination”, “Smallpox Eradication”, and “Leprosy Control Schemes—S. E. T. Centres”. In certain cases, especially in the case of non-developmental expenditure of expenditure of an administrative nature, the sub-heads denote the components of a programme, such as ‘organisations’ or the different ‘wings of administration’. The State Government and the Accountant General are free to determine the sub-heads below a minor head, so as to meet local or special requirements, bearing in mind the following guiding principles:—

(i) Homogenous schemes under a programme, especially those involving small outlay, should be grouped into suitable sub-heads.

(ii) The sub-heads should not be multiplied unnecessarily.

(iii) Wherever the “General Directions” or the foot notes in the List of Major and Minor Heads of Account” Appendix 2) contain direction regarding the opening of specific sub-heads below the minor heads, these should be adopted.

(iv) In the case of Central Plan Schemes and Centrally Sponsored Plan Schemes, if the nomenclature of the sub-heads to be adopted has been prescribed by the Ministers of the Central Government, this should be adopted.

(v) If it becomes necessary to open new sub-heads in the budget and accounts of a year after the printing of the budget documents, proposals in this regard should be sent by the Administrative Department concerned to the Finance Department, for scrutiny and sanction.

(7) The sub-heads are divided into *detailed heads*, which constitute the fifth and last tier of classification in Government

accounts, otherwise known as ‘object classification.’ For the purpose of department control, it is necessary to analyse the expenditure on a scheme in terms of inputs such as salaries, grants-in-aid, investments etc. On the expenditure side of the accounts, particularly in respect of heads of account within the Consolidated Fund, the detailed heads are, therefore, meant primarily for itemised control over expenditure, and indicate the nature of expenditure on a scheme, activity, or organisation, in terms of the inputs. A list of ‘standard’ detailed heads, capable of adoption by all Governments and representing the common items of Government expenditure, is given in Appendix 3, with notes explaining their scope. Additional detailed heads (other than those included in Appendix 3), found absolutely necessary to distinctly exhibit specific types of expenditure in certain departments, may also be opened, care being taken to check unnecessary proliferation. The Estimating Officers will include the necessary detailed heads in the Departmental Estimates, which will be scrutinised and approved by the Administrative Departments and the Finance Department, at the stage of preparation of the budget. After the budget documents for the year are printed, the finance Department or the Accountant General may authorise the opening of additional detailed heads is sanctioned by the Finance Department, a copy of the order should be endorsed to the Accountant General, for incorporation of the new detailed heads in the accounts.

10. *Classification of expenditure.*—Expenditure which, under the provisions of the Constitutions, is subject to the vote of the Legislature should be shown in the accounts separately from expenditure that is ‘charged’ on the Consolidated Fund of the State, vide Appendix 4. Important general orders governing classification of specific classes of expenditure are given in the Kerala Account Code—Volume I.

CHAPTER II

DEFINITIONS

11. In this Manual, unless the context otherwise requires following words and phrases have the meaning hereby assigned them. Words and phrases used in the Manual, which are defined in the Constitution of India or in the rules and order framed thereunder, bear the meanings assigned to them in those definitions.

Agency subject is a subject administered by the State Government on behalf of the Union Government.

Annual Financial Statement or ‘Budget’ means the Statement of the estimated receipts and expenditure of the State for each financial year, to be laid before the Legislature of the State, under Article 202 (1) of the Constitution of India.

Appropriation means the assignment of funds by the Legislature, to meet specified expenditure.

Appropriation Accounts means accounts which relate to the expenditure brought to account during a financial year, to the several items specified in the law made in accordance with the provisions of the Constitution of India, for the appropriation of moneys out of the Consolidated Fund of the State*. These are prepared by the Comptroller and Auditor General of India and submitted to the Governor of the State under section 11 of the Comptroller and Auditor General’s (Duties, Powers and Conditions of Service) Act, 1971. This compilation presents the accounts of sum expended during a financial year, compared with the sums specified in the Schedules appended to the Appropriation Acts passed during the year under Articles 204 and 205 of the Constitution of India.

Audit Reports are the reports of the Comptroller and Auditor General of India relating to the Accounts of the State, submitted to the Governor of the State for being laid before the Legislature of the State under Article 151 (2) of the Constitution of India.

* This definition is based on the meaning of “Appropriation Accounts” given in Chapter I of the Comptroller and Auditor General’s (Duties, Powers and Conditions of Service), Act, 1971.

Budget. See “Annual Financial Statement”.

Budget Estimates are a detailed forecast of what the different heads of revenue are expected to yield during a financial year, and the extent to which funds are likely to be expended during the same period under the different heads of expenditure.

Budget year means the financial year commencing on the 1st of April and ending on the 31st of March following, for which the budget is prepared.

Charged, charged expenditure, charged on revenues.—See “Expenditure charged on the Consolidated Fund”.

Chief Controlling Officer.—The Head of a Department or other officer who submits estimates direct to Government, who is entrusted with the responsibility of controlling the incurring of expenditure and/or the collection of revenue. In the case of appropriations retained in the hands of Government, the term may include Secretaries to Government/Departments of the Secretariat as well.

Demand for Grant is a document with the Government presents to the Legislature by way of asking for a given sum for a particular service/function, and showing, in some detail, how the sum is proposed to be utilised. See also paragraph 51 (3).

Departmental estimate means the estimate submitted to Government by the Head of a Department or other Estimating Officer.

Detailed head of account is the fifth and last tier of classification in Government accounts, and indicates the nature, form, or object of the expenditure such as salaries, travel expenses, office expenses, etc. It is also the lowest unit for which figures are given in the budget estimates.

Disbursing Officer.—A Government officer authorised to draw money and make payments on behalf of the State Government. The term shall include Chief Controlling Officers and Subordinate Controlling Officers, where they themselves discharge such functions.

Distribution of funds is the process of dividing among the individual units of appropriation the provision made in lump in the Budget Estimates against a number of such units bracketed together.

Estimating Officer.—The Heads of a Department or other officer entrusted with the responsibility of making forecasts of the amounts expected to be realised/expended during a year under particular budget heads. The term includes the Accountant General in respect of certain specified heads of account.

Excess grant means a grant made by the Legislative Assembly to regularise expenditure incurred in any previous financial year over and above the amounts granted for a service during that year—*See* paragraph 97.

Expenditure charged on the Consolidated Fund means expenditure which is not subject to the vote of the Legislative Assembly, and specified in Article 202 (3) of the Constitution of India, vide Appendix 4.

Financial Year means the year beginning on the 1st of April and ending on the 31st of March following.

Grant means the sum sanctioned by the Legislature for a particular service/function, with reference to a demand presented to it, and eventually included in an Appropriation Act.

Major head means a main head of account for the purpose of recording and classifying the receipts of disbursements of public revenues. It is the second tier of classification in Government accounts, and represents a major division of Governmental effort (function), such as Education, Agriculture etc. In certain cases there may be more than one major head to cater to a particular function, e.g., Transport, Industries, etc.

Major work means a work, the estimated cost of which exceeds Rs. 1.00 lakh.

Minor head means a head immediately subordinate to a major head, where there is no sub-major head, or to a sub-major head, where there is one. It is the third tier of classification in Government accounts and denotes the Plan or Non-Plan programmes undertaken by Government in furtherance of a function.

Minor work means a work, the estimated cost of which does not exceed Rs. 1.00 lakh.

Non service means a service, the expenditure on which is not contemplated in the Budget (Annual Financial Statement) for the year, and for which a supplementary statement of expenditure should be presented to the Legislature, under Article 205 of the Constitution of India. Until a supplementary grant is obtained, expenditure on a New Service, if at all incurred, should be met out of an advance from the Contingency Fund. The criteria for deciding whether a service is 'New' are laid down by Government from time to time on the advice of the Public Accounts Committee—See paragraph 94.

Reappropriation means the transfer of funds from one unit of appropriation to another such unit—See paragraphs 83 to 86.

Resumption of funds is the act of formal acceptance by the Finance Department of funds found to be in excess of requirements, out of the sums surrendered by the Controlling/Disbursing Officer.

Revised estimate is an estimate of the probable revenue and expenditure of the current financial year under the various heads, framed during the course of the year, based on the actual transactions so far recorded and the anticipation for the rest of the year.

Sector is the first tier of classification in Government account, and indicates the grouping of the various functions of Government such as General Services, Social and Community Services, Economic Services, etc.

Standing sanctions denote existing laws, rules or orders, taken cognizance of in the estimation of revenue/expenditure.

Statement of excess expenditure/Demand for excess grant is a document seeking regularisation of the expenditure incurred over and above the amount of final grant/appropriation for a particular service, presented to the Legislature after the close of the year to which it relates.

Sub-head is a head immediately subordinate to a minor head. It is the fourth tier of classification in Government accounts, and

serves to denote and identify the schemes undertaken in pursuance of programmes represented by the minor heads, or components of a particular programme, if the programme does not have any scheme, but represents non-developmental expenditure or expenditure of an administration nature.

Sub-major head is an intermediate head of account, introduced, in some cases, between a major head and the minor heads thereunder, when such intermediate groupings are found convenient.

Subordinate controlling officer is an intermediate controlling officer, immediately subordinate to a Chief Controlling Officer.

Sub-sector is an intermediate grouping, just below the “Sector”, of function, when a Sector comprises a wide variety of activities, and it is desirable to segregate the expenditure on each major group of allied activities.

Supplementary Demand for Grant/Supplementary statement of expenditure is a document which Government presents to the Legislature by way of asking for a sum over and above the sum already granted by the Legislature during the current year for a particular service/function, or for meeting a new item of expenditure, not contemplated in the Annual financial statement (budget) for the year, vide Article 205 of the Constitution of India.

Surrender is the act of reporting back to the Finance Department, through the Administrative Department of the Secretariat, that much of the appropriation placed by Government at the disposal of a Controlling/Disbursing Officer, which is found to be an excess of requirements/left unexpended during the course or towards the end of the year.

Unit of appropriation means the lowest account head for which a specific appropriation is placed at the disposal of the spending authority—*See* paragraph 63.

Voted expenditure means expenditure which is subject to the vote of the Legislative Assembly.

CHAPTER III**PREPARATION OF THE BUDGET—I**

12. As mentioned in Chapter I, “Preparation of the budget” marks the first of the four budgetary stages. This is a purely executive function, and may be sub-divided as follows:—

- (i) Preparation of estimates by the Heads of Departments based on estimates submitted by the Regional/District Officers.
- (ii) Scrutiny of estimates by—
 - (a) the Administrative Department.
 - (b) the Finance Department.
- (iii) Final consolidation of estimates and presentation to the Legislature.

PART I AND PART II ESTIMATES

13. The departmental estimates should take cognizance only of what are called ‘standing sanctions’, i.e. of revenue based on and of expenditure incurred by virtue of existing laws, rules and orders. These are called Part I Estimates. Proposals for the abandonment of an existing source of revenue, either in whole or in part, otherwise than in pursuance of authorised codes, manuals, or rules and for ‘new’ expenditure during the budget year are submitted to Government as and when they arise, so that they could undergo a pre-budget scrutiny. Estimates in respect of such proposals should be submitted to Government separately, indicating the authority for abandonment of revenue/incurring new expenditure. Such estimates are known as Part II Estimates. The details based on which the provision has been proposed should also be furnished in the case of new expenditure. Where the details have not been approved, the reasons therefor should also be given. In this chapter, attention will be confined to the preparation of Part I Estimates. Part II Estimates are dealt with in detail in the following chapter. [In recent years, this distinction is not being strictly observed, c.f. paragraph 16(1).]

GENERAL DIRECTIONS

14. *Estimating should be close.*—The budget of the State is based on the departmental estimates submitted by the Heads of Departments and certain other Estimating Officers, which, in turn, are based on the estimates prepared by the Regional/District Officers. The estimates should always receive the careful personal attention of the officers who submit them, who should ensure that they are neither inflated nor underpunched, but as accurate as practicable. This is possible only if the Estimating Officers keep themselves thoroughly acquainted with the flow of revenue and expenditure. While provision should be made for all items that can be foreseen, it is essential that it is restricted to the amount required for actual expenditure during the year. The general tendency to underestimate expenditure should be avoided, and a realistic picture of the finances of the department presented. Close estimating also implies that, except when unavoidable, as in the case of repairs and maintenance of buildings, lump sum demands should not be made.

15. *Estimates should be on cash basis.*—The estimates should take into account only what is expected to be actually received or paid (under proper sanction) during the year, including arrears of past years. In other words, the estimates should be a record of the year anticipated cash receipts and cash payments during the year, regardless of whether the receipts and payments relate to that year or previous years. For instance, machinery to be ordered in March, 1977, but not expected to be paid for till April, 1977, will be provided for in the estimates for the year 1977-78, and not 1976-77. Similarly, revenue due in March, 1977, but expected to be realised only in April, 1977, will be included in the Revenue Estimates for 1977-78, and not 1976-77. So also, arrears of revenue relating to a previous year, say 1972-73, if likely to be collected during the budget year 1977-78, will find a place in the Revenue Estimates for 1977-78. No attempt is made to assess the value of assets and liabilities at the beginning and end of the year, and to bring the difference into account. The advantage of having estimates prepared on a cash basis is that the accounts could be closed very much earlier than when they are prepared on a demand and liability basis.

**CONSOLIDATED ESTIMATES IN RESPECT OF PLAN
SCHEMES**

16 (1). The system of preparing the estimates in two parts, as indicated above, is found not convenient in the case of schemes included in the Five year Plan, as the overall annual provision for existing/continuing and new plan schemes will have to be kept within the annual plan outlay. As such, in respect of Plan Schemes, a single consolidated estimate, comprising both existing/continuing and new schemes, should be prepared, in accordance with the following directions:

(i) The outlay tentatively fixed for each scheme in the annual plan proposals should be taken as the basis for proposing provision in the budget. In respect of new schemes for expansion of existing schemes, separate statements containing sufficient details and explanatory notes in support of the provision proposed for each item, should be furnished. A consolidated statement showing the provision proposed for plan schemes, should also be furnishes, in the form given below:

Statement showing the schemes included under the.....Five Year Plan

Sector and Head of Development	Name of the Scheme and Code No.	Financial target (for the five-year period)	Annual plan outlay provisionally accepted by the planning Department for 19..... (budget year)	Head of Account (Major, Minor and Sub-head)	Budget Estimate 19..... (current year)	Received Estimate 19..... (current year)	Budgeting provision for Plan Scheme proposed under the Head of Account for 19..... (Budget year)			Remarks (The provision to be made under other heads of account, if any, may be indicated here)
							Part I Rs.	Part II Rs.	Total Rs.	
1	2	3	4	5	6	7	8			9

Part A—Spill-over Schemes and continuing schemes

Part B—New schemes.

Note:—A break-up of the provision as between expenditure on staff and contingencies (recurring and non-recurring) should be given in respect of the provision shown under column 8, with as much details as possible.

A note indicating the physical and financial targets of each scheme, in stage of implementation, specific central assistance, if any admissible:, and such other relevant particulars should also be furnished along with the Statement. Particulars in respect of Centrally Sponsored Schemes/Central Sector Schemes should be furnished in a separate statement, in the same form. Copies of the consolidated statement and the accompanying note should be sent to the Planning and Economic Affairs Department as well.

(ii) Another statement, showing the progress of expenditure on each scheme, should also be sent, in the form given below:—

**Statement showing progress of expenditure under
the..... Five Year Plan**

Serial number	Name of scheme and Code No.	Plan target for the five year period	Head of Account	1st Year (Actuals)	2nd Year (Actuals)	Budget Estimate for the current year	Revised Estimate for the current year	Estimate for Budget year	Total of columns 5, 6, etc.	Remarks
1	2	3	4	5	6	7	8	9	10	11
		Rs.		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

PART A. STATE PLAN SCHEMES

- 1.
- 2.
- 3.
- etc.

PART B. CENTRALLY SPONSORED/CENTRAL SECTOR SCHEMES INCLUDING COMMODITY SCHEMES, ETC.

- 1.
- 2.
- 3.
- etc.

Note.—(1) Figures of expenditure incurred on a scheme under different major heads of account should be shown separately.

(2) The gross expenditure should be shown in respect of Centrally Sponsored/Central Sector Schemes, the approved pattern of assistance being indicated in the remarks column.

(iii) Copies of the above statements should be sent to the Finance (Planning) Department also.

(2) At the time of transition from one Five Year Plan to another, it will be necessary to classify the plan expenditure into two categories, viz., (1) expenditure on maintenance of completed schemes, and (2) expenditure on schemes in progress, which continue to be of a developmental nature. In the former case, all expenditure on maintaining the schemes at the level of development already achieved should be treated as 'committed' (non-plan) expenditure. In the latter case, too, expenditure, at the existing level, on salaries, travel expenses, office expenses, rent, rates and taxes and other charges will be treated as 'committed' (non-plan) expenditure, except where the subsequent Five Year Plan specifically provides for the continuance of the scheme will form part of the subsequent Five Year Plan. In the case of capital projects not completed before the expiry of a Five Year Plan period, the entire expenditure including establishment charges, should be provided for in the next Plan.

(3) While so classifying the expenditure on plan schemes, a careful review should be made of every item categorised as 'committed', and any non-essential item pruned, to the extent practicable. For instance, it should be examined whether it is still necessary to retain the full complement of staff during the next plan period.

(4) Any additional expenditure of a developmental nature should be accommodated in the next Five Year Plan. For example, if a new building is required for an existing medical college, it should form part of the next plan.

(5) Estimates of 'committed' (non-plan) expenditure should be accompanied by a self-explanatory report, containing all relevant

details of the scheme, to enable Government to verify the correctness of the classification of expenditure as 'committed' (non-plan) of developmental. For this purpose, a statement containing the following details should also be furnished in respect of each scheme:—

1. Name of scheme and Code No.
2. Whether the scheme would be completed by the end of the current plan or is to be continued during the next plan.
3. Whether and to what extent provision is to be made under non-plan' for 'committed' expenditure.
4. Budget estimate of 'committed' expenditure in respect of the scheme, with details of staff to be retained and justification therefor, and other relevant particulars for working out the 'committed' expenditure.
5. Budget head (on the non-plan side) under which provision is to be made for the 'committed' expenditure. The revised estimate for that year (last year of a plan period) should, however, be shown under 'plan'.

FORM OF DEPARTMENTAL ESTIMATES—PART I

17. The departmental estimates which should be in the same form as the budget estimates, may be prepared in the following pro forma*:

*This relates to the budget year 1977-78.

18. Accounts [Column (1)].—The actuals of the previous year should be entered in this column, rounded to the nearest rupee. The figures should agree, as nearly as possible, with the figures recorded in the Accountant General's final accounts. (Every Head of Department is bound to reconcile all differences between his figures and those of the Accountant General, and a certificate to effect that the figures have been so reconciled must be appended to each departmental estimate).

19. Budget Estimate [Column (2)].—The figures as given in the Budget Estimates of the current year should be entered here.

20. Revised Estimate [Column (3)].—(1) As mentioned in Chapter II, the Revised Estimate is an estimate of the probable revenue and expenditure of the current financial year under the various heads, framed during the course of the year, based on the actual transactions so far recorded and the anticipation for the rest of the year.

(2) The Revised Estimate of the current year is, *prima facie*, the best guide for framing the next year's estimate, and, as such, it should be prepared as realistically as possible.

(3) The Revised Estimate should be prepared, bearing in mind—

- (i) the actual expenditure during the first five months of the current year,
- (ii) the expenditure likely to be incurred during the remaining months of the year,
- (iii) the additional funds already obtained or proposed to be obtained through Supplementary Grants,
- (iv) reappropriation/surrender of funds already made or proposed to be made,
- (v) new schemes sanctioned in the course of the year,
- (vi) new heads of account opened during the year, and
- (vii) other relevant factors having a bearing on the expenditure during the year.

In short, the Revised Estimate should represent the anticipated expenditure during the year, taking into account all relevant post-budget developments, and should closely correspond to the actuals. As the closing balance of the year is worked out with reference to the Revised Estimate, any large variation between the Revised Estimate and actuals would upset the ways and means forecasts. It would, therefore, be very difficult for Government to entertain requests for additional funds, made later in the year, if these are not already covered by the Revised Estimate submitted earlier.

(4) At the time of the estimates, the actuals of the first five months of the current year will normally be available, and the revised estimate may, therefore, be calculated as follows:—

- (i) by adding to the actuals of the first five months of the current year to those of the last seven months of the previous year; or
- (ii) by taking a proportionate figure, so that the revised estimate will be $\frac{22}{5}$ times the actuals of the first five months; or
- (iii) by assuming that the Revised Estimate for the current year will bear the same ratio to the actuals of the first five months as the actuals of the previous year bore to those of the first five months of that year. The Heads of Departments and other Estimating Officers should use their discretion and adopt the method considered most suitable in each case. If the amount under any head of account is fixed, there is, of course, no need to use any of these methods. If it is not subject to any regular influence, but fluctuates quite irregularly, method (iii) is not applicable. When method (i) or (iii) is used, it is generally better to take the average of the last three years. Due allowance should be made for any exceptional phenomenon which affected the actuals of the previous years and also for any special or unusual feature of the current year. The amount of each estimate should be rounded to the nearest hundred.

(5) The Revised Estimate is just a financial assessment prepared for the information of the Executive in the course of the year, showing how much the department expects to receive or spend during the year according to latest indications, so as to enable Government to work out the approximate closing cash balance of

the current year (which is also the opening balance of the budget year). It does not, in any way, nullify the budget passed by the Legislature, which continues to hold good; nor does it authorise the incurring of additional expenditure. For instance, if the budget grant for jails during a year is Rs. 100 lakhs, and the amount of the Received Estimate is Rs. 105 lakhs, it does not mean that the Inspector General of Prisons is authorised to incur expenditure over and above the budget grant, to the tune of Rs. 5 lakhs. Similarly if the amount of the Revised Estimates is less than the budget grant, it does not imply that budget grant of the department has been correspondingly reduced. All that this figure indicates is that the department, on the basis of the latest information available, anticipates the expenditure during the year to be greater/less than the amount authorised in the budget. If the expenditure anticipated is greater, the department should take necessary steps in time to obtain a supplementary grant. If the reverse be the case, the department should surrender the saving in time, vide paras 88, 89 and 91.

21. Budget estimate [Column (5)].—The Revised Estimate for the current year should form the basis for preparing the Budget Estimate for the coming year, with due allowance for any special factor. Thus, if the current year's estimate had provided for any non-repetitive item of expenditure, corresponding reduction should be made in the Budget Estimate for the coming year. The variations between the Revised Estimate for the current year and the Budget Estimate for the ensuing year should be clearly explained in the "Remarks" column [Column (6)]. It should not be assumed that Provision for the budget year should always be made on the basis of the revised estimate as a matter of course. A charge once provided for and accepted by Government may no longer be necessary. Likewise, increased provision made even during successive years under a particular head of account might have been for the furtherance of a function which had suffered during an earlier period of financial stringency. Therefore, even in such cases, the necessity for making provision at the same level for the budget year should be closely looked into. In short, this is the time of the financial year when a thorough and comprehensive review of the working of each office and department could be fruitfully undertaken, with a view to identifying avoidable expenditure for the purpose of framing the next year's budget.

PROVISION FOR LOSSES

22. Provision for losses should not, ordinarily, be made in the budget. However, if, in any case, some loss is expected and provision has to be made, it should be with the special sanction of the Finance Department.

BUDGET ESTIMATES OF REVENUE

23. (1) The budget estimates of revenue should be based on existing rates, and no increase or decrease in rates should be proposed in the budget estimates, which has not been sanctioned by Government. If such proposals have already been sent to Government separately, their financial effect should be indicated in the remarks column. In the case of the more important heads of revenue, the actuals of the first five months should be compared with those of the corresponding period of each of the past three years. When several items of a miscellaneous nature are grouped under a single detailed head, details of the more important items should be given in the remarks column.

(2) The budget estimates of revenue should be prepared, keeping in view the extent of arrears as at the end of the preceding year, the reasons therefor, and the steps taken or proposed to be taken or proposed to be taken to speed up collection.

PROVISION TO BE MADE ONLY FOR SANCTIONED SCHEMES

24. Provision should be made for all sanctioned schemes, but not for new schemes awaiting Government's sanction. When discontinuance of a sanctioned item of expenditure requires Government's approval and proposals have already been submitted, no provision need be made, but the reason should be explained in the remarks column.

SCHEMES PROVIDED FOR UNDER MORE THAN ONE HEAD OF ACCOUNT

25. Certain schemes may involve expenditure under more than one head of account. While providing for such schemes under any one head, details of the provision proposed under other heads should also be indicated in the remarks column so that a complete picture of the financial requirements may be available.

CODE RULES TO BE STRICTLY FOLLOWED

26. In the case of both receipts and disbursements, every Estimating Officer should observe strictly the rules governing classification of transactions in Government accounts, allocation of leave salaries and pensions between the Central and State Governments, etc., and such other rules, laid down in the Financial and Account Codes. Provision should be made in the budget estimates only for such receipts and charges as are definitely allocable to the State.

GRANTS TO LOCAL BODIES, PRIVATE MANagements, ETC.

27. As already mentioned, lump provisions should, as a rule, not be made in the budget estimates. In some cases, however, lump provisions are unavoidable, e.g., provision for grants to local bodies for water supply and drainage schemes, maintenance of roads, etc., and to private managements in respects of educational medical and other institutions. The provision proposed, in such cases, should be supported by a statement, in one of the following forms, showing the commitments due to standing sanctions:—

I. For Recurring Grants

Item number	Description of scheme	Budget grant for the current year Rs.	Commitments in the current year due to sanctions accorded in previous years (standing sanctions) Rs.	Commitments due to sanctions accorded in the current year		Remarks explaining Provision for the ensuing year Rs.
				Commitments in the current year (new sanctions) Rs.	Commitments in the coming and future years Rs.	
1	2	3	4	5	6	7

II For Non-recurring Grants

Item number	Description of schemes	Total estimated cost Rs.	Total grant admissible Rs.	Grant already disbursed Rs.	Grant provided in the budget estimates for the current year Rs.	Balance be provided in future years Rs.	Remarks
1	2	3	4	5	6	7	8

III For Schemes [Financed] partly from Grants and partly from Loans

Serial number and name of local body	Name of scheme	Budget estimate for current year		
		Grant Rs.	Loan Rs.	Contribution by local body Rs.
1	2	3	4	5

Revised estimate for current year			Budget estimate for coming year			Remarks
Grant Rs.	Loan Rs.	Contribution by local body Rs.	Grant Rs.	Loan Rs.	Contribution by local body Rs.	
6	7	8	9	10	11	12

AMOUNT OF ESTIMATES TO BE ROUNDED

28. The amount of estimate in respect of each detailed head of account and each subsidiary entry (where this is required) should be rounded to the nearest hundred.

29. The following instructions, which apply to certain classes of expenditure, should also be borne in mind, while preparing the budget estimates.

A. SALARIES

(1) The provision should include pay and allowances in all forms of officers and staff, except travel expenses. The provision should be worked out, based on the number of incumbents likely to be on duty in the coming year (regardless of the sanctioned strength), and the actual pay likely to be drawn by them. However, in the case of a cadre which includes leave reserve, the estimates should provide not only for members likely to be on duty, but also for those likely to be on leave, no separate provision being made for leave salaries. Provision should not normally be made for posts kept in abeyance.

(2) The permanent staff should be distinguished from the temporary; temporary establishments expected to continue during the coming year should also be provided for. In the case of temporary officers and establishments for which a full year's provision is not made, the period for which provision has been made should be indicated. If, on the basis of the approved programme of work, additional temporary posts are required for any sanctioned scheme or project, provision therefor should be made explaining their necessity and indicating whether the cost involved is included in the sanctioned cost of the scheme or project.

(3) Pay and fixed allowances of an officer for a month become due only after the end of the month. Provision therefore for the month of March should, therefore, be made in the budget estimates of the following year.

(4) To verify calculations, a statement showing the sanctioned strength, the actual strength, the scales of pay of the various incumbents, and their actual pay should be furnished. The strength of staff

provided for in the current year's budget should be compared with that proposed for the next year, and variations, if any, adequately explained, enclosing copies of the relevant sanctions. Statements should also be furnished, showing separately the provision proposed for (a) Dearness Allowance, (b) Local Allowance, (c) House Rent Allowance, and, (d) any other kind of allowance. Large variations, when compared to the actuals of the past three years and the Revised Estimate for the current year, should be briefly explained.

(5) *Number Statements.*—Details of officers and establishments provided for in the budget estimates, such as their strength, the number of officers on different scales of pay, the number of officers drawing Dearness Allowance and House Rent Allowance at different rates, etc., are not given in the body of the budget, but are appended to the Detailed Budget Estimates. To prepare this appendix (Appendix I to the Detailed Budget Estimates), statements showing the number of officers on different rent scales of pay; the number of officers drawing Dearness Allowance at different rates, the number of officers drawing House Rent Allowance at different rates, the number of full-time and part-time contingent staff should be furnished in Forms KBM 1-4 respectively. Besides, statements in Forms KBM 5-7, showing the sanctioned posts in each permanent and temporary establishment, fixed allowances, and the details of posts created/abolished respectively should also be furnished along with the estimates.

(6) It is possible that the estimates prepared carefully in accordance with the foregoing instructions may still be too high, especially in big departments like Police, Education, Medical, Public Works, etc. They should, therefore, be re-examined in the light of the actuals of past years, and a lump reduction made for probable savings.

B. TRAVEL EXPENSES

In the case of fluctuating charges like travel expenses, a note should be made of the actual expenditure in each of the past three years, together with a brief explanation of any abnormal variation. If, in any such case, the estimate for the coming year differs from that of the current year, full explanation must be given.

C. OFFICE EXPENSES, RENT, RATES AND TAXES OTHER CHARGES, ETC.

(1) The detailed head “Office Expenses” will include all contingent expenditure for running an office, such as on furniture, postage, purchase and maintenance of office machines and equipment, liveries, telephones, water and electricity, stationery, printing of forms, purchase, and maintenance of staff cars and other vehicles for office use, etc. The detailed head “Rent, Rates and Taxes” is meant to accommodate rent for hired buildings, leave charges for land municipal rates and taxes, etc. The detailed head “Other Charges” is a residuary head, that will embrace all charges which cannot appropriately be brought to account under any other detailed head.

(2) The provision proposed against each of these detailed heads should be accompanied by supporting statements, indicating the requirements for component items, such as furniture, postage, telephone charges, etc. Recurring items should be distinguished from non-recurring items. Provision for non-recurring items should be made as a matter of course, copying the average expenditure of previous years, but should be based on a realistic assessment of the actual requirements during the budget year.

(3) The actuals of the past three years should be given in the ‘Remarks’ column, against each detailed head; abnormal charges should be specified and excluded from the total in calculating the average of the preceding three years. Provision in excess of the normal average may be proposed, only if there is full justification.

(4) In the case of expenditure which usually brings in revenue, e.g., on agricultural farms, purchase of raw materials for jail manufacture, etc., increased provision for expenditure should entail proportionate increase in the estimates of revenue.

D. MAJOR WORKS

A major work is one, the estimated cost of which exceeds Rs. 1.00 lakh. In the case of the Public Works, Public Health Engineering,

and Forest Departments, details of major works in progress should be given in the following form:—

Serial number	Name of work	Reference to sanction for work and estimates	Estimate cost Rs.	Expenditure end of previous year Rs.	Budget estimate—current year Rs.	Received estimate—current year Rs.	Budget estimate—ensuing year Rs.
1	2	3	4	5	6	7	8

N.B.—In the case of road maintenance works two columns ‘Length of road’ and ‘Rate per kilometer’ may be inserted in addition.

E. MINOR WORKS

Works, the estimated cost of each of which does not exceed Rs. 1.00 lakh, should be treated as minor works.

F. PROVISION FOR STORES

The provision for stores should be worked out, based on past consumption, anticipated variation, stock in hand, and forecast of requirements for works during the coming year. The estimate should be strictly in accordance with the system of gross vote, detailed instructions regarding which are contained in Government’s Circular No. 72/76/Fin., dated 27th July, 1976, vide Appendix 5.

G. DECRETAL CLAIMS

Provision should be proposed for meeting “charged” expenditure that may be necessary to satisfy court decrees. A special review of all suits that have gone to court or are likely to be taken to court should be conducted for assessing the likely requirements. It is also desirable to provide for unforeseen expenditure arising from court decrees.

H. INTER-DEPARTMENTAL ADJUSTMENTS

The Estimating Officers should ensure that adequate provision is proposed in the original estimate itself for carrying out inter-departmental adjustments and adjustments between different heads of account, as this is not an item for which a supplementary demand could justifiably be made.

EXPLANATORY MEMORANDUM

30. For the preparations of the Explanatory Memorandum on the Budget, the Heads of Departments should furnish the following particulars:—

- (i) Cases already approved by the Legislature, but where the expenditure is subsequently expected to exceed appreciably the amount originally intimated to the Legislature (in Form KBM 9).
- (ii) Full details of Government properties or assets proposed to be transferred free of cost or sold at concessional rates to outside bodies/institutions/parties (in Form KBM 9).
- (iii) Statements of guarantees given by Government (in Form KBM 10).
- (iv) Particulars of Government properties leased out at subsidised or concessional rates of rent and for which standard rent has not been fixed (in Form KBM 11).

SUBMISSION OF DEPARTMENTAL ESTIMATES TO GOVERNMENT

31. (1) The Heads of Departments and other Estimating Officers should prepare their estimates in duplicate, in the form prescribed in paragraph 17, and send one copy direct to the Finance Department, and the other to the Administrative Department of the Secretariat, according to the following time-table:—

Date by which estimates should reach Government

Non-Plan	Not later than September 15
Plan	Not later than November 30
Revenue	Not later than November 30

A list who have to prepare and submit estimates of Government in respect of Revenue, Debt, Deposit and Remittance Heads of Account is given in Appendix 6*.

[* In the case of Expenditure Heads of Account, the officers mentioned in column 4 of Appendix 9 (List of Controlling Officers) have to prepare and forward the estimates, except where it has been differently indicated, e.g., please *see* foot note on page 171.]

(2) Punctuality in the submission of departmental estimates is essential. The time available for examination and consolidation of these estimates is limited, and delay, in a single case, would seriously dislocate the work of the Finance Department.

(3) The estimates should be accompanied by the various statement prescribed in the preceding paragraphs and such other statements and memoranda as may be necessary to elucidate the estimates. Covering letters, forwarding departmental estimates, should be as brief as possible, inviting attention to special points, if any, which may require the orders of Government.

CHAPTER 1V

PREPARATION OF THE BUDGET-II

DEFINITIONS OF PART II SCHEMES

32. It has already been mentioned in paragraph 13 that Part II Estimates are the estimates of schemes involving new expenditure or abandonment of existing revenue. There are, however, certain exceptions to the general rule embodied in this definition. Also, a new scheme included in the budget estimates of the current year may, in certain circumstances, be treated as a Part II scheme again next year.

PART II SCHEMES IDENTIFIED

33. *Additions to cadres of services or posts.*—Proposals involving additions to the cadres of services or the number of posts of a particular kind, either permanently or as a temporary measure, should be treated as part II Schemes, except in the following cases:—

(a) Addition to the cadres of subordinate services or the number of non-gazetted posts, either as a temporary measure or permanently, to deal with normal increase in work, as per existing standards, or the revision of pay scales in a department, provided the additional cost does not exceed Rs. 2,500 per annum.

Note:—If a work-charged establishment is replaced by temporary or permanent staff, such proposals need not be treated as Part II schemes provided the extra cost per annum on account of leave and pension charges does not exceed Rs. 2,500.

(b) Temporary additions to cadres purely for temporary work e.g., revision of departmental manuals, which is expected so last a few months and to cost only a small amount.

(c) Temporary additions to cadres of services and temporary additional posts in the Public Works Department to supplement the quasi-permanent and permanent cadres for the execution of original works in progress and minor works for which special temporary establishments have not been employed, provided the additional cost does not exceed Rs. 2,500 per annum.

(d) Additions, to cadres of services or additional posts, the cost of which is recovered in full, together with leave and pension contributions, or a part of the cost of which is recovered, leaving only a trivial amount to be debited to State revenues.

(e) Continuance of existing temporary posts.

(f) Permanent retention of establishment which was sanctioned on a temporary basis in the first instance.

34. Contingencies.—The purchase of new machinery, plant or other dead stock and the purchase of livestock or furniture on a large scale should be treated as Part II schemes, while provision for renewal or replacement of worn-out or otherwise unserviceable machinery, tools and plant, and other dead stock or of deceased live-stock should be made in Part I of the estimates.

35. Grants-in-aid-Recurring.—Proposals for increased provision for the expansion of existing services, eg., grants-in-aid to schools newly admitted to aid or increased grants-in-aid due to the opening of higher classes in existing schools should be treated as Part II schemes.

36. Grants-in-aid-Non-recurring.—Besides grants for new works, grants for works in progress or completed works would also come under Part II, if no part of the grant was actually disbursed in a past year and is likely to be disbursed in the current year.

37. Loans.—Proposals in respect of loans to local bodies for new works or to any person or body for an entirely new object should be treated as Part II schemes.

38. Works.—All new works (including extensions and improvements), the cost of which is estimated as more than Rs. 10,000, should be treated as Part II schemes.

PRE-BUDGET SCRUTINY OF PART II SCHEMES

39. All new schemes, whether Plan or Non-plan, proposed for the first time for inclusion in the budget estimates should normally have undergone a pre-budget scrutiny. The formulation and examination of new schemes should, therefore, be started sufficiently early,

so that at the time of preparation of the Budget, Government may have a stockpile of fully-processed schemes to choose from, keeping in view the availability of resources. Provision under Part II should be proposed only for such new works as have been administratively approved by Government or other competent authority. Such approval could be accorded on the basis of a rough estimate of cost and such line sketches and description of the work as will give a general idea of the proposed work, its location, etc. Proposals in respect of loans or grants to local bodies for new works will not, however be considered, unless detailed plans and estimates have been sanctioned by the competent authority, and their necessity is established. In the case of major projects which normally take more than a year to complete, administrative approval may be accorded for the entire work at one time, so that provision could be made according to a phased programme. In the case of 'Plan' projects, such phasing will depend on the Plan allocation for each year.

**PART II SCHEMES PROVIDED FOR, BUT NOT INTRODUCED,
TO BE TREATED AS PART II AGAIN NEXT YEAR**

40. When a Part II scheme included in the budget estimate of a year, and approved by the Legislature is not likely to be introduced that year, it should again be treated as a part II scheme, if brought forward in the budget estimates of a subsequent year. For this purpose, a scheme will be regarded as having been introduced during a year, if Government are committed during the course of the year to incur some expenditure thereon, though no expenditure may actually be incurred during that year. For instance, placing an order for a plant or machinery or entering into a contract for the execution of a certain work would constitute a commitment to incur expenditure.

**PART II SCHEMES TO BE ACCOMPANIED BY ESTIMATES
OF LOSS OF REVENUE OR ADDITIONAL EXPENDITURE**

41. Every Part II scheme should be accompanied by an estimate of the loss of revenue or the additional expenditure involved. Besides, in the case of expenditure, details such as the Demand for Grant and the major/sub major, minor, sub and detailed heads of account should also be furnished, so as to facilitate incorporation.

of the provision along with that under Part I, if the scheme is finally accepted by Government. In the case of a proposal like opening five new schools, the expenditure in respect of each school should be estimated separately, so that, in case Government sanction the opening of only three of the five new schools, there may not be any difficulty in separating the amounts to be added on therefor under Part I. The ultimate cost of each scheme, as also the cost during the budget year, both recurring and non-recurring, should also be given.

42. In estimating the cost during the budget year, the Head of the Department should carefully consider when the scheme is likely to be introduced. The time required for preliminaries after the budget documents and the Government's orders are received, which depends largely on the nature of each scheme, should be given due allowance. A new office cannot be opened until the necessary staff is posted, a building rented, and the necessary furniture and equipment are provided, while the opening of a new school must, in any case, wait till the commencement of the school year. In respect of new works, according technical sanction to estimates drawing up of contract documents, selection of a contractor after inviting tenders, and execution of an agreement with selected contractor are some of the essential preliminaries, for which time should be allowed. Acquisition of land usually takes considerable time; when land has to be acquired before a work can be started, adequate time should be allowed for completion of the land acquisition proceedings. Factors which affect the progress of work in particular localities, such as seasonal rains, agricultural operations resulting in scarcity of labour, etc., should also be taken into account,

LAST DATE FOR SUBMISSION OF PART II SCHEMES

43. No Part II scheme will be considered for inclusion in the next year's budget, unless it is received in the Administrative Department before the 1st of October every year or such other date as may be prescribed by the Finance Department from time to time. Every effort should, however, be made by the Heads of Departments to submit schemes long before the prescribed date, without reserving them for a consolidated report at the time of submission of the budget estimates, so as to avoid rush of work during the last few days.

44. The Head of each Department should also submit to Government in the Administrative Department, not later than the 1st of October every year or such other date as may be prescribed by the Finance Department from time to time, a consolidated list of all the Part II schemes proposed by him, arranged in the order of urgency, showing the “ultimate cost” and “the cost during the budget year” of each scheme, split into ‘non-recurring’ and ‘recurring’ charges.

SCRUTINY OF PART II SCHEMES BY THE ADMINISTRATIVE DEPARTMENT

45. (1) Every Part II scheme will, on receipt, be first examined by the Administrative Department concerned. The Department should scrutinise the proposals carefully, bearing in mind the possibility of underestimation of the financial implications and administrative difficulties just for the sake of getting a scheme have been worked out faithfully and accurately. It will be the responsibility of the Secretary to Government to fix responsibility, if, later on, wide deviation is noticed from the original proposals and estimates. If, after a thorough examination, the Administrative Department decides to recommend the scheme for implementation during the budget year, it will be sent to the Finance Department.

(2) While proposing Part II schemes in respect of works, the Administrative Department should also indicate the order of priority, so as to enable the Finance Department to select the schemes to be provided for in the ensuing year’s budget. Where works included in the previous or current year’s budget have neither been started nor proposed for inclusion in the estimates of the budget year, the justification for proposing new ones should be fully established.

(3) The Administrative Department should also compile annually a list of new schemes proposed to be undertaken by local bodies with assistance from Government in the form of loans and grants. It should be in two parts—one for schemes to be financed entirely from loans, and the other for schemes to be financed partly from loans and partly from grants. The schemes should be arranged in the order of priority. No scheme should be included in the list, unless the local body’s ability to repay the loan has been established.

SCRUTINTY OF PART II BY THE FINANCE
DEPARTMENT

46. The Finance Department is empowered to examine and advise on all Part II schemes and to exclude from the budget estimates any scheme which has not been duly examined by the Administrative Department. No Part II scheme will be considered for inclusion in the next year's budget, unless it is received by the finance Department before the 1st November of a year or such other date as may be prescribed by the Department from time to time. The Department may decline to consider a scheme, even if received in time, if, on examination, further information or details are found essential to give in advise.

CHAPTER V

PREPARATION OF THE BUDGET—IIISCRUTINY OF DEPARTMENTAL ESTIMATES BY THE
ADMINISTRATIVE DEPARTMENT

47. On receipt of Part I of the departmental estimates from the estimating officers, the Administrative Department of the Secretariat will scrutinise the revised estimates for the current year and the budget estimates for the next year, and propose such alterations as it may consider necessary in view of circumstances which it may be aware of or sanctions accorded after the estimates were framed by the estimating officers or which they may have failed to take into account. The Administrative Department should forward to the Finance Department its comments on the estimates within ten days of receipt of the estimates. The estimates themselves need not, however, be sent to the Finance Department. These may be retained by the Administrative Department, along with office copies of notes, for future reference.

SCRUTINY OF DEPARTMENTAL ESTIMATES BY THE
FINANCE DEPARTMENT

48. (1) The Finance Department will get from the Accountant General the actuals of the previous financial year and the first five months of the current year. It will examine the estimates in the light of these figures and also the remarks of the estimating officers and the Administrative Department, with due regard to all relevant factors, and, make such modifications in the figures as are, in its opinion, justified.

(2) If, after a preliminary scrutiny of the non-Plan estimates, it is felt that a discussion with the Heads of Departments and the Administrative Departments of the Secretariat would be necessary to finalise the estimates, the Finance Department will arrange such a discussion, so that the financial requirements of the departments could be viewed against a broader perspective. These discussions will also provide an opportunity to consider absolutely essential items if new expenditure.

(3) The orders passed by the Finance Department on the estimates will be communicated to the Administrative Department, which may, in turn, communicate them to the Head of the Department concerned.

SUBSEQUENT MODIFICATION OF ESTIMATES

49. (1) After orders have been passed by the Finance Department on the Part I estimates may be proposed subsequently by the Heads of Departments and the Administrative Departments if the Secretariat, based on any further information that may become available, having a bearing on the estimates already proposed, sanctions accorded later by Government, or a statement of expenditure laid before the Legislature under Article 205(1) of the Constitution. All such proposals should, however, reach the Finance Department before the end of December.

(2) The Board of Revenue will send to Government in the Finance Department and the Revenue Department, towards the end of January, a report on the modifications to be made in the estimates of receipts relating to State Excise, based on the results of auction of the various items. A similar report will be submitted by the Board early in February, on changes necessary in the estimates of receipts in respect of Agricultural Income Tax and Sales Tax, based on the amounts actually collected upto the end of January.

(3) The Finance Department will review the Part I estimates in respect of all heads of account, with reference to the actuals for the first eight months of the current year, furnished major head-wise by the Accountant General by the 31st of December, and the corresponding actuals of the preceding year. It will again review the estimates in respect of the principal heads of revenue, in the light of the first 9 month's actuals. If possible, it will incorporate in the estimates, at this stage, any proposed change found necessary.

FIXATION OF PART I ESTIMATES AND SELECTION OF PART II SCHEMES

50. About the end of January, Government will pass final orders on the Part I estimates, and will decide, keeping in view the availability of funds, which of the Part II schemes should be provided for in the budget estimates for the ensuing year.

Note:—Although provision for new schemes may be included in the Demands for Grants, no officers may take any action in respect of any such scheme which will have the effect of committing Government to incur expenditure, until the Appropriation Act is published in the Government Gazette and the scheme is formally sanctioned by Government. The Administrative Departments should, at the same time ensure that formal sanction for the implementation of schemes included in the budget is issued as expeditiously as possible, and that there is no hold up on this account.

PREPARATION OF THE BUDGET DOCUMENTS

51. (1) The Finance Department will then correct the estimates with reference to the Government's final orders, and incorporate therein the provision to be made for Part II schemes. The budget documents will then be prepared. These include—

- (i) Annual Financial Statement (Budget).
- (ii) Detailed Budget Estimates of Revenue.
- (iii) Demands for Grants and Detailed Budget Estimates.
- (iv) Explanatory Memorandum on the Budget.
- (v) Appendix I (Details of Staff).
- (vi) Appendix II (Details of Works).
- (vii) Detailed Estimates of Receipts and Disbursements under Debt Heads.
- (viii) Five Year Plan—Programme for the year.
- (ix) Performance Budgets.
- (x) Evaluation Reports.

(2) The 'Explanatory Memorandum on the Budget' will indicate the nature of the various items of receipt and expenditure included under each head, and explain substantial variations between the budget estimates and the revised estimates of the current year and the budget estimates of the current and coming years. The following statements are appended to the memorandum:—

- (i) Abstract showing Revenue Receipts in terms of percentages.

- (ii) Abstract showing Revenue Expenditure in terms of percentages.
- (iii) Statement showing the receipts and disbursements of the State Government for the preceding two years (Actuals) the current year (Revised Estimates), and the ensuing year (Budget Estimates).
- (iv) Statement of outstanding guarantees given by the Government.
- (v) Particulars of Government properties leased out at subsidised or concessional rates of rent and for which standard rent has not been fixed.
- (vi) Particulars of properties or assets proposed to be transferred free of cost or sold at concessional rates to outside bodies/institutions/parties.
- (vii) List of cases/schemes where the expenditure is expected to exceed appreciably the amounts originally intimated to the Legislature.
- (viii) Statement showing the assets and liabilities of Government.
- (ix) Comparative statement of gross expenditure under Plan and Non-Plan by Major Heads.
- (x) Abstract showing comparison of the rise or fall in expenditure on establishment on establishment during a period of three years and the percentage of establishment charges to total revenue.
- (xi) Abstract showing comparison of the rise or fall in expenditure on other charges and expenditure other than salaries, travel expenses, and other charges during a period of three years.

(3) The estimates of expenditure not charges on the Consolidated Fund of the State are submitted to the Assembly in the form of Demands for Grants. Ordinarily, there will be a separate Demand for Grant in respect of each major service, e.g., Medical, Public Works, Housing, Irrigation, Transport, etc. But, in some cases, more than one Demand for Grant may be presented for one service, or, conversely, more than one service may be included in a single Demand for Grant, according to convenience. As a rule, the Demand for Grant for each service will incorporate the

budget provisions on revenue account as well as on capital account (including loans and advances) relating to that service. The Demand for Grant will be for the gross expenditure, without taking into account the recoveries to be accounted as reduction of expenditure. A demand for grant can be made only on the recommendation of the Governor.

ESTIMATES IN RESPECT OF UNION (AGENCY) SUBJECTS

52. (1) An agency subject is a subject administrative by the State Government on behalf of the Union Government.

(2) The State Government administers at present the following subjects as the agent of the Union Government:—

- (i) Registration and surveillance of foreigners.
- (ii) Deportation of foreigners.
- (iii) Indo-Pakistan Passport/Indo-Bangladesh Passport Work.
- (iv) Payment of Political Pensions from Central Revenues.
- (v) Administration of Central Acts, such as Explosives Act, Petroleum Act, Indian Arms Act, Rice milling Industry (Regulation) Act, etc.

(3) The annual estimates of expenditure in respect of subjects (i) to (iii) are forwarded by the Home Department of the Secretariat to the Union Ministers concerned, in such form and on such dates as may be prescribed by the Union Government from year to year.

(4) As regards item (iv), the payment of Political Pensions is arranged by debit to Central funds, and the annual contributions made by the Government of India to the State Government for the discharge of this agency function is not based on any estimate of expenditure forwarded by the State Government to the Union Government. At the time of reorganisation of States in November 1956, administration of 95 Malikhana allowances was transferred from the then Government of Madras to the Government of Kerala, on the condition that the Government of India would make an annual payment of Rs. 1,937.15 to the State Government for performing the agency function. This amount was later raised to Rs. 2,000 per annum, with effect from 1961-62.

(5) In the case of item (v), beginning from the financial year 1976-77, the receipts realised in the administration of these Central Acts and Regulations are credited directly as receipts in the State Section of the accounts. No receipt/expenditure on this account will, therefore, appear in the budget and accounts of the Union Government.

(6) Other Particulars, like the heads of account, their respective Estimating Officers, etc., regarding Union subjects administered on agency basis by the State are given in Appendix 8.

PERFORMANCE BUDGETING

53. (1) *Short history.*—In January 1968, the Administrative Reforms Commission set up by the Government of India recommended the introduction of performance budgeting both at the Centre and in the States, in departments, organisations which are in direct charge of development programmes. The Government of India accepted the recommendation, and advised the State Governments accordingly. In Kerala, the first attempt at performance budgeting was made in 1970-71, when the Performance Budget of the Public Works Department (Buildings and Roads Branch) was prepared. Since then, the State Government has been preparing the Performance Budgets of selected departments each year.

(2) *Significance of performance budgeting.*—The present system of budgeting with its emphasis on the financial aspect of Government operations, is not suited to evaluate the performance of the different departments. The budget specifies the maximum amount that may be spent on each service during year, but does not indicate what exactly is sought to be achieved thereby. It lays more emphasis on the cost aspect, without corresponding emphasis on the results expected. In other words, the budget does not provide an adequate link between the financial outlay and the physical target. Performance budgeting is essentially a technique of presenting the operations of Government in both financial and physical terms, thus enabling evaluation of the Performance of each department. The performance Budget defines the work to be done or the service to be rendered, besides estimating the cost at which this proposed to be done. It is not specifies how much is to be spent on a service during a year, but explain, in

sufficient detail, what the provision is meant to achieve. In short, the Performance Budget provides a meaningful classification of the activities of Government, that serves to establish a proper relationship between inputs and outputs.

(3) *Structure of the Performance Budget.*—The Performance Budget has three parts. Part I Introductory in nature, and is meant to convey briefly the aim and objectives of the department/Organisation, its range of work, broad organisational structure, and the assignment of responsibilities. Part II of the budget presents the requirements in financial terms, and is called the Financial Requirements Table. It has three sections. Section (i)—Programme and Activity Classification, as the name indicates, classifies the work of the department into meaningful categories, such as programmes and activities and specifies the financial requirements there against. Section (ii)—Object-wise Classification—shows the distribution of the same amount among the different objects of expenditure, such as Establishment, Travelling Allowance, Materials and Equipments, Loans, Grants, Works Outlay, etc. Section (iii)—Sources of Financing—gives the different heads of account under which the funds required have been provided in the ordinary budget. The three sections of the table view the same set of operations from three different angles, viz., the activities, the items of expenditure, and the source of funds, and, as such, the totals of the three sections should be the same. It will be seen that most of the information included in Part II is available in the ordinary budget also and all that has been done is to rearrange it in a manner that would suit the purposes of performance budgeting. Part III of the budget is concerned with the “Explanation of Financial Requirements”. The budgeted funds are needed to finance certain activities, schemes and other forms of action, and this part is meant to explain the programme of action, with as much of physical data as is possible and relevant. The nature of the activity, the work done during the budget year will *inter alia*, be mentioned here. The idea is to indicate the results expected in a manner susceptible of measurement, so that the actual achievement could later be compared with that anticipated.

(4) *Evaluation.*—Performance budgeting will have no meaning without proper evaluation of the physical achievements of each department. The objectives of evaluation include assessment of the progress and impact, finding out the areas of success and failure

in implementation, analysing the reasons for the success or failure, and deriving lessons for improvement and implementation. Attention is focused mainly on how far the objectives of the schemes have been achieved, and on how far the Department has been able to execute the works within the estimated cost and stipulated time. Based on such evaluation studies, Evaluation Reports on the performance of the selected departments are prepared, and presented to the Legislature.

CHAPTER VI

PASSING OF THE BUDGET**PRESENTATION OF THE BUDGET AND CIRCULATION OF THE BUDGET DOCUMENTS**

54. (1) On a day to be fixed by the Governor, which will normally be towards the end of February or the beginning of March, the Finance Minister will present the budget to the Legislative Assembly, with a speech explaining the salient features of the budget and the financial position of the Government. On the same day, the Members of the Legislature will be given copies of the budget documents.

(2) The Finance Department will forward to the Heads of Departments and other Estimating Officers copies of the printed budget and, in addition, departmental sheets of the Demands for Grants with which they are concerned. Copies of the budget documents will also be sent to the Comptroller and Auditor General of India and the Accountant General.

DISCUSSION AND VOTING

55. (1) The rules of procedure adopted by the Assembly for the conduct of financial business are reproduced in Appendix 7.

(2) No discussion of the budget is allowed on the day on which it is prepared to the Assembly. On a day to be appointed by the Speaker subsequent to the day on which the budget is presented, and for such time as the Speaker may allot for this purpose, the Assembly shall be at liberty to discuss the budget as a whole or any question of principle involved therein; but no motion shall be moved at this stage, nor the budget submitted to the vote of the Assembly. The Finance Minister shall have the right to reply at the end of the discussion.

(3) The Assembly will then proceed to discuss and vote on the individual Demands for Grants. It may assent or refuse to assent, to any demand, or assent to any demand subject to a reduction of the amount specified therein.

(4) The estimated relating to expenditure charged on the Consolidated Fund of the State shall not be submitted to the vote of the Assembly; but this does not prevent the Legislature from discussing these estimates.

APPROPRIATION BILL

56. (1) As soon as, may be after the Demands for Grants are passed by the Assembly, a Bill, known as the Appropriation Bill, will be introduced, to provide for the appropriation out of the Consolidated Fund of the State of all moneys required to meet—

- (a) the grants so made by the Assembly; and
- (b) the expenditure charged on the Consolidated Fund of the State, but not exceeding in any case the amount shown in the statement previously before the Assembly.

(2) The schedule to the Appropriation Bill should show separately amounts to be authorised for (i) expenditure on revenue account and (ii) expenditure on capital account, reappropriation of funds between the two being prohibited.

(3) No amendment is to be proposed to the bill which will have the effect varying the amount or altering the destination of any grant so made or of varying the amount of any expenditure charged on the Consolidated Fund of the State.

(4) When the Bill has been passed by the Assembly, it will be submitted to the Governor for his assent, after which the Act (as it is now called) is published in the Government Gazette. Subject to the provisions of Articles 205 and 206 of the Constitution, no money can be withdrawn from the Consolidated Fund of the State until the Appropriation Bill has been enacted, as it is the sole legal authority for the appropriation of money from the Fund.

VOTE ON ACCOUNT

57. (1) The budget grants for a financial year lapse on the last day of the year (31st March), and cannot be carried over to meet expenditure during the ensuing year. At the same

time, it has been found impracticable for the Legislature to complete consideration of the budget and make appropriation for the new financial year before that year begins. Interim arrangements had, therefore, to be made to enable the departments to carry on after March 31st, until the budget is considered in detail and the Appropriation Bill enacted. To meet such contingency, Article 206 (1) of the Constitution has provided that the State Legislature may make an advance grant, as a “Vote on Account”, to meet the estimated expenditure for a part of the new financial year. Funds thus voted on account are spent only on services already approved by the Legislature.

(2) A Vote on account may become necessary also when the Legislature has to be dissolved or there is a change of Government shortly before or in the course of a budget session (before completion of the financial business), and in an election year, when detailed consideration of the budget may be put off, to be taken up by the new house.

(3) For further information on “Vote on Account” *See* Appendix 7.

VOTE OF CREDIT AND EXCEPTIONAL GRANT*

58. Under Article 206 (1) of the Constitution, the State Legislature has the power to make a grant for meeting an unexpected demand upon the resources of the State, when, on account of the magnitude or the indefinite character of the service, the demand cannot be stated with the details ordinarily given in an annual financial statement. This is known as Vote of Credit. Under the same Article, the Legislature can also make an Exceptional Grant, which forms no part of the current service of any financial year. In both cases, demands for such grants made to the Legislature will be dealt with in the same way as is usual for “Demand for Grants”, subjects to such adaptation as the Speaker may deem necessary or expedient.

*There has been no occasion so far for the State Legislature to make such grants.

DISTRIBUTION OF REDUCTION IN A DEMAND
AMONG SUB-HEADS

59. A reduction made by the Assembly in a Demand for Grant will be distributed by the Finance Department among the various heads included in the Grant. Such occasions, however, only vary rarely arise.

MEMEORANDUM OF VARIATIONS BETWEEN FIGURES
IN THE DEMANDS FOR GRANTS AND IN
THE APPROPRIATION ACT

60. The variations, if any, between the figures in the Demands for Grants laid before the Legislature and the grants a finally voted and included on the Appropriation Act will be communicated by the Finance Department to the Departments of the Secretariat, the Accountant General, and the Comptroller and Auditor General of India. The Heads of Departments and other Estimating Officers who submit estimates, direct to government will be supplied sheets showing variations, in respect of Grants with which they are concerned. If the variations are sufficiently large as to Warrant reprinting of the Detailed Estimates, it will be got reprinted, and copies of the revised edition will be supplied as detailed above.

CHAPTER VII**EXECUTION OF THE BUDGET—I****(Control of Expenditure)**

61. As mentioned in Chapter I, “Execution of the budget” marks the third of the four budgetary stages, and is purely an executive function.

DISTRIBUTION OF GRANTS

62. (1) When the Demands for Grants and the Appropriation Bill have been passed, the work of distributing the grants among the various Controlling and Disbursing Officers is taken up. A Chief Controlling Officer may either retain with him the whole of the appropriation and watch the actual expenditure thereagainst, or distribute the appropriation among his Subordinate Controlling Officer, who, in turn, may distribute the funds as their disposal among the Disbursing Officers subordinate to them. Ordinarily, a Chief Controlling Officer has full discretion to decide whether, in a particular case, he should retain the appropriation, or distribute it among his subordinates. If he decides to adopt the later course, it is desirable that he still retains a reasonable sum, to meet future demands of sub-controlling Officers who may require more funds. Each Sub-controlling Officer may, likewise, retain a reasonable amount, to sanction, when necessary small additional amounts requested by the Disbursing Officers subordinate to him.

(2) The distribution of appropriation by the Chief Controlling Officer among his Subordinate Controlling Officers and by the later among the Disbursing Officers should be made as soon as the budget is passed. The distribution should be modified, if necessary, with reference to the final edition of the budget, if and when printed and made available, and the alterations communicated to the officers concerned promptly.

(3) Under the revised system of classification of Government transactions, introduced with effect from 1974-75, provision for the construction of functional buildings, e.g., schools, colleges, hospitals, etc; is made in the budget under a distinct sub-head “Buildings”

below the functional major heads concerned. The Chief Engineer (General, Buildings and Roads) being the Chief Controlling Officer in respect of this sub-head, he alone is competent to distribute/reappropriation/surrender the funds provided thereunder.

UNIT OF APPROPRIATION

63. A grant is not always co-extensive with a major head of account. Often, it comprises more than one major head. Till the end of 1973-74, the sub-heads within a grant were the units of appropriation, except in a few cases where the 'detailed account heads' were treated as units of appropriation. Under the five-tier system of classification introduced with effect from 1974-75, the detailed head is taken as the unit of appropriation, wherever it exists, and the sub/minor head in all other cases. The unit of appropriation is of vital importance in the scheme of financial control; it is by watching the progress of Expenditure against each such unit that the Controlling Officer can ensure that the expenditure does not exceed the grant as a whole.

CONTROL OF EXPENDITURE

64. (1) In a parliamentary system of Government, control over public expenditure is exercised by the three different agencies—(1) the Legislature, (2) the Executive and (3) Audit.

(2) The Legislature sets a limit every year on public spending, and appropriates the sum to be spent on each service (vide section "Appropriation Bill" in Chapter VI). It also examines (through the Estimates Committee) how best economy could be effected in the execution of plans and programmes embodied in the Budget Estimates. The Accountant General examines the accounts to satisfy that the grants made by the Legislature have been applied to the purposes for which they were intended, and that the expenditure incurred is in accordance with the law, rules and regulations in force, and has not exceed the limits set by the Legislature. His report is laid before the Legislature, which causes it to be examined by the Public Accounts Committee/Committee on Public Undertakings. This review completes the cycle of control exercised by the Legislature, conjointly with Audit, over public expenditure (vide details in Chapters IX, X, XI, and XII). In this chapter, attention will be confined to the rule played by the Executive in controlling expenditure.

(3) Control of expenditure by the Executive is a necessary concomitant of legislative control. The sums appropriated by the Legislature are, in effect, money (grant) placed at the disposal of the Executive, to be spent on specified services, and the Executive has no power to spend more on these services than the authorised by the Legislature. The funds so made available are spent actually by a large number of officers—Disbursing Officers—many of whom may not know the amounts spent by the others. The machinery devised by Government to co-ordinate spending by the different agencies consist in grouping the Disbursing Officers under various Controlling Officers, who will be answerable to Government for the control of expenditure. The grouping is generally on a departmental basis, the Head of Department being the Chief Controlling Officer. In cases where the appropriation is retained by Government, and not distributed, the Secretary to Government of the Department concerned will be the Chief Controlling Officer. Below the Chief Controlling Officer, there may be Subordinate Controlling Officer who will be answerable to the former for the control of expenditure from funds placed at their disposal. A list of Chief Controlling and subordinate Controlling Officer and the heads of account for which they are responsible is given in Appendix 9. The sums appropriated by the Legislature are placed by Government at the disposal of the Chief Controlling Officer, whose duty it is to keep a constant watch over current and anticipated expenditure, and ensure that the expenditure does not, at any time, exceed the appropriation. If the expenditure in excess of the appropriation has to be incurred, they should see that a supplementary appropriation/advance from the Contingency Fund is obtained in time (before incurring excess expenditure). Likewise, if it is found in the course of the year that any of the appropriations cannot be utilised in full, they should inform Government as soon as they feel sure of the probable amount of such saving. To facilitate control over expenditure, Chief Controlling Officers have been given certain powers of reappropriation. The Disbursing Officers are required to submit their controlling Officer monthly statements of expenditure, after reconciliation with the treasury figures, in the case of officers listed in Appendix 10. These are consolidated and got reconciled with the books of the Accountant General by the Controlling Officer, who thus gains a complete view of the flow of expenditure against the appropriation placed as his disposal by Government.

(4) Control of expenditure by the Executive may be conveniently sub-divided into (1) control exercised by the Finance Department and (2) that exercised by the Administrative Department.

CONTROL BY THE FINANCE DEPARTMENT

65. The Finance Department exercises control over expenditure mainly in two different ways:

- (i) By taking action, wherever necessary based on the “Warning Slips” issued by the Accountant General.
- (ii) Through the Systems of Appropriation Control and Letter of Credit in selected departments.

66. *“Warning Slips” of the Accountant General.*—According to long-standing practice, if expenditure under a head of account is being incurred at a place more rapid than is warranted by the appropriation, and there is the likelihood of the expenditure exceeding the appropriation, the Accountant General brings this to the notice of the Chief Controlling Officer and the Finance Department, so that corrective measures could be taken in time to check this trend. These “Warning Slips” should be returned to the Accountant General, indicating on the reverse, the action taken to check the flow of expenditure or to obtain a supplementary appropriation, if excess expenditure is unavoidable. Likewise, if the expenditure under a head of account has actually exceeded the appropriation, the Accountant General usually brings this fact to the notice of the Chief Controlling Officer and the Finance Department, for taking appropriate remedial measures. This should not, however, be taken to mean that action to regulated the flow of expenditure/obtain a supplementary appropriation need be taken only after such advance warning/post facto intimation is received from the Accountant General. As outlined in paragraph 64 (3), the Executive has its own machinery to watch the flow of expenditure, and whenever this indicates that expenditure is being incurred at a disproportionately faster rate, corrective steps should be taken promptly, whether or not any warning is received from Audit.

67. *Appropriation Control.*—The system of Appropriation Control was introduced with effect from 1st April, 1974, in 15 selected department. It aims at controlling expenditure (not appropriation, as the name suggests), by making it impossible for the departments concerned to draw on treasuries in excess of the appropriation. When a bill is presented for payment at the treasury, the availability of budget provision (appropriation) to cover the payment is checked with reference to the entries in the Appropriation Control Register, specially maintained for the purpose.

In the case the appropriation then available is insufficient to cover the payment, the bill is returned uncashed. Disbursement of salaries, wages and pensions has, however, been exempted from the purview of the scheme. Detailed instructions regarding the System of Appropriation Control are contained in G. O. (P) 49/74/Fin., dated 1st March, 1974, vide Appendix 11.

***68.** *Letter of Credit.*—(1) The System of Letter of Credit was introduced with effect from 1st April 1974, in the Public Works, Public Health Engineering and Forest Department and was made applicable, as per G. O. (MS) No. 451/80/Fin., dated 15th July, 1980, to the Harbour Engineering Wing of the Port Department also. These Departments obtain funds in lump from Treasury on cheques. This system aims at controlling expenditure month by month, by limiting the amount that a division can draw on a treasury during a month.

(2) As soon as the budget for a year is presented to the Legislature, the Heads of the Departments concerned forward, to the Finance Department, requisitions, in the prescribed form, showing the funds required by each division during each month of the year, based on the total budget provision for that year. The monthly requirement will be worked out, with due regard to the stage of works attended to by each division, favorable working conditions, and other relevant factors. After scrutinising the requisitions, the Finance Department issues to each Divisional Officer a Letter of Credit, specifying the monthly limits, with copies to the Head of the Department, the circle Officer, and the District Treasury Officer concerned. The Divisional Officer should restrict the amount drawn on the treasury during a month to the limit for the month laid down in the Letter of Credit. The Treasury Officer/Bank will maintain a register to note the credit limits allowed to each officer, and see that cheques issue in excess of the permitted limits are not honoured. Thus, in effect, the system acts as a built-in pre-check for regulating the flow of expenditure.

(3) Letters of Credit are issued for three months at a time. Unspent balance, if any, at the end of a month/quarter may be carried over to the succeeding month/quarter without any specific authorisation, except during the month of March, when the balance

*G. O. (P) 890/80/Fin. Dated 24th November 1980.

automatically lapses. If, for unavoidable reasons, the limit for a month has to be exceeded, the Divisional Officer may do so upto 20 per cent of the credit allowed for the month, provided the excess is adjusted during the remaining months of the quarter.

(4) Payment of salaries/ wages, refund of deposits (Earnest Money, Security and Retention), disbursements from Provident Fund Accounts, payment of scholarships, stipends, L. I. C. premia and House Construction advances, and expenditure on works relating to National Highways are excluded from the purview of the Letter of Credit System. Payments of work done on behalf of other divisions, other civil departments and outside agencies will, however, fall within its purview.

(5) Detailed instructions regarding the Letter of Credit System are contained in G. O. (P) No. 46/74/Fin. dated 27th February, 1974, read with G. O. No. 220/74/Fin. dated 2nd August, 1974, vide Appendix 12.

CONTROL BY THE ADMINISTRATIVE DEPARTMENTS

69. The responsibility for enforcing control over expenditure; with a view to ensuring that there is no unauthorised excess over appropriation, is mostly that of the Administrative Departments. The administrative Departments discharge this responsibility through the hierarchy consisting of the Chief Controlling Officer, the Subordinate Controlling Officer, and the Disbursing Officer. Instructions for the guidance of these officers and the Administrative Departments of the Secretariat in controlling expenditure are given in the succeeding paragraphs.

70. Disbursing Officers.—(1) Every Disbursing Officer should report monthly to the superior controlling authority the actual expenditure and the liabilities incurred during and upto the previous month. For this purpose, each disbursing Officer should maintain a register of expenditure and liabilities, in Form KBM 12. As soon as a bill is cashed it should be posted in the relevant columns of the register, against the treasury district in which payment is made (Sl. No. 3). The adjustments, if any, made by the Accountant General should also be entered in the register (against Sl. No. 5), as soon as the intimation is received. After the close of the month, the Disbursing Officer should, wherever necessary, reconcile his figures of expenditure with the treasury

figures and forward to the Controlling Officer immediately superior to him an extract of his account (Form KBM 12), omitting the details leading upon the District totals against Sl. No. 3.

(2) Each Disbursing Officer should also maintain a separate Liability Register in Form KBM 13, so that he may have a complete picture of the flow of expenditure, which is possible only if the outstanding commitments and liabilities against which payments will have to be made during the current and subsequent financial years are also known. He should forward to the Controlling Officer every month a statement in Form KBM 14, showing the liabilities incurred during the month of report, payments made against liabilities and liabilities cancelled or finally paid off and the progressive amount of outstanding commitments.

71. Subordinate Controlling Officers.—The Subordinate Controlling Officer, should consolidate, in Form KBM 15, the figures from his own register of disbursements (Form KBM 12) and those from the extracts of accounts received from the Disbursing Officers subordinate to him. The disbursements pertaining to each unit of appropriation should be grouped by districts. He should, after reconciliation with treasury figures where necessary, forward an extract of his register (Form KBM 15) to the Chief Controlling Officer, omitting Sl. Nos. 5 and 8, and showing only the totals against the others.

72. Chief Controlling Officers.—(1) Chief Controlling Officer must not only ensure that the total expenditure is kept within the bounds set by the Legislature, but also see that the funds allotted are spent on subjects of public interest and for the specific purpose for which the money was provided. He must be in a position to assume before Government, and the Public Accounts Committee if necessary, complete responsibility for departmental expenditure, and explain any instance of excess or financial irregularity that may be brought to notice as a result of and scrutiny of otherwise. During the period the Vote on account is operative, it is also his responsibility to see that the expenditure does not exceed the limit fixed by the Appropriation (Vote on Account) Act.

(2) A Chief Controlling Officer should, therefore, keep a close and constant watch over the progress of expenditure, whether Voted or Charged, Plan or Non-Plan, and see that expenditure

pertaining to each section/category does not exceed the provision therefor. For this purpose, he may, as already mentioned, either retain the whole of the appropriation with him and watch the actual expenditure there against, or distribute the appropriation among his subordinate Controlling Officers, making each officer responsible for watching the expenditure against his share of the appropriation. In the former case, the Chief Controlling Officer is wholly responsible for watching the expenditure against the appropriation, while in the latter, he shares this responsibility with his subordinate officers. Major non-recurring items of expenditure should, however, be watched separately as the flow of expenditure in such cases, is uneven. Such expenditure may be controlled by requiring the Disbursing Officers to send special reports every month such expenditure is incurred, showing the details of expenditure already incurred and the possible requirements for the rest of the year.

(3) As is done by the Subordinate Controlling Officers, the Chief Controlling Officer, too, will consolidate monthly, in Form KBM 15) the figures from his own register of disbursements (Form KBM 12, and those taken from the extracts furnished by the Subordinate Controlling Officers, after which he should send a clerk to the Office of Accountant General with departmental registers. The clerk should, with the assistance of those in charge of compilation in the Accountant General's Office, compare the departmental figures with the books of the Accountant General and prepare, in duplicate, a statement of discrepancies, showing in separate columns, the adjustments to be made by the Chief Controlling Officer. The Accountant General's Office will keep one copy to his own office, where the necessary adjustments will be effected and the Accountant General informed accordingly. The Accountant General will, likewise make the necessary adjustments in his books, and inform the Chief Controlling Officer. The latter should then send a certificate to the Accountant General to the effect that the figures, in his registers have been reconciled with those in the books of the Accountant General.

(4) If the Chief Controlling Officer's office is outside Trivandrum, he should forward to the Accountant General, not later than the 28th of the month following that to which the accounts relate an extract, in Form KBM 15, showing the figures under

each minor, sub, and detailed head of account, except the adjustments communicated by the Accountant General and the figures against Sl. Nos. 8 and 9. The Accountant General will check the figures with those booked in his office and point out discrepancies, if any. The Chief Controlling Officer should reconcile the discrepancies, and forward the certificate of reconciliation early.

(5) To enable of the Secretariat to which the progress of expenditure against the appropriation, the Chief Controlling Officer should forward to the Administrative Departments of the Secretariat monthly returns of expenditure in Form KBM 16. The returns should reach the Secretariat by the end of the month following that to which the accounts relate.

(6) Controlling Officers should keep themselves informed not only about expenditure actually incurred, but also about liabilities incurred/commitments made, which would entail expenditure during the current and subsequent financial years. Every Controlling Officer should, therefore, maintain a Liability Register Form KBM 13, just as any Disbursing Officer. On receipt of the statements in Form KBM 14 from the Disbursing Officer, vide para 70 (2) above, the Controlling Officer should incorporate the details in his Liability Register (Form KBM 13), so that his Register will give a complete picture of payments likely to be made during the current succeeding years towards liabilities already incurred by himself and his subordinate officers. The Liability Register, if maintained properly, would greatly facilitate the exercise of effective control over expenditure and accurate budgeting.

73. Administrative Departments.—(1) As already pointed out, the responsibility for the control of expenditure against the sanctioned appropriation is mostly that of the Administrative Departments, and all that the Finance Department can do is to take steps for the rectification of any defect in the system of control that comes to its notice. It is however, open to the Administrative Departments to seek the advice of the Finance Departments on matter affecting the control of expenditure.

(2) The monthly returns of expenditure (Form KBM 16) submitted by the Chief Controlling Officer, vide para 72(5) above should be filed in chronological order by the departments

of the Secretariat, so as to facilitate comparison of the progressive total of expenditure with the sanctioned appropriation. If the departmental figures reported by the Chief Controlling Officers have to be corrected subsequently, this should be done by plus or minus entries below with progressive totals. If, in any case, the figures of the Accountant General are found to be higher than the departmental figures, pending reconciliation, the former should be taken into account for the purpose of control of expenditure.

(3) The instructions for the guidance of the Chief Controlling Officers, vide para 72 above apply *mutatis mutandis* to the Departments of the Secretariat, so far as appropriation under the direct control of the Secretaries to Government/Finance Secretary are concerned.

RECONCILIATION OF EXPENDITURE

74. (1) The importance of prompt and proper reconciliation of the departmental figures of expenditure with the books of the treasury and the Accountant General cannot be over emphasised. This would greatly help in the timely detection of fraud, misappropriation of Government money, and such other malpractices which may otherwise go unnoticed. Besides reconciliation of the departmental figures with those of the Accountant General assumes added significance in view of the fact that the Appropriation Accounts and the Finance Accounts, which ultimately scrutinised by the Public Accounts Committee of the Legislature, are prepared with reference to the books of the Accountant General. Unless the discrepancies, if any, are detected and pointed out in time, it may not be possible for the Accountant General to make the necessary adjustments in the Accounts of the year. Reconciliation at lower levels with the books of the treasury also helps the process of reconciliation with the books of the Accountant General, which, as mentioned in para 72, is the responsibility of the Chief Controlling Officer. At present, only the Officers listed in Appendix 10 have to reconcile their figures of the expenditure with the treasury figures, before forwarding their accounts (Form KBM 12) to the superior controlling authority. However, with the expansion of the existing facilities in the treasuries for the conduct of reconciliation, all the Disbursing Officers are eventually to be brought within the purview of the appendix.

(2) In view of the importance of prompt reconciliation, all Chief Controlling Officers should forward to Government in the Finance Department monthly reports, showing the progress of this item of work. The reports should contain, *inter alia*, particulars such as the number of heads of account for which reconciliation certificates are required to be sent to the Accountant General, the number of heads reconciled, the number of certificates sent, the balance outstanding, and the reason for the delay. The Administrative Departments and the Finance Department should watch closely the progress of reconciliation beginning from July each year and ensure that the work is completed before the close of the financial year, so that cases of misclassification could be detected and rectified.

(3) Reconciliation of Departmental figures with the books of the treasury and the Accountant General should not be confined to expenditure, but should embrace revenue as well. This would prevent defalcation through short-remittance. Recoveries adjusted in accounts in reduction of expenditure should also receive equal attention.

(4) Expenditure met from advances out of the Contingent Fund should not be mixed up with other expenditure, but should be reconciled separately, vide Rule 11 of the Kerala Contingency Fund Rules, 1957 (reproduced in Appendix 14).

(5) The instructions contained in the preceding sub-paragraphs apply equally to the Departments of the Secretariat, so far as appropriations under the direct control of the Secretaries to Government/Finance Secretary are concerned.

ACCOUNTANT GENERALS ADJUSTMENTS

75. In respect of adjustments made by the Accountant General, either directly, as in the case of inter-departmental adjustments, or through the Central Accounts Section of the Reserve Bank of India as in the case of inter-governmental adjustments, intimation will usually be issued to the Chief Controlling Officers concerned. They should, however, arrange the correct details of such adjustments at the time of reconciliation of figures, and make the necessary entries in their own accounts, special care being taken to avoid duplication.

APPROPRIATION AGAINST WHICH BILLS ARE DRAWN
BOTH BY OFFICIALS AND NON-OFFICIALS

76. In respect of appropriation against which bills are drawn both by officials and non-officials, the head of the Department will control the expenditure by reducing the appropriation at his disposal by the amount of each bill countersigned by him. He should subsequently verify the fact of drawal, while reconciling figures to the treasury and in the Office of the Accountant General. The Secretary, Legislative Assembly, will also follow this procedure for controlling expenditure on account of travel expenses of the Members of the Legislature.

PERSONAL CLAIMS OF GAZETTED OFFICERS

77. All Gazetted Officers should, in respect of their personal claims, forward to the Controlling Officers concerned, monthly statement of bills drawn, showing, *inter alia* the budget classification, gross amount of the bill, deduction made, net amount of the bill, nature of the claim, date of encashment, and the period to which it relates.

SPECIAL PROCEDURE FOR THE GUIDANCE OF THE
PUBLIC WORKS, PUBLIC HEALTH ENGINEERING
AND FOREST DEPARTMENTS

78. The procedure for the control of expenditure detailed in the preceding paragraphs is not suited to the mode of functioning of the Public Works, Public Health Engineering and Forest Departments, where claims are met, not by presenting bills at treasuries, but by drawing cheques on them. Unlike other departments, these departments compiled accounts to the Accountant General. The special procedure to be followed by these departments for the control of expenditure is outlined below.

79. *Public Works and Public Health Engineering Department.*—(1) The Divisional Officer should prepare monthly a statement in Form KBM 17, separately in respect of each major head of account, showing the progress of expenditure under each units of appropriation, and the sanctioned appropriation (modified up-to-date) there against. Works for which a lump sum had been placed

at the disposal of the Divisional Officer may be grouped together, and only the total need be shown. The expenditure incurred under each unit of appropriation should be posted from the Register of Works and the Schedule of Works Expenditure. In respect of suspense heads, the gross debits and credits may be posted. Undischarged liabilities and anticipated columns. The statements should be completed within a week after the date for closing the divisional accounts, and a copy forwarded to the Superintending Engineer.

(2) The Superintending Engineer will consolidate the statements received from the Divisional Officers into a Circle report (Form KBM 18), and sent it, in duplicate to the Chief Engineer. The Chief Engineer will, likewise, consolidate, also in Form KBM 18, the Circle Reports, for the purpose of reviewing the progress of expenditure against the appropriation for the State as a whole. He will also check the Circle Reports with the accounts of the Accountant General, and return the duplicate copy of each report to the Superintending Engineer, indicating the corrections necessary and the reasons therefore. The Superintending Engineer will incorporate the corrections in his own accounts, under intimation to the Divisional Officer.

80. Forest Department.—(1) The Divisional Officers of the forest Department should submit monthly to the Circle Conservator of Forests a statement, in Form KBM 19, showing the progress of expenditure against the sanctioned appropriation (modified up-to-date). The statement, which may be compiled from the monthly divisional accounts (Form K.F.D.C. 87) forwarded to the Accountant General, should reach the Circle Conservator not later than the 8th of the month following that to which it relates. The Divisional Forest Officers should also be submit to the Circle Conservator every month, three days after monthly accounts (Form K.F.D.C. 87) are sent to the Accountant General, a statement, in Form KBM 20, showing the progress of expenditure on individual works sanctioned by higher authorities. Expenditure on contingencies should be watched through the Contingent Registers.

(2) The Circle Conservator should consolidate, in Form KBM 21, his own expenditure and that shown in the statements received from the Divisional Forest Officers. Besides he should

prepare a return in Form KBM 19, for the Circle as a whole, and send it to the Chief Conservator of Forests, so as to reach him not later than the 18th of the month following that to which it relates.

(3) The Chief Conservator of Forests will obtain similar statements, also by the same date, from the Disbursing Officers working directly under him, and will then consolidate, in Form KBM 21, his own expenditure and that shown in the Circle and other returns, so that he may watch expenditure of the Department as a whole against the sanctioned appropriation. He should also reconcile the consolidated statement with the audited figures of expenditure, made available by the Accountant General.

CHAPTER VIII*

EXECUTION OF THE BUDGET—III

(Control of Appropriation)

81. The previous chapter dealt mainly with the control of expenditure. The chapter is devoted to the control of expenditure. This chapter is devoted to the control of appropriation. Both control of expenditure and control of appropriation ultimately have the same objective, viz., that of ensuring that there is no unauthorised excess over appropriation or unsurrendered saving at the close of the financial year, and both have also complementary roles to play.

82. Control over appropriation is the special responsibility of the Finance Department, and is exercised in three different ways, according as the occasion demands:—

- (i) Transfer of appropriation from one unit to another (reappropriation).
- (ii) Obtaining additional appropriation (supplementary grants).
- (iii) Withdrawal of appropriation found to be in excess of requirements (resumption).

REAPPROPRIATION

83. Definition.—Reappropriation, as defined in Chapter 11, is the transfer of funds from one unit of appropriation to another. With effect from 1974-75, the detailed heads of account, wherever they occur in the Budget Estimates, are treated as distinct units of appropriation. As such, transfer of funds from one such detailed head to another is also to be treated as reappropriation, and not redistribution.

84. General restrictions.—(1) The power to reappropriate between minor heads within a grant is exclusively that of the Finance Department, and its reserve power to refuse reappropriation is a check on overspending, and it should encourage the

* The expressions 'grant as a whole' wherever used in this chapter means the revenue portion or the capital portion of the grant, taken separately where the revenue portion or the capital portion of the grant includes charged appropriation, that much of the appropriation will, of course, have to be treated separately.

departments to be watchful about potential excesses. The power to reappropriate between heads subordinate to a minor head has, however, been delegated to the Administrative Department of the Secretariat and the Chief Controlling Officers mentioned in column 4 of Appendix 9, and, to a limited extent, to the subordinate officers of the Public Works Department and the Public Health Engineering Department (Superintending Engineers and Executive Engineers). This is subject to the following conditions, besides the further restrictions mentioned in the succeeding subparagraphs and any special restriction which may be imposed in individual cases:—

- (i) The expenditure should be under the general control of the Administrative Department or the general or direct control of the officer sanctioning the reappropriation.
- (ii) The reappropriation should not involve the undertaking of a recurring liability, i.e., a liability which extends beyond the current financial year.
- (iii) It should not be for the purpose of meeting expenditure on an object for which has been made in the Original or Supplementary Appropriation Act for the year, unless the authority competent to sanction reappropriations of this kind (Finance Department has already sanctioned a reappropriation for the same object.
- (iv) The reappropriation should not involve transfer of funds provided for Plan schemes to meet non-plan expenditure or funds provided for Centrally Sponsored Plan Schemes. Such reappropriations will, when necessary, be sanctioned only by Government in the Finance Department.

Note.—1. Condition (ii) will not apply, if sanction for undertaking the liability has already been issued, with the concurrence of the Finance Department, and the reappropriation is in pursuance thereof.

2. Conditions (iii) will not apply, if the reappropriation is for meeting expenditure with the Department initially expected to incur during the previous year, but had to postpone to the current year. E.g., expenditure on a work in progress, which the department

expected to complete and pay for during the preceding year, and for which, therefore, no provision was made in the Original Appropriation Act for the current year.

(2) No reappropriation is permissible between grants, or between the charged and voted sections or the revenue and capital sections of the same grant or for meeting expenditure on a 'new service' not contemplated in the budget estimates for the year. In the case of a sub or detailed head under which a reduction for probable savings had initially been made, savings to the extent necessary to offset the reduction should first be surrendered to the Finance Department, before any amount is reappropriated therefrom. Reappropriation is permissible only when there is a definite or reasonable chance of saving under the unit to be reduced, or it is meant to curtail expenditure under that unit to meet more urgent additional expenditure under another. Reappropriation, as a temporary device, even when there is no likelihood of saving under the unit to be reduced, in the hope of restoring the cut later from savings under other units, is objectionable and irregular.

Note:—1. The amount reappropriated should invariably be a multiple of Rs. 100.

2. If the excess or saving under a unit of appropriation does not exceed Rs. 100, it need not be regularised provided the grant as a whole (revenue portion of capital portion, as the case may be) is not exceeded thereby, and the unit if not one the provision for which had been specifically reduced by the Legislature.

(3) If the appropriation under a unit is reduced by reappropriation or resumption, the expenditure debitable to the unit should be restricted to the reduced appropriation. No authority subordinate to the one which sanctioned the reduction may increase the appropriation in exercise of its own powers of reappropriation, without the prior consent of the authority which reduced the appropriation. If the reduction was ordered by Government in the Finance Department its consent should be sought through Government in the Administrative Department concerned.

85. Special powers of officers of the Public Works and Public Health Engineering Department.— (1) Subject to the restrictions mentioned in the preceding paragraph and in relaxation of the general rule that only the Administrative Departments of the Secretariat and the Chief Controlling Officers listed in column 4

of Appendix 9 may reappropriate between sub-head within a minor head, Superintending Engineers and Executive Engineers of the Public Works Department and the Public Health Engineering Department may, in respect of funds placed at their disposal, sanction reappropriation between heads subordinate to a minor head, provided the amount reappropriated from/ to a single major does not exceed Rs. 25,000 in the case of Superintending Engineers and Rs. 10,000 in the case of Executive Engineers are empowered to reappropriate up to Rs.5,00,000* from one major work to another. Since, under the revised system of accounting introduced with effect from 1st April, 1974, each project is treated as a distinct minor head, the Chief Engineers, Superintending Engineers and Executive Engineers are no longer empowered to reappropriate from one project head to another.

(2) As an exception to condition (iii) mentioned in paragraph 84 (1), the Chief Engineers, Superintending Engineers and Executive Engineers of both departments may reappropriate funds for meeting expenditure on new minor works, even if no provision for the purpose had been made in the budget, subject to the condition that the cost of such work does not exceed Rs. 2,500.

***Note.*—Conditions (iii) mentioned in Para 84 (i) will not apply in the case of distribution/ reappropriation of funds by Chief Engineer to works which are included in the works appendix or specifically authorised to be taken up by competent authority costing less than Rs. 2 lakhs each out of the lump provision in the budget for such works.

(3) The powers of reappropriation delegated to the officers of the Public Works Department and the Public Health Engineering Departments are subject to the following further restrictions:—

- (i) The reappropriation should not involve transfer of funds for meeting expenditure on a work or project not yet administratively and technically sanctioned by the competent authority.
- (ii) It should not result in appropriation of funds in excess of the amount of estimate, if technical sanction has already been accorded.
- (iii) Reappropriation will not be effected from provision made for works for which tied assistance is available.

*G. O. (P) No. 870/79/Fin., dated 20-9-1979.

**G. O. (P) No. 355/82/Fin., dated 21-7-1982.

*(iv) Reappropriation will not be made between provisions for works pertaining to different Departments.

*(v) No funds will be provided by reappropriation or by redistribution for works which are not included in the "Works Appendix" or specifically authorised to be taken up by Government.

86. Form of application/sanction for reappropriation of funds.—(1) When a reappropriation is sanctioned, the authority which accords the sanction should draw up its proceedings in Form KBM 22, and forward one copy direct to the Accountant General. Besides, in the case of sanctions issued by the Chief Controlling Officers, two copies of the sanction should be forwarded to Government in the Administrative Department will retain one copy, and transmit the other to the Finance Department.

(2) In the case of proposals which the Chief Controlling Officers are not competent to sanction, the application for reappropriation (also Form KBM 22) should be submitted, in duplicate, to Government in the Administrative Department. The Administrative Department will accord sanction, if competent to do so, or pass on the application to the Finance Department.

(3) Separate statements should be prepared in respect of reappropriations affecting the "charged" and "voted" sections and revenue capital portions each grant. The reasons for the variations (excess/saving) should be explained fully and clearly on the reverse of each statement (Form KBM 22), or if, more convenient, in a sheet attached, indicating the quantum of excess/saving attributable to each reason. It should be remembered that the reasons furnished may ultimately have to be incorporated in the Appropriation Accounts, which are examined by the Public Accounts Committee of the Legislature. As such, the authority sanctioning the reappropriation should personally ensure that the reasons given are full, frank, forthright, and specific (i.e., nit in general terms).

SUPPLEMENTARY GRANT

87. Definition.—As defined in Chapter II, supplementary grant means the sum sanctioned by the Legislature for a particular service/function over and above the amount already authorised

*G. O. (P) No. 870/79/Fin., dated 20-9-1979.

by it during the current year, or to meet expenditure on some 'new service' not contemplated in the Annual Financial Statement (budget) for the year, vide Article 205 of the Constitution.

88. When required.—A supplementary grant may become necessary in the following circumstances*:
—

- (i) When the amount authorised by the Annual Appropriation Act to be expended for a particular service for the current financial year is found insufficient for the purpose.
- (ii) When a need arises during the current financial year for supplementary or additional expenditure upon some 'new service' not contemplated in the annual financial statement for that year.

89. Submission of proposals.—(1) The primary responsibility in respect of proposals for supplementary appropriations is that of the Chief Controlling Officer, who should, therefore, act with utmost caution in submitting such proposals. If, after the close of the financial year, it is found that the supplementary grant obtained was wholly unnecessary or far in excess of actual requirements, it may occasion an adverse comment in the Audit Report, which will be examined by the Public Accounts Committee. Before a supplementary demand is granted by the Legislature, the House will have to be satisfied that—

- (i) the expenditure could not be foreseen at the time the original estimates were framed, and
- (ii) that the expenditure cannot, in the public interest, be postponed to the next financial year.

The Chief Controlling Officer should, therefore while submitting proposals, explain to the satisfaction of Government, these two aspects of the question besides indicating why a supplementary appropriation is required. Government will not accept any such proposals, unless they are convinced that its rejection will result in serious inconvenience to the public service.

(2) Proposals for supplementary appropriations should be submitted to Government in the Administrative Department, as

*See also Excess Grant.

and when the need arises. The Administrative Department will examine the proposals, and pass them on to the Finance Department, with its recommendations. If a supplementary appropriation is required solely on account of insufficiency of the original appropriation placed at the disposal of the Controlling Officer, and there are resumed savings under the grant known to the Finance Department, the Finance Department will, if convinced of its necessity, provide the additional funds required by revoking the resumption order, to the extent necessary, and reappropriation of the funds so released. If no such saving is available, or if the supplementary appropriation is for financing a 'new service', the Finance Department will take steps to present a supplementary demand for grant to the Legislature, under Article 205 of the Constitution. The procedure to be followed in the Legislature in respect of such supplementary statement of expenditure will be same as that in the case of the Annual Financial Statement (Budget) presented earlier.

Note.—Copies of the Supplementary Appropriation Act should be forwarded to the Accountant General.

RESUMPTION

90. Definitions.—As defined in Chapter II, resumption is the act of a formal acceptance by the Finance Department of funds found to be in excess of requirements, and, hence, surrendered by the Controlling/Disbursing Officer.

91. Surrender of savings.—(1) It may be found, in the course of the year, that the expenditure under a unit is likely to be less than the appropriation therefore. This may be due to various reasons, such as over-budgeting, enforced economy, or postponement of expenditure. All anticipated savings should be surrendered to the Finance Department, through the Administrative Department, explaining the reason therefore, immediately they are foreseen, without waiting till the end of the year, unless they are required to meet excesses under other units, which are definitely foreseen at the time. The savings should not be held in reserve by the Sub-controlling or Disbursing Officer, no matter the justification. The provision to surrender funds found to be in excess of requirements is not meant to absolve the Estimating Officer from the charge of over-budgeting. If there is no valid

reason for non-utilisation of the appropriation, the Estimating Officer will be held responsible for inflation of the estimate.

(2) Appropriation which cannot be utilised to good effect should be surrendered. It is contrary to the interests of Government to spend money hastily or in an ill-conceived manner, merely because it is available, or just to avoid lapse of funds. The flow of expenditure should be so regulated throughout the year that there is no rush of expenditure, particularly during the closing months of the financial year.

(3) Whenever Government specifically order a cut in expenditure, as a measure of economy, it is the duty of the Controlling Officer to curtail expenditure accordingly. He should also specifically mention, in the report of saving submitted to the cut, and the units of appropriation affected thereby.

92. Resumption of savings.—Reports of savings submitted by the Controlling Officers through the Administrative Departments will be scrutinised by the Finance Department, and action taken in the following order:—

- (i) In the case of grant in which a reduction for probable savings had been made, savings to be extent necessary to give effect to the reduction will first be resumed.
- (ii) The remaining savings will then be reappropriated, to the extent additional funds are required under other heads within the grant.
- (iii) Finally, orders will be issued, resuming the savings still left.

Savings in the charged “charged” and “voted” sections and revenue and capital portions of each grant will be held separately. If, later on additional funds are found necessary for expenditure, the Finance Department may revoke the order of resumption, partly or fully, enabling of funds for the purpose.

SURRENDER/RERAPPROPRIATION—LAST DATE FOR
SUBMISSION OF PROPOSALS

93. (1) Reappropriation of funds and resumption of savings may be ordered by the competent authority till the last day of the

financial year, **but not after its expiry**. The latest dates by which proposals for reappropriation requiring Government's sanction and the surrender of savings should reach Government are—

- | | | |
|------|--|---------------|
| (i) | Receipt of proposals in the Administrative Department from the chief Controlling Officers and local bodies | 15th February |
| (ii) | Receipt in the Finance Department from the Administrative Department | 25th February |

(2) The Chief Engineer, Irrigation, should submit to Government in the Finance Department, not later than the 25th of February every year, a statement showing the estimated capital outlay on irrigation schemes during the year. This is to enable Government to ensure optimum utilisation of funds earmarked for irrigation schemes.

(3) Before submitting the last batch of proposals for reappropriation/supplementary, appropriation/surrender, the Chief Controlling Officers should carefully assess their final requirements for the year, on the basis of the actual expenditure during the first nine or ten months and the anticipated expenditure during the rest of the financial year, and also taking into accounts the adjustments likely to be made by the Accountant General, before the final closing of accounts of the year, towards discharge of outstanding liabilities.

NEW SERVICE

94. (1) *Term explained.*—The term 'new service', which appears in Articles 115(1) and 205(1) of the Constitution, has not been specifically defined therein. It means a service 'not contemplated in the annual financial statement for the year'. But, a new item of expenditure need not necessarily constitute a 'new service'. A 'new service' may be a new form of service or a new instrument of service. For example, if, in a State, a Land Board is newly created to implement the land reform measures, that, undoubtedly, is a new form of service. In every State there are hospitals. If it is decided a build a new hospital, this is not a new form of service, because hospitals already exist. It is, however, a new instrument of service. A new form of service involves the

adoption of a new policy, the provision of a new facility, or the alteration in character of an existing facility, and is normally looked upon as a 'new service', if it has not been contemplated in the annual financial statement (budget). A new instrument of service is treated as a 'new service', only if the expenditure involved is relatively large. In other words, it should involve an important extension of a previous specific commitment or facility, entailing relatively large expenditure. Thus, starting a new school and employment of an additional peon may both constitute examples of new instruments of service; but only the former is treated as a 'new service'. i.e., the cost of the new instrument of service should exceed certain specified limits, vide Appendix 13, if the service is to be treated as 'new'.

(2) *How financed.*—According to Article 205 of the Constitution, when a need arises during the current financial year for supplementary or additional expenditure upon same 'new service' not contemplated in the annual financial statement for that year, a supplementary statement showing the estimated amount of that expenditure has to be laid before the Legislature. No expenditure should be incurred on a 'new service', even if there are savings within the grant, before a supplementary grant is thus obtained. [If the expenditure can be met fully or partly from savings within the grant, a token sum (Rs. 100) or the balance actually required, as the case may be, need alone be shown in the supplementary statement of expenditure. When the supplementary demand is for a token sum, details of the new scheme, *including its financial implication* should be given as a foot-note.] If, however, the need is so urgent that expenditure on the 'new service' cannot be put off till a supplementary grant is obtained, interim provision may be found by obtaining an advance from the Contingency Fund, pending authorisation by the Legislature. The advance should be for the full amount required for expenditure during the interim period (not a token sum), even when the expenditure can be met fully or partly from savings within the grant, and if the amount of advance is later found insufficient, an additional advance should be obtained.

(3) *Rulings on New Service.*—Based on the recommendations of the Public Accounts Committee, Government have, from time to time, laid down certain criteria for deciding whether a new item of expenditure would constitute a 'new service'. These are reproduced in Appendix 13.

EXPENDITURE NOT PROVIDED FOR IN THE BUDGET
BUT NOT ON A NEW SERVICE

95. (1) Subject to availability of funds, the Budget Estimates normally provide for all foreseeable items of expenditure likely to be incurred during a financial year. As such in normal circumstances, there is hardly any justification for proposing, during the course of the year, fresh expenditure not already provided for in the Budget Estimates. However, for special reasons, it may sometimes become urgent and unavoidable to incur fresh expenditure not contemplated in the budget, but not involving a 'new service'. In such cases, the Controlling Officer should carefully examine whether the expenditure can be met by postponing or curtailing less urgent expenditure for which provision already exists. If such a course is found impracticable, action should be initiated to obtain a supplementary appropriation.

(2) When a new item of expenditure not constituting a 'new service' can be met entirely by reappropriation of savings within the grant, the reappropriation should not be made in anticipation of Government's sanction to the proposal. Nor should expenditure be incurred before the savings have actually been reappropriated. To avoid such a contingency, the application for sanction to incur the expenditure and that for reappropriation of funds should both be submitted together.

(3) When an additional appropriation is required urgently in a case not involving a 'new service' and no savings are foreseen, the authority concerned should apply to Government in the Administrative Department for permission to incur the expenditure. The Administrative Department may, with the concurrence of the Finance Department, authorise the incurring of the expenditure, and inform the Accountant General, through the Finance Department, that provision will be made later, either by reappropriation, or, if this is found impracticable, by obtaining a supplementary grant. The grant as a whole should not be exceeded before the supplementary grant has been made by the Legislature. In such cases, it will be the responsibility of the Controlling Officer to later ensure that funds are in fact provided as originally proposed i.e., either by reappropriation or, if necessary, by obtaining a supplementary grant.

CONTINGENCY FUND

96. The Contingency Fund has been created under Article 267 (2) of the Constitution, and is in the nature of an imprest placed at the disposal of the Governor, to enable him to make advances for meeting unforeseen, but unavoidable expenditure, pending authorisation by the Legislature. It may sometimes become necessary, in the course of the year, to incur expenditure over and above the amount already authorised by the Legislature for a particular service or on a 'new service' not contemplated in the annual budget, even before obtaining the approval of Legislature for exceeding the budget grant/incurring 'new' expenditure. The Contingency Fund is meant to be drawn upon in such a contingency, if being illegal to incur expenditure from the Consolidated Fund in such circumstances. The existence of the Contingency Fund does not, in any way, undermine the authority of the of the Legislature, or diminish its control over public spending, as the expenditure met out of the Contingency Fund has to be subjected to scrutiny by the Legislature at the earliest opportunity, vide the Kerala Contingency Fund Act, 1957, and the rules made thereunder, reproduced in Appendix 14. The Fund is administered by the Finance Department.

EXCESS GRANT

97. (1) It is always the responsibility of the department administering a grant to ensure that the actual expenditure does not exceed the amount placed at its disposal by the Legislature. If expenditure over and above this amount becomes unavoidable, it is open to the department to obtain a supplementary grant before the close of the financial year. As such, excess expenditure which comes to notice after the expiry of the financial year is always looked upon as an irregularity.

(2) According to article 205 of the Constitution, if any money has been spent on any service during a financial year in excess of the amount granted for that service and for that year, i.e., if it is noticed after the close of the financial year that the expenditure has, in fact, exceeded the grant as a whole, a demand for such excess has to be presented to the Legislature, and an 'excess grant' obtained. The procedure to be followed for obtaining an excess grant has been described in Appendix 15.

CHAPTER IX

REVIEW OF THE BUDGET—I**(Audit Report)**

98. (1) Review of the budget forms the last of the four budgetary stages; it completes the financial cycle starts with the preparation of the budget.

(2) In a parliamentary form of Government, the Executive and the Legislature have well-defined prerogatives and spheres of responsibility. While it is the responsibility of the Executive to formulate demands for money, it is the prerogative of the Legislature to grant the money required for public expenditure. This power to make grants for specific purposes (appropriate) is not, in practice, adequate for controlling expenditure. For legislative control over expenditure to be complete, the Legislature should also have the means to satisfy itself that the appropriations are, in fact, spent by the Executive for the purposes for which they are intended. This is provided by the audit of public accounts by an independent statutory authority—the Comptroller and Auditor General—and the examination of his report by a legislature committee—the Public Accounts Committee or the Committee on Public Undertakings, as the case may be. It is also equally important to have a detailed examination of the estimates presented to the House, and see how best the plans and programmes embodied therein could be executed efficiently and economically. This work has been entrusted to another legislature committee, specially constituted for the purpose—the Estimates Committee.

(3) Accordingly, the work of review of the budget may be sub divided into—

- (i) Audit of accounts by the Accountant General, and preparation and submission of the Audit Report.
- (ii) Scrutiny of the Audit Report by the Public Accounts Committees/Committee on Public Undertakings the Legislature.
- (iii) Detailed examination of the Estimates by the Estimates Committee of the Legislature.

The purpose of this chapter is to focus attention on the review by Audit, so far as it affects the working of the departments of Government, and it contains mainly executive instructions for the guidance of the departmental officers. The working of the three legislature committees has been dealt with in Chapter X, XI and XII.

AUDIT REPORT

99. Audit of public accounts by an independent authority is an essential ingredient of legislative control over expenditure. In fact, the financial accountability of the Executive to the Legislature is secured through the Reports of the Comptroller and Auditor General (Audit Reports).

100. *Draft paragraph.*—The Accountant General, acting on behalf of the Comptroller and Auditor General, examines the accounts to ensure that the grants made by the Legislature have been applied in the amounts intended and to the purposes for which they were intended, and that they have been spent according to law, rules, and regulations. If, in the course of such examination, an irregularity comes to his notice, which, in his opinion, deserves to be mentioned in the Audit Report, he sends a draft of the paragraph proposed for inclusion in the Audit Report to the secretary to Government concerned, by name, for verification of facts. Simultaneously, copies of the ‘Draft Paragraph’ are endorsed to the Finance Secretary and the Head of the Department concerned. This is to ensure that the irregularity commented upon the officers who will have to appear as witnesses before the Public Accounts Committee* when the Audit Report is taken up for consideration by the Committee. It is, therefore, the duty of the officer who receives the Draft Paragraph to see that the reply to the Accountant General, after verification of facts, is sent only after obtaining his approval so that the facts mentioned in the Audit Para will not be challenged when the Audit report is examined by the Committee.

101. (1) *Verification of facts and furnishing reply.*—The facts mentioned in the Draft Paragraph should be carefully verified, and

*The term “Public Accounts Committee”, wherever used in this chapter, means the Committee on Public Undertakings also.

The result of verification communicated to the Accountant General **within six weeks from the date of its receipt**. Before sending a reply, the officers concerned should collect all the facts which have a direct or indirect bearing on the irregularity commented upon in the Draft Paragraph, and examine whether the Audit Para gives a true account of the alleged irregularity or lapse. (Usually, the files or reference mentioned in the 'Key to the Para' will contain the facts of the case). If the Draft Paragraph needs to be modified to bring out the facts of the case, the modification deemed necessary should be suggested in the reply. The reply should be communicated demiofficially by the officer to whom the Draft Paragraph was addressed by the Accountant General. This is to ensure that the reply is sent by the proper authority, after careful examination of all the aspects of the case. In case the final reply to the Draft Paragraph cannot be sent within the prescribed time-limit (six weeks), an interim reply should be sent to the Accountant General by the same officer, indicating the date by which the final reply could be sent. *In any case, the final reply should be sent within three months from the date of receipt of the Draft Paragraph.*

(2) *Facts noticed after finalisation.*—Facts coming to the notice of the Secretariat or the Department after the Draft Paragraph has been finalised by the Audit should also be reported to the Accountant General, for due verification and posting the Public Accounts Committee with up-to-date information at the time the case is taken by for consideration by the Committee.

102. *Verification to ensure that facts agree.*—It is not necessary that contents or the language of the Draft Paragraph should be specifically agreed to. Nor is it necessary to reach prior agreement on what is to be mentioned in the Audit Report. However, it is desirable that there is no dispute regarding the facts of the case, based on which the Accountant General is free to draw his own conclusion and express his own opinions. This does not preclude a Secretary to Government from taking up with the Accountant General the desirability of mentioning a particular case in the Audit Report.

103. *Mentioning names.*—The name of the department or organisation connected with an irregularity may be mentioned in the Draft Paragraph, except when criminal proceedings have been initiated against an official for alleged fraud or misappropriation,

and mentioning the name of the department or organisation may give a clue to his identity. The names of private firms will not be mentioned, if the facts of the case are/are likely to the subject-matter of litigation, etc. The names of individuals and officials will, likewise, be avoided; only the designation of the officials concerned will be indicated. Where, however, a name has been mentioned in the Audit Paragraph and Government consider this undesirable, the matter should be brought to the notice of Audit well in time.

104. *Watching the disposal of Draft Paragraph.*—In order to ensure the prompt disposal of Draft Paragraphs, Secretaries to Government and the Heads of Departments should maintain a separate register to note the date of receipt of the Paragraphs and the date of sending the reply. A senior officer (who, in the case of the Secretariat, should be one not below the rank of a Deputy Secretary) should be declared as responsible for watching the prompt disposal of Draft Paragraphs. He should personally verify on the first working day of every month, the register maintained for the purpose. It should be borne in mind that if a final reply is not sent within the prescribed time-limit (six weeks), the Paragraph, as prepared by Audit, will be treated as final and incorporated in the Audit Report. Situations necessitating the challenging of facts mentioned in the Audit Para should not arise at a later stage on any account, particularly owing to the default of the departments to apprise the Accountant General of the correct position at the time of verification of the Draft Paragraph.

105. *Files required by Audit.*—The files required by Audit for the preparation of Draft Paragraphs should be readily made available. If the contents of a file or any part of it is 'secret', the file may be sent to the Accountant General by *name*, specifying this fact. The Accountant General will then deal with it in accordance with the standing instruction for the handling and custody of such documents.

106. *Rectification of defects etc., commented upon in the Audit Para.*—Normally, it has to be presumed that a Draft Paragraph forwarded to the Secretary to Government, for verification, will find a place in the Audit Report. The Secretary to Government and the Head of Department will have to appear as witnesses before the Public Accounts Committee, when the para in question is taken up for examination by the committee. There will normally be a time-lag of

six to twelve months between the date on which the Draft Paragraph is forwarded by the Accountant General, for verification, and the date on which the para is taken up for consideration by the Committee. One of the questions which the Committee generally puts to the witness is whether *at least after receipt of the Draft Paragraph*, the irregularity commented upon in the Audit Para has been rectified, (wherever possible), adequate steps have been taken to check the recurrence of such irregularities, and, in cases of loss caused to Government, necessary action has been taken against those responsible. Hence, the Secretary to Government and the Head of Department should, on receipt of a Draft Paragraph, examine, *inter alia*, the following aspects, and take suitable remedial measures immediately:—

- (i) Whether the irregularity was caused by the negligence or culpability of any Government official. (If so, suitable action should be initiated against him.)
- (ii) Whether there was lack of proper instructions or defect in the organisational set-up. (If so, steps should be taken to rectify such defects.)
- (iii) Whether there was any loss to Government. (If so, responsibility for the loss should be fixed, and steps taken to make good the same.)
- (iv) Whether the irregularity was due to lack of proper supervision or ambiguity of rules. (If so, steps should be taken to enforce adequate supervision or to amend the rules.)

In short, all possible ways should be thought of to check the recurrence of the irregularity, and make amends for the wrong done.

107. Draft Paragraphs relating to State Undertakings.—The Draft Paragraphs relating to statutory Boards/Corporations, such as the Kerala State Electricity Board and the Kerala State Road Transport Corporation. Government Companies, and Government Commercial Undertakings will also be forwarded by the Accountant General to the Secretary to Government concerned, by name. Copies of these Draft Paragraphs will be endorsed simultaneously to the Finance Secretary to Government and the Chairman/Managing Director of the Undertaking concerned. The procedure laid down in the preceding paragraphs for the disposal of Draft Paragraphs will apply to such cases also.

CHAPTER X

REVIEW OF THE BUDGET—II

Committee on Public Accounts

108. Reference has been made in paragraphs 6 and 98 to the Committee on Public Accounts which is one of the Legislature Committees. The general rules regulating the working of Legislature Committees are contained in Chapter XXIV of the “Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly” (Rules 179 to 210). The duties and functions of the Committee on Public Accounts and the provisions relating to its constitution, as laid down in Rules 231 and 232 *ibid*, and the Rules of procedure of the Committee, framed under Rule 206 *ibid*, are reproduced in the following sub-paragraphs. The primary function of the Committee on Public Accounts is to scrutinise the Reports of the Comptroller and Auditor General of India, the Appropriation Accounts, and the Finance Accounts, copies of which are circulated to its members, after these have been submitted to the Governor and placed before the Legislature. The result of such scrutiny is communicated to the Legislature in the form of reports, which contain, *inter alia*, the recommendations and observations of the Committee, for implementation by the Departments concerned. Prompt action should be taken by the Departments on these recommendations, and a statement in the prescribed form, showing the action taken or proposed to be taken, should be furnished to the Committee within two months, after getting the statement vested by Audit. Instructions issued by Government from time to time for the guidance of the Departments of the Secretariat and the Departmental Officers in matters concerning the Committee on Public Accounts are given appendix 15.

231. FUNCTIONS OF COMMITTEE ON PUBLIC ACCOUNTS

(1) There shall be a Committee on Public Accounts for the examination of accounts showing the appropriation of sums granted by the Assembly for the expenditure of the Government of Kerala the annual finance accounts of the Government of Kerala, and such

other accounts laid before the Assembly as the Committee may think fit.

(2) In scrutinising the Appropriation Accounts of the Government of Kerala and the Report of the Comptroller and auditor General thereon, it shall be the duty of the Committee to satisfy itself:

(a) that the moneys shown in the accounts as having been disbursed were legally available for and applicable to, the service or purpose to which they have been applied or charged;

(b) that the expenditure conforms to the authority which governs it; and

(c) that every reappropriation has been made in accordance with provisions made in this behalf under rules framed by competent authority.

(3) It shall also be the duty of the Committee—

(a) to examine the statements of accounts showing the income and expenditure of State Corporations, trading and manufacturing schemes, concerns and projects together with the balance sheets and statements of profits and loss accounts which the Governor may have required to be prepared or are prepared under the provisions of the statutory rules regulating the financing of a particular corporations, trading or manufacturing scheme or concern or project, and the Report of the Comptroller and Auditor General thereon;

(b) to examine the statements of accounts showing the income and expenditure of autonomous and semi-autonomous bodies, the audit of which may be conducted by the Comptroller and Auditor General either under the directions of the Governor or by a statute of the Legislature; and

(c) to consider the Report of the Comptroller and Auditor General in cases where the Governor may have required him to conduct an Audit of any receipts or to examine the accounts of stores and stocks.

(4) If any money has been spent on any service during a financial year in excess of the amount granted by the Assembly for the purpose, the committee shall examine with reference to the facts of each case the circumstances leading to such an excess and make such recommendations as it may deem fit:

Provided that the committee shall not exercise its functions in relation to such public undertakings specified in the Fourth Schedule and such other public undertakings as may be notified by the Government as such, from time to time.

232. CONSTITUTION OF COMMITTEE

The Committee shall consist of eleven members, who shall be elected by the Assembly, as soon as may be after the commencement of the financial year, for a period of two years from among its members according to the principle of proportional representation by means of the single transferable vote:

Provided that a Minister shall not be elected a member of the Committee and that if a member, after his election to the Committee, is appointed a Minister, he shall cease to be a member of the Committee from the date of such appointment.

RULES OF PROCEDURE (INTERNAL WORKING)

The following rules are supplemental to the provisions contained in Rules 179 to 210, 231 and 232 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly, which relate to the composition, functions and conduct of business by the Committee on Public Accounts:

1. After the Report of the Comptroller and Auditor General of India relating to the Appropriation Accounts of the Government of Kerala and the Audit Report thereon has been laid before the Assembly as laid down in Article 151 (2) of the Constitution, a copy thereof shall be circulated to the Members of the Committee.

Note:—The Speaker has authorised the Public Accounts Committee to examine the Appropriation Accounts and the reports thereon before they are laid before the Assembly [Letter No. D. Dis. 109/51/LA., dated 26th March 1951 from the Secretary, Legislative Assembly to the Finance Secretary to Government, vide Fin. (d) 2-3612/51]. (The Committee should not, however, submit any report to the House before the Accounts are laid on the Table of the House).

2. Similarly, copies of the Finance Accounts of the Government of Kerala and the Audit Report thereon shall be circulated to the Members of the Public Accounts Committee after these have been laid on the Table of the House.

3. The Committee shall determine from time to time the Accounts and Audit Report to be examined by it.

4. The programme shall be drawn up by the Secretary and approved by the Chairman and copies thereof will be circulated to the departments of the Government, etc., to enable them to keep themselves in readiness.

5. After going through the Accounts and Reports referred to in Rules 1 and 2 above, points, if any, on which further information is required shall be got ready. These points shall be sent to the Secretary ten days in advance of the date of the meeting; where the committee meets at a short notice, the period of ten days referred to above may be reduced under orders of the Chairman.

6. The members may similarly send their suggestions, if any, for the consideration of the Committee two days in advance of the date of the meeting.

7. Usually thirty copies of each of the notes, memoranda, etc., shall be furnished by the departments of the Government either in pursuance of action taken on the recommendations of the Committee or in reference to the point or points on which the information may be called for by the Committee or a Member thereof. On receipt, copies shall be circulated to the Members and 3 copies of each paper, memorandum, document, etc., shall be forwarded to the Accountant General.

8. Memoranda, notes or other documents placed before the Committee shall at the discretion of the Committee form appendices to Reports unless Government or the Audit Department is particularly marking them as SECRET.

9. The Secretary shall not the points on which further information is required by the Committee as a result of examination of the departmental witnesses and take such action as may be necessary under the direction of the Chairman.

10. The notes and other details furnished by the Departments as a result of the examination of the departmental witnesses may be submitted to the Committee after verification by the Audit Department.

11. A brief record of the proceedings of each meeting of the Committee shall be kept by the Secretary.

12. Relevant portions from the speeches of the Members in the Committee may be forwarded to them for correction and return within 48 hours. The official tendering evidence before the Committee may also enjoy the same privilege.

13. The Chairman of the Committee shall be competent to order that any portion of the proceedings or evidence tendered need not be published when he is convinced that it shall not be in the public interest to disclose the same.

14. The Committee shall have power to require the attendance of person or the production of papers or records, if such a course is considered necessary for the discharge of its duties.

15. The Committee may recall any witness to give further evidence on any point which are under the consideration of the Committee.

16. If, in any case, any of the witnesses or officers of Government called upon to appear before the Committee to tender evidence is not in a position to do so for any *bono fide* reason, the fact shall be intimated to the Chairman sufficiently early.

17. The Secretary shall maintain a record of attendance of the Members present for the Meetings.

18. When the examination of any portion of the Accounts by the Committee is over, it shall frame its recommendations.

19. Each draft report or part thereof shall be considered as a meeting of the Committee and will embody the decisions of the majority of the Members present and voting.

20. There shall be no minutes of dissent to the Report of the committee.

21. As soon as each report has been completed, it shall be printed. A typed script or a printed copy of the Report, if available, shall be presented to the Assembly and printed copies supplied to the Members at a later date.

22. Under the directions of the Chairman, the Secretary may arrange for the issue of Press Releases etc., for the General information of the public regarding the activities of the Committee.

23. The Secretary shall keep an account of the expenses incurred on the meetings of the Committee.

24. The Public Accounts Committee Branch of the Legislature Secretariate shall bring up-to-date the "Statement showing action taken or proposed to be taken on the recommendations of the Public Accounts Committee" on the basis of replies given by the departments, and circulate it to the Members the Committee a week before the date of Commencement of meetings of the Committee for the examination of all or either of the Accounts and Report referred to in Rule 1 above. This statement shall also be accompanied by copies of the memoranda, notes or other literatures forwarded by the departments stating the action taken by them on the particular item/items with which they are concerned.

*[25. * * * * *]

26. The Finance Secretary to Government, the Secretary to Government in charge of the department under scrutiny by the Committee and the Accountant General or an officer deputed by him shall be present for all the meetings of the Committee.

27. Any additional points of procedure which are formulated from time to time shall be incorporated in these rules.

*Deleted. The work of preparing an epitome of the recommendations of the Public Accounts Committee has since been entrusted to the Accountant General.

CHAPTER XI

REVIEW OF THE BUDGET—III

Committee on Estimates

109. The committee on Estimates is a Committee constituted by the Legislative Assembly for the examinations of such of the estimates as it deems fit or are specially referred to it by the House, and to suggest measures aimed at improving efficiency and effecting economy. The functions of the Committee on Estimates and the provisions relating to its constitution, etc., as laid down in rules 233 to 235 of the “Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly”, and the Rules of Procedure of the Committee, framed under rule 206 *ibid*, are reproduced below:

233. FUNCTIONS OF THE COMMITTEE ON ESTIMATES

There shall be a Committee on estimates for the Examination of such of the estimates as may seem fit to the Committee or are specially referred to it by the Assembly or the Speaker.

The functions of the Committee shall be—

- (a) to report what economies, improvements in organisation, efficiency or administrative reform, consistent with the policy underlying the estimates, may be effected;
- (b) to suggest alternative policies in order to bring about efficiency and economy in administration;
- (c) to examine whether the money is well laid out within the limits of the policy implied in the estimates; and
- (d) to suggest the form in which the estimates shall be presented to the Assembly:

Provided that the Committee shall not exercise its functions in relation to public undertakings specified in the Fourth Schedule and such other public undertakings as may be notified by the Government as such, from time to time.

234. CONSTITUTION OF COMMITTEE

The Committee shall consist of eleven members who shall be elected by the Assembly, as soon as may be after the commencement of the financial year for a period of two years, from among its members according to the principle of proportional representation by means of the single transferable vote:

Provided that a Minister shall not be elected a member of the Committee, and that if a member, after his election to the Committee, is appointed a Minister, he shall cease to be a member of the Committee from the date of such appointment.

235. EXAMINATION OF ESTIMATES BY COMMITTEE

The Committee may continue the examination of the estimates from time to time throughout the financial year and report to the Assembly as its examination proceeds. It shall not be incumbent on the Committee to examine the entire estimates of any one year. The demands for grant may be finally voted notwithstanding the fact that the Committee has made no report.

RULES OF PROCEDURE (INTERNAL WORKING)

The following rules are supplemental to the provisions contained in Rules 179 to 210 and 233 to 235 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly:—

1. The Committee will select from time to time a department, a section of a department or departments whose estimates are to be examined by them.
2. At the beginning of each financial year, the Committee will make a selection of subjects covering any part of the estimates of department or departments to be examined by them during the year under review. The department or departments of the Secretariat will be asked sufficiently in advance to collect all relevant information relating thereto for submission to the Committee.

3. The department or departments of the Secretariat concerned will be asked in writing by the Secretary of the Committee to furnish necessary materials in support of the estimates for the information of the Committee. The form in which the material is to be furnished to the Committee shall be as follows:—

(1) The organisation of the department and its attached and subordinate offices (The information should be supported by short explanatory notes).

(2) The functions of the department and its attached and subordinate offices.

(3) Broad details on which the estimates are based.

(4) Volume of work in the department and its attached and subordinate offices, covering the period of estimates and giving, for the purposes of comparison, corresponding figures of the past three years.

(5) Scheme or projects which the department has undertaken. (The name and details of the scheme of expenditure, period within which it is likely to be completed, yield, if any, and progress made up-to-date, should be state.)

(6) Actual expenditure incurred under each sub-head of estimates during the preceding three years.

(7) Reasons for variations, if any, between the actuals of the past years and the current estimates.

(8) Reports, if any, issued by the departments of the Secretariat on its working.

(9) Any other information that the Committee may call for or the department of the Secretariat may think it proper to furnish to the Committee.

4. The secretariat department concerned will furnish thirty sets of papers referred to in paragraph 3 to the Legislature Secretariat.

5. As soon as the papers are received in the Legislature Secretariat, they will be circulated to the members.

6. The members, after going through the papers, may frame questions in which further information is required by them. These question or points shall be sent to the Legislature Secretariat at least seven days in advance of the meeting. Where the Committee meets at short notice, the period of seven days referred to above may be reduced under orders of the Chairman.

7. The members may similarly send their suggestions, if any, for the consideration of the Committee three days in advance of the date of the meetings.

8. The points and suggestions referred to in paragraph 6 and 7 above shall be circulated to members from time to time in advance of the meeting. Advance copies of the points and suggestions shall also be sent to the Secretariat department concerned for preparing necessary relies. A copy of the points and suggestions shall also be furnished to the Finance Department.

9. The Committee shall have power to require the attendance of persons or the production of papers or records, if such a course is considered necessary for the discharge of its duties.

10. On the date or dates when the Committee meets to consider the estimates, the Secretary to Government concerned or Head of the Department and a representative of the Finance Department will attend, in order to explain the details of the estimate and to furnish each information as the Committee may require.

11. The Chairman of the Committee will call one by one the points or questions as set out on the order paper and the representative of the department concerned or of the Finance Department will explain the position. If the point needs further elucidation, other members may be permitted by the Chairman to put oral questions. The representative of the Department concerned or of the Finance Department may either reply to such points at the time or arrange to furnish the information later.

12. The Secretary shall note the points on which further information is required by the Committee and, under the direction of the Chairman, take such action as may be necessary.

13. A record of the proceedings of each meetings of the Committee shall be kept by the Secretary.

14. Relevant portions of speeches will be forwarded to the members and the officials tendering evidence before the Committee, for correction and return within 48 hours of their receipt. If corrected copies of speeches are not received back from members, the reporter's copy will be treated as authentic.

15. The proceedings will be treated as confidential. The verbatim proceedings will be treated as confidential. The member of the Committee. Only such papers as have been laid on the table of the House will be available for the distribution or for reference outside the Committee.

16. The Secretary shall, as soon as possible, prepare draft minutes for the meetings of the Committee for approval and signature by the Chairman. As soon as minutes of each session are completed, they should be got printed for presentation to the Legislature.

17. When the examination of any part of the estimates has been completed, the Committee may frame their recommendations.

18. Each draft report or section thereof will be considered as a meeting of the Committee and will embody the decisions of the majority of the members present and voting.

19. In the case of equality of votes, the Chairman shall decide the issue by a casting vote.

20. There shall be no minutes of dissent.

21. When the Committee is considering the draft report or formulating its views on any matter, no one who is not a member or an officer of the Secretariat of the Committee shall be present at such meeting.

22. An advance copy of the report, marked as secret, will be sent to the Secretary to Government concerned, for verification of factual details and for such action as may be necessary, copies thereof being supplied to the Finance Department, the Minister concerned and also to the Chief Minister. Copies may also be furnished to such other authorities, either for information or for action, as the Chairman may direct. The recipients of the report

shall be rejoined to treat the contents thereof as secret, until it is presented to the Legislature.

23. The Chairman may make such factual changes in the draft report as he may think fit on the basis of the changes intimated by the Secretary to Government concerned, before the report is presented to the Legislature.

24. The Chairman will sign the report on behalf of the Committee.

25. As soon as each report has been completed, it will be printed for presentation to the Legislature. In case, due to unforeseen circumstances, printed copies are not available by the scheduled date of presentation, a type-written copy of the report will be presented to the Legislature, and printed copies supplied to members later.

26. The reports or minutes shall ordinarily be presented to the House by the Chairman, but if he is unable to do so on any account, one of the members of the Committee may present the reports or minutes on his behalf.

27. The Committee shall meet as such time and for such period as the Chairman may determine from time to time.

28. If the Committee is divided in to Sub-Committees, the procedure of each Sub-Committee shall be the same as of the whole Committee.

29. Under the direction of the Chairman, the Secretary may arrange for publishing the activities of the Committee for the information of the public.

30. The Secretary will keep an account of the expenses incurred on the meetings of the Committee.

31. Any additional points of procedure which are formulated from time to time shall be incorporated in these rules.

110. The instructions contained in Appendix 15 will apply *mutatis mutandis* to matters pertaining to the Committee on Estimates as well.

CHAPTER XII

REVIEW OF THE BUDGET—IV

Committee on Public Undertakings

110. The Committee on Public Undertakings, which is yet another of the Legislature Committees, was first constituted in November, 1968, to examine the working of Public Undertakings. Like the Committee on Public Accounts, it has now eleven members, including the Chairman. The functions of the Committee on Public Undertakings and the provisions relating to the constitution, as laid down in Rules 236 and 237 of the “Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly”, and the Rules of Procedure of the Committee, framed under Rule 206 *ibid*, are reproduced in the following sub-paragraphs. The instructions contained in Appendix 15 to the Manual will apply *mutatis mutandis* to matters concerning the Committee on Public Undertakings as well.

236. FUNCTIONS OF THE COMMITTEE ON PUBLIC UNDERTAKINGS

There shall be a Committee on Public Undertakings for the examination of the working of the Public Undertakings specified in the Fourth Schedule* and such other Public Undertakings as may be notified by the Government as such from time to time.

The functions of the Committee shall be—

(a) to exercise the reports and accounts of the Public Undertakings specified in the Fourth Schedule; and with the permission of the Speaker to examine such other Public Undertakings as may be notified by the Government as such from time to time;

(b) to examine the reports, if any, of the Audit on Public Undertakings;

(c) to examine in the context of the efficiency of the Public Undertakings whether the affairs of the Public Under-

*See Appendix 16.

takings are being managed in accordance with sound business principles and prudent commercial practices; and

(d) to exercise such other functions vested in the Committee on Public Accounts and the Committee on Estimates in relation to the Public Undertakings specified in the fourth schedule as are not covered by sub-clauses (a), (b) and (c) above and as may be allotted to the Committee by the Speaker from time to time:

Provided that the Committee shall not examine and investigate any of the following, namely—

(i) matters of major Government policy as distinct from business or commercial functions of the Public Undertakings;

(ii) matters of day-to-day administration;

(iii) matters for the consideration of which machinery is established by any special under which a particular Public Undertakings is established.

(iv)

Note:—“Public Undertakings” for the purpose of Rules 236 and 237 means any Company in which not less than 51 per cent of the paid up share capital is held by the State Government and includes Statutory Corporations and Boards constituted by the State Government.

237. CONSTITUTION OF THE COMMITTEE

The Committee shall consist of eleven members who shall be elected by the Assembly as soon as may be after the commencement of the financial year for a period of two years from amongst its members according to the principle of proportional representation by means of single transferable vote:

Provided that a Minister shall not be elected as a Member of the Committee, and that if a Member, after his selection to the Committee is appointed as a Minister he shall cease to be a member of the Committee from the date of such appointment.

RULES OF PROCEDURE OF THE COMMITTEE ON PUBLIC UNDER-
TAKINGS (INTERNAL WORKING)

(Made under Rule 206 of the Rules of Procedure and Conduct of
Business in the Kerala Legislative Assembly)

The following rules are supplemental to the provisions contained in Rules 179 to 210 and Rules 236 and 237 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly.

1. (1) *Selection of Subjects for Examination.*—The Committee shall select from time to time for examination such Public Undertakings or such subjects as they may deem fit and as fall within their terms of reference.

(2) The programme of work for the examination of subjects may be determined by the Committee from time to time.

2. If the Committee is divided into Sub-Committees, the procedure of each Sub-Committee shall be the same as that of the whole Committee.

3. *Notice of sitting.*—When the date and time of a sitting of the Committee have been fixed by the Chairman, notice thereof shall be circulated to the Members of the Committee.

4. *Material to be furnished to the Committee.*—The Department/Undertaking concerned with the subjects to be examined by the Committee shall be asked in writing by the Legislature Secretariat to furnish twenty-five sets of the necessary materials for the use of the Members of the Committee. The preliminary material to be furnished to the Committee in respect of an Undertaking shall generally be on the lines set out in Annexure 1.*

4A. When the Committee take up consideration of the Report of the Comptroller and Auditor General of India relating to the Government of Kerala, so far as they relate to the Public Undertakings mentioned in the Fourth Schedule to the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly, usually thirty copies of each of the notes, memoranda, etc., shall

*See PP. 105-106.

be furnished by the Departments of the Government either in pursuance of action taken on the recommendation of the Committee or in reference to the point or points on which the information may be called for by the Committee or a Member thereof. On receipt, copies shall be circulated to members and three copies of each paper memorandum, document, etc., shall be forwarded to the Accountant General.

4B. The notes and other details furnished by the Departments as a result of the examination of the departmental witnesses in connection with the consideration of the Report of the Comptroller and Auditor General of India relating to the Government of Kerala so far as relate to the Public Undertakings mentioned in the Fourth Schedule to the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly may be submitted to the Committee after verification by the Audit Department.

5. *Circulation of Material to Members.*—The material shall be circulated to the Members with a covering memorandum as soon as possible after its receipt in the Secretariat.

6. *Papers circulated to the Committee to be treated as Confidential.*—The papers circulated to the Committee shall be treated as confidential and the contents thereof shall not be **divulved** to any one nor shall any reference be made to such information outside the Committee at any time before the report on the subject has been presented to the House. Thereafter, reference may be made only to such information as is available in the documents or records laid on the Table.

7. *Questions by Members.*—(1) The members may, after going through the papers, frame questions or points on which further information is required by them.

(2) These questions or points shall be sent by members to the Legislature Secretariat by a date to be specified by the Chairman.

8. *Questionnaire for the Department/Undertaking.*—(1) The questions and points suggested by Members, together with other relevant points concerning the subject under examination, shall be consolidated in the form of a questionnaire. The questionnaire shall be circulated to all Members of the Committee with explanatory notes wherever necessary.

(2) The questionnaire and the suggestions received from the Members shall be considered by the Committee. After its approval by the Chairman it shall be sent to the Undertaking/Department which shall furnish to the Secretariat twenty-five sets of replies thereto by a date to be specified by the Chairman.

(3) Copies of the questionnaire shall be circulated to the Members of the Committee.

(4) The replies received to the questionnaire from the Undertaking/Department shall be circulated to the Members in the manner prescribed in Rule 5 of these rules.

(5) Where further clarification is required on any point or additional information is desired, it may be called for in the manner prescribed in sub-rule (2) of this rule.

9. *Points for oral examination.*—(1) The Legislature Secretariat shall prepare a list of points and/or questions for oral examination of the witnesses incorporating therein any suggestions that may be received from Members in this regard, for approval by the Chairman.

(2) Advance copies of the list of points or questions may be circulated to the Members of the Committee.

10. *Procedure when taking and evidence.*—The Chairman shall put questions one by one to the witness. If a member desires to put a question he shall do so with the permission of the Chairman. In case the witness is not in a position to elucidate any point immediately, he may be permitted by the Chairman to furnish a reply to the Secretariat in writing as soon as may be thereafter.

11. *Recall of witnesses.*—The Committee may recall any witnesses to give further evidence on any point which is under consideration of the Committee.

12. *Examination of witnesses.*—The Committee may whenever necessary take the oral evidence of the representatives of the Undertakings under examination, separately from those of the Department concerned.

13. *Points on which further information is required.*—The Secretariat shall note down the points on which further information is required by the Committee and under directions of the Chairman take such action in the matter as may be necessary.

14. *Production of Documents.*—(1) The Committee may send for persons, papers and records required in connection with the examination of the Undertaking/Department. In the case of secret documents required by the Committee such papers may be made available by the Undertakings/Department confidentially to the Chairman in the first instance unless it is certified by Minister concerned that the document could not be made available on the ground that its disclosure would be prejudicial to the safety or interest of the State.

(2) The Chairman may give due consideration to the wishes of the Undertaking/Department before making any secret documents available to the Members of the Committee. Any difference of opinion between the Undertaking/Department and Chairman may be settled by discussion and if no satisfactory arrangement is arrived at the matter shall then be placed before the Speaker for his decision.

15. *Verbatim proceedings.*—The verbatim proceedings shall be for the use of the Committee only and only such papers as have been laid on the Table of the House will be made public.

16. *Minutes of sittings.*—The Secretariat shall draft minutes of the sittings of the Committee for approval of Chairman or the Member who presided at the sittings as the case may be.

17. *Circulation of Minutes.*—The minutes of each sitting of the Committee shall be circulated to the Members of the Committee.

18. *Presentation of draft report.*—(1) When the examination of any subject has been completed the Committee shall frame their conclusions and recommendations.

(2) On the basis of the conclusions and recommendations draft of the report shall be prepared.

(3) The draft report as prepared under (2) above shall be circulated to the Members of the Committee after it has been approved by the Chairman and then considered at a sitting of the

Committee. The report of the Committee shall embody the decision of the majority of the members present and voting.

(4) In the case of equality of votes the Chairman shall decide the issue by a casting vote.

(5) There shall be no minute of dissent to the Reports of the Committee.

19. *Presence of persons other than Members of the Committee of Officers of the Secretariat.*—When the Committee is considering the draft reports or formulating its views on any matter, no one who is not a member or an officer of the Secretariat of the Committee shall be present at such meeting.

20. *Supply of advance copies of report to department for factual verification.*—Advance copies of the report as finalised by the Committee shall be marked ‘Secret’ and sent to the concerned Department and also to the Finance Department for verification of factual details. It shall be enjoined on them to treat the contents of the reports as secret until the report is presented to the House.

21. On receipt of the comments of the Department the Chairman may make suitable modifications in the report to correct factual inaccuracies, if any, or may direct that the matter be placed before the Committee for consideration.

22. The report shall ordinarily be presented to the House by the Chairman, but if he is unable to so, one of the members of the Committee who may be authorised by him may present the report on his behalf.

23. *Signing of the report of the Committee.*—The Chairman will sign the report on behalf of the Committee.

24. *Distribution of reports.*—As soon as possible after presentation of the report to the House, copies thereof shall be made available to the Members of the Legislature and other persons, authorities, etc., concerned.

25. *Publicity to activities of the Committee.*—The Secretariat shall, under the direction of the Chairman, arrange to give suitable publicity through the bulletin and the Press to the sittings of the Committee for the information of the public.

26. *Incorporation of points of procedure in the Rule.*—Any addition or alteration to these rules from time to time shall be incorporated in the rules after due approval.

ANNEXURE I

(vide Rule 4)

POINTS TO BE COVERED IN THE PRELIMINARY MATERIALS TO BE FURNISHED BY A DEPARTMENT/UNDERTAKING

(i) Historical background together with copies of Statutes/Memorandum and Articles of Association of the Corporation/Company, Rules, Regulations' issued thereunder, if any.

(ii) Note giving briefly the objects and present functions of the Corporation/Company together with copy of the Instrument of Instructions issued by Government, if any.

(iii) (a) Organisational set-up of the Corporation/Company, including that of its various projects/offices. This information may be shown in the form of a chart supported by short explanatory notes.

(b) Organisational set-up in the administrative department which co-ordinates/controls the work of the Corporation/Company.

(iv) A detailed account of the working (the financial as well as physical terms) of the Corporation/Company year-wise, since its inception with reference to programme or plan. Reasons for variation between the programme and the achievement, if any, may be furnished.

(v) The original estimates, revised estimates and actual expenditure on the various projects for the last three years together with a brief note indicating the reasons for variations, if any.

(vi) Current programme and future plans of the Corporation/Company.

(vii) (a) Copies of the Actual Reports and Accounts for the last three years, together with administrative Reports and reviews of Government, if any.

(b) Copies of monthly/quarterly reports submitted by the Chairman and the Financial Controller to Government during the last one year.

(viii) Copies of report of any inquiry of investigation conducted into the working of the Corporation/Company.

(ix) Notes giving main features of the Project Reports, if any, relating to each Project undertaken by the Corporation/Company, i.e., their estimated cost scheduled dates of commissioning of the various units in each project, annual rated capacity (both in terms of quantity and value) and the year of reaching that capacity, staff required (category-wise), etc., together with the latest position with reference to each aspect.

(x) Copies of agreement, if any, entered into with Consultants/Collaborators.

(xi) Copies of directives, if any, issued by Government.

(xii) A brief note indicating the position of similar undertakings in other States.

(xiii) Any information which the Department/Undertaking would like to place the Committee.

Appendices

APPENDIX 1

[See Paragraph 9 (2)]

**DIVISIONS OF ACCOUNTS AND THE SECTIONS,
SECTORS, AND SUB-SECTORS THEREUNDER**

PART I—CONSOLIDATED FUND

(1) Revenue

- I. Receipt Heads (Revenue Account)
 - A. Tax Revenue
 - (a) Taxes on Income and Expenditure
 - (b) Taxes on Property and Capital Transactions
 - (c) Taxes on Commodities and Services
 - B. Non-tax Revenue
 - (a) Fiscal Services
 - (b) Interest, Receipts, Dividends and Profits
 - (c) Other Non-tax Revenue
 - C. Grants-in-aid and Contributions
- II. Expenditure Heads (Revenue Account)
 - A. General Services
 - (a) Organs of State
 - (b) Fiscal Services
 - (c) Interest payments and servicing of debt
 - (d) Administrative Services
 - (e) Pensions and Miscellaneous General Services
 - (f) Defence Services
 - B. Social and Community Services
 - C. Economic Services
 - (a) General Economic Services
 - (b) Agriculture and Allied Services
 - (c) Industry and Minerals
 - (d) Water and Power Development
 - (e) Transport and Communications
 - (f) Railways
 - (g) Posts and Telegraphs
 - D. Grants-in-aid and Contributions

(2) Capital, Public Debt, Loans, etc.

- I. Receipts Heads (Capital Account)
- II. Expenditure Heads (Capital Account)
 - A. Capital Account of General Services
 - B. Capital Account of Social and Community Services
 - C. Capital Account of Economic Services
 - (a) Capital Account of General Economic Services
 - (b) Capital Account of Agriculture and Allied Services
 - (c) Capital Account of Industry and Minerals
 - (d) Capital Account of Water and Power Development
 - (e) Capital Account of Transport and Communications
 - (f) Capital Account of Railways
 - (g) Capital Account of Posts and Telegraphs
 - D. Grants-in-aid and Contributions
- III. Public Debt, Loans and Advances, etc.
 - E. Public Debt
 - F. Loans and Advances
 - G. Inter-State Settlement
 - H. Transfer to Contingency Fund

PART II—CONTINGENCY FUND

PART III—PUBLIC ACCOUNT

- I. Small Savings, Provident Funds, etc.
 - (a) Small Savings
 - (b) Provident Funds
 - (c) Other Accounts
- J. Reserve Funds
 - (a) Reserve Funds bearing interest
 - (b) Reserve Funds not bearing interest

K. Deposits and Advances

- (a) Deposits bearing interest
- (b) Deposits not bearing interest
- (c) Advances

L. Suspense and Miscellaneous

- (a) Coinage Accounts
- (b) Suspense
- (c) Accounts with Governments of Foreign Countries
- (d) Accounts with Governments of Foreign Countries
- (e) Miscellaneous

M. Remittances

- (a) Money Orders, Remittances and adjustments between officers rendering accounts to the same Accountant General, etc., and other Remittances.
- (b) Inter-Government Adjustment Accounts
- (c) Exchange Accounts

N. Cash Balance

APPENDIX 2

[See Paragraph 9 (5)]

List of Major and Minor Heads of Account

(Receipts and Disbursements—State)
(Published separately)

APPENDIX 3

[See Paragraph 9 (7)]

Standard Objects of Expenditure

(Standard Detailed Heads)

1. Salaries
2. Wages
3. Travel Expenses
4. Office Expenses
5. Payment for professional and special services
6. Rents, Rates and Taxes/Royalty
7. Publications
8. Advertising, Sales and Publicity Expenses
9. Grants-in-aid/Contributions/Subsidies
10. Scholarships and Stipends
11. Hospitality Expenses/Sumptuary Allowances, etc.
12. Secret Service Expenditure
13. Major Works
14. Minor Works
15. Machinery and Equipment/Tools and Plant
16. Motor Vehicles
17. Maintenance
18. Investments/Loans
19. Materials and Supplies
20. Interest/Dividend
21. Pensions/Gratuities
22. Depreciation
23. Inter Account Transfers
24. Writes-off/Losses
25. Suspense
26. Other Charges

NOTES

Salaries.—Will include pay and allowances in all forms, of officers and staff, except travel expenses (other than leave Travel Concession). This object classification will also be utilised for recording expenditure on emoluments and allowances of Heads of States and other High Dignitaries.

Wages.—Will include wages of labourers and of staff paid out of contingencies—vide also Chapter V of Kerala Financial Code—Volume I.

Travel Expenses.—Will Cover all expenses on account of travel on duty, including conveyance and fixed travelling allowances, but excluding leave travel concession.

Office Expenses.—Will include all contingent expenditure for running an office, such as furniture, postage, purchase and maintenance of office machines and equipment, liveries, hot and cold weather charges (excluding wages of staff paid from contingencies), telephones, electricity and water charges, stationery, printing of forms and purchase and maintenance of staff cars and other vehicles for office use, as distinct from vehicles for functional purposes like ambulance vans, etc. (vide Object 16).

Payment for professional and special services.—Will include charges for legal services, consultancy fees, remuneration to examiners, invigilators, etc., for conducting examinations, remuneration to casual artistes by All India Radio, and all other types of remuneration for professional services. It will also include payment for services rendered/supplies made by other departments, such as Railways, Police, etc., a distinction being made in respect of supplies made/services rendered for the running of an office, in which case the expenditure will be recorded under “Office Expenses”.

Rent, Rates and Taxes/Royalty.—Will include payment of rent for hired buildings, municipal rates and taxes, etc. It will also include lease charges for land.

Publication.—Will include expenditure on printing Office Codes and Manuals and other documents, whether priced or not, but will exclude expenditure on printing publicity material. This will also include discount to agents on sales.

Advertising, Sales and Publicity Expenses.—Will include commission to agents and expenditure to printing publicity material.

Hospitality Expenses/Sumptuary Allowances, etc.—Hospitality expenses will include entertainment allowances of high dignitaries, etc. Expenditure on refreshments served at inter-departmental meetings, conferences, etc., will, however, be recorded under ‘Office Expenses’.

Major Works/Minor Works.—Will be classified with reference to the classification of works as Major/Minor in the K. P. W. A. Code. This will also include cost of acquisition of land and structures.

Machinery and Equipment/Tools and Plant.—Will include machinery, equipment, apparatus, etc., other than those required for running an office (vide Object 4), and special tools and plant acquired for specific works.

Motor Vehicles.—Will include purchase and maintenance of transport vehicles used for functional activities, as distinct from those used for running an office, e.g., ambulance vans.

Maintenance.—Will record expenditure on maintenance of works, machinery and equipment (covered by Objects 13, 14, and 15). It will also include repairs incidental to maintenance.

Interest/Dividend.—Will include interest on capital and discount on loans.

Pensions/Gratuities.—Will include donations to Service Funds and contributions to Contributory Provident Funds.

Inter Account Transfers.—Will include transfers to and from Reserve Funds and Deposit Accounts, and written-back from Capital to Revenue, etc.

Writes-off/Losses.—Will include writes-off of irrecoverable loans. Losses will include trading losses.

Other Charges.—A residuary head.—This will also include rewards and prizes.

APPENDIX 4

[See Paragraph 10]

**List of items of expenditure charges on the consolidated fund
of the State**

1. The emoluments and allowances of the Governor and other expenditure relating to this office.

[Article 202 (3) (a) of the Constitution]

2. The salaries and allowances of the Speaker and the Deputy Speaker of the Legislative Assembly.

[Article 202 (3) (b) of the Constitution]

3. Debt charges for which the State is liable, including interest, sinking fund charges and redemption charges, and other expenditure relating to the raising of loans and the service and redemption of debt.

[Article 202 (3) (c) of the Constitution]

4. Expenditure in respect of the salaries and allowances of the Judges of the High Court.

[Article 202 (3) (d) of the Constitution]

5. Any sums required to satisfy any judgment, decree or award of any court or arbitral tribunal.

[Article 202 (3) (e) of the Constitution]

6. The administrative expenses of the High Court, including all salaries, allowances, and pensions payable to or in respect of the officers and servants of the Court.

[Article 229 (3) of the Constitution]

7. The sum specified in Article 290A of the Constitution, to be paid to the Travancore Devaswom Fund.

[Article 290A of the Constitution]

8. The expenses of the State Public Service Commission, including any salaries, allowances and pensions payable to or in respect of the members or staff of the Commission.

[Article 322 of the Constitution]

9. Any other expenditure declared by the Constitution of India or by the Legislature of the State by law to be so charged.

[Article 202 (3) (f) of the Constitution]

APPENDIX 5

[See paragraph 29 F]

SYSTEM OF GROSS VOTE
Finance (Budget Wing-E) Department

CIRCULAR

No. 72/76/Fin.

Dated, Trivandrum, 27th July, 1976.

*Sub:—*Procedure on accounting under the system of gross vote on ‘Suspense’—
Comprehensive instructions—Issued.

- Ref:—*
1. Circular No. 79/72/Fin., dated 9th November, 1972
 2. Circular No. 65/74/Fin., dated 20th August, 1974
 3. Circular No. 53/76/Fin., dated 4th June, 1976
 4. Letter No. WMIII/15-349/732, dated 16th July 1976 from the Accountant General, Kerala, Trivandrum.

In the Circulars first and second cited Government issued instructions regarding the procedure to be followed by the Divisional Officers for the accounting of transactions relating to stores. In the Circular 3rd cited, supplemental instructions were issued to the observance of a revised procedure in the light of the revised budgetary classification which came into existence in 1974-75. Government consider that a new set of comprehensive instructions in more concrete and illustrative terms might be helpful for the Divisional Officers in understanding the system of gross vote on ‘Suspense’. The detailed instructions in the matter are accordingly given on the Annexure to this Circular.

G. JEOTHI,
Joint Secretary

To

The Accountant General, Kerala, Trivandrum
All Chief Engineers
All Divisional Officers
The Public Works Department
The Water and Power Department
The Agriculture Department
Finance (Ind. & P. W. D.) Department
Finance (A & D) Department
Finance (Inspection Works) Department

ANNEXURE

Sub:—Gross Vote under Suspense Stock.

In the P. W. D. accounts, all transactions connected with the acquisition of stores should be immediately brought to account. Prior to 1st April 1961, all stores received were being valued and debited to stock or work as the case may be by credit to the general suspense head "Purchase". Advances paid for stores indented for stock/work were being debited to the suspense head "Miscellaneous Public Works Advance". Under the system of Gross Vote, it was necessary to take vote for the expenditure recorded under Stock which included the liabilities recorded under the General Suspense head "Purchase". Again, both advance payments before receipt of stores debited to the suspense head "Miscellaneous Public Works Advance" and payments against general suspense "Purchase" required the vote of the Legislature. This was causing inflation, in the budget estimates and actuals. With a view to avoiding this inflation, the following decisions were taken by the Comptroller and Auditor General of India.

(i) Where Stores are purchased for specific works and can be identified *ab initio* as such, the expenditure may be debited directly to the works concerned and not passed through the general stores suspense head. If stores arrive before payments are made suspense account head within the works/Projects/grants should be operated upon to watch the liquidation of the liability. If payment has been made in advance, but the stores have not arrived, the payment should be debited direct to the work, suitable arrangements being made to watch the receipt of materials.

(ii) Where Stores are purchased for general purposes, the value of the materials should be debited to the stores suspense head and the vote taken for the gross expenditure. If payment has not been made, the head "Purchase" will be operated upon but this will be treated as a sub-head under the main stores suspense head.

(iii) Credits for stores issued to works and services coming under revenue heads of account for which funds are provided within the same grant as the stores suspense head should be taken in

reduction of expenditure under Stores Suspense; the vote will then be for the net debit.

2. These decisions were implemented in the Stores with effect from 1st April 1961 and the salient features of the revised scheme are indicated below:

(i) According to the above decisions, the following suspense heads are to be operated within the work abstract the Works/Stock as separated sub-heads:

“Advances Payments” to account for all advance payments in connection with the acquisition of stores by debit to this sub-head and all adjustments of such advances by minus debits;

“Purchase” to account for all stores received on stock from any source whether paid or not during a month by debit to the final sub-heads of stock and by minus debit to the suspense sub-heads “Purchase”.

Note:—Receipts of materials by one sub-head of stock from other sub-heads of the stock will be routed through the sub-head “Purchase” and such receipts are debited against the receiving sub-head by minus debit to the passing sub-head.

As a result of this, the net amount debited to the accounts of work/stock will only be the actual payments made by cash and adjustments, including advance payments. Hence, provision for acquisition of materials for work/stock need be made only to the extent payment (including advance payment) will be made by cash and adjustment for stores during a financial year.

(ii) Values of all stores actually issued from stock are recoveries to be taken in reduction of expenditure vide Article 68 of Account Code, Vol. III and hence, credited to the “suspense stock”. Since the voted expenditure on works coming under revenue heads under a grant includes the value of stores consumed, it is not necessary to get vote for the value of the same stores under the suspense head stock within grant. Hence, the value of stores issued from stock to works and services coming under revenue major heads of account within the same grant, has to be deducted from the local debit under “stock” for the

purpose of getting the vote of the Legislature. But the value of stores consumed for works and services, falling under Capital heads of the same grant and those falling under other grants, are taken as “recoveries and deductions adjusted in accounts in reduction of expenditure” under Part III of the Budget Estimates.

Hence, for the purpose of gross vote, the issues of materials from “Stock” fall under three categories:

- (a) Issues for Works/Services under revenue major heads within the same grant as “Stock”.
- (b) Issues for Works/Services under Capital major heads within the same grant as “Stock”.
- (c) Issues for Works/Services coming under other grants.

Note:—1. Issues to other divisions should be exhibited under the above three categories based on the details furnished on Col. 9 of the indents in K. P. W. A. Form 6 as required in para 3 of Government Circular No. 79/72/Fin., dated 9th November, 1972.

Note:—2. Issues for ash sales should be categorised as issued for works/services coming under other grants and sales on credit as issues to works/services falling under revenue major heads of the same grant or falling under other grants according at the suspense. Miscellaneous Works Advance is operated under the same grant as that of stock/ or not.

(iii) Thus, the Gross Vote under the suspense head “Stock” will be for actuals payments by cash and adjustments, including advance payments expected to be made towards the value of stores during the financial year less the value of stores included in the above and expected to be issued for works/services, the vote for which has been obtained within the revenue portion of the same grant and it is also equal to the estimated net cost under “Stock” plus the value of stores expected to be issued for works/services falling within the Capital Portion of the same grant as well as those under other grants.

3. Therefore, to secure conformity with the above principles of gross vote under suspense "Stock", changes in accounting to the extent indicated below, are to be effected in the Work abstract for "Stock" and other connected account documents. These changes are illustrated with the following example:

Transactions under Stock in Buildings and Roads Division, Trichur for the month of April 1976:

	<i>Rs.</i>
(1) CBV 8/4-76 Advance payment against R. R.	15,000
(2) CBV 18/4-76 Value of materials paid after adjusting advance payment of Rs. 10,000 made previously	70,000
(3) Value of materials received during April 1976	1, 00,000
(4) T. E. 5/4-76 90 per cent value of cement adjusted as per A. G.'s advice	6,000
(5) T. E. 5/4-76 10 per cent do.	4,000
(6) Stores issued to works/services falling under revenue major heads within the same grant.	

Manufacture

Within the Division	5,000
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Other sub-heads

(a) Within the Division	40,000
(b) Other Divisions	10,000
(c) Sales on credit	1,000
	<hr/>
	56,000
	<hr/>

(7) Stores issued to works/services falling under Capital major heads of the same grant	
---	--

Other Sub-heads

(a) Within the division	12,000
(b) Other divisions	3,000
	<hr/>
	15,000
	<hr/>

Rs

(2) Stores issued to works/services falling outside the grant:

(a) Within the Division	8,000
(b) Other Divisions	1,500
(c) Cash sale of stores	500

10,000

*Value of cement	40,000
Less advance adjusted	36,000

Balance 4,000

A. Work Abstract for stock (K. P. W. A. Form 27)

(i) Value of all stores received whether paid or not, are debited to the final sub-heads of "Stock" and minus debited against the suspense sub-head "Purchase" (and not credited against "Purchase") to avoid reckoning the debit towards value of materials twice once when the sub-heads are debited by credit to purchase and again when payment is made by debit to "Purchase".

(ii) All advance payments are debited to the Suspense sub-head "Advance Payment".

(iii) All payments towards stores received are debited against the suspense sub-head "Purchase".

(iv) All adjustments of advances are minus debited to the suspense sub-head "Advance payments" instead of crediting the suspense sub-head.

(v) Credits on account of issues of materials will be split up into three categories viz., (a) Credits for issues to works/services coming under revenue major heads of the same grant, (b) Credits for issues to works/services coming under capital major heads of the same grant and (c) Credits for issues to work/services coming outside the grant. These figures will be abstracted suitably in the bottom portion of the Work abstract sub head-wise and the net credit under "Stock" arrived at.

Work Abstract for Stock for April 1976

<i>From what source posted</i>	<i>CBV</i>	<i>Sub-heads</i>						
	<i>TE No.</i>	<i>Manu- facture</i>	<i>Land, Kiln, etc.</i>	<i>Storage*</i>	<i>Other Sub-heads</i>	<i>Advance payments</i>	<i>Purchases</i>	<i>Total</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Cash Book	CBV 8					15,000	..	15,000
Abstract of stock	CBV 18					(—) 10,000	80,000	70,000
Receipts	TE 5					6,000	..	6,000
	TE 15					(—) 36,000	40,000	4,000
	OPE				1, 00,000	..	(—) 1, 00,000	..
Gross Debit					1,00,000	(—) 25,000	(+) 20,000	95,000
<i>Deduct :</i>								
(i) Issue to works/services under revenue heads of the same grant		5,000			51,000			36,000
(ii) Issue to capital heads within the same grant					15,000			{ 15,000 10,000
(iii) Issue outside the grant					10,000			
Total credit		5,000			76,000			81,000
Net debit		(—) 5,000			24,000	(—) 25,000	(+) 20,000	14,000

*Storage is not an authorised sub-head under stock as per K. P. W. A. Code. But as the new accounting procedure relating to storage has not been accepted by the State Government, the sub-head Storage may be opened till a final decisions is taken by Government vide Government letter No. 48319/R3/72/Fin., dated 7-6-1975 and letter No. W.M. 11/15/326/279, dated 21-6-1976.

B. Schedule Docket for Stock (K. P. W. A. Form 58)

1. This should be posted with the cash payments and transfer entry debits under Stock and credited with the value of stores issued against "Deduct—Refunds—Transfer Entry Credits" and sent to the Accountant General along with the vouchers. The recoveries on account of issues to works/services, falling under revenue heads of the same grant, issues to works coming under capital major heads within the same grant and issues outside the grant, should be shown distinctly.

2. Total debit will correspond to gross debit in the work abstract, total refunds will correspond to total credit in the work abstract and net charges will correspond to net debit in the work abstract.

Schedule Docket for Stock for April 1976

<i>No. of Voucher</i>	<i>Amount Rs.</i>	<i>Particulars</i>	<i>Amount Rs.</i>
CBV 8	15,000	Brought forward	85,000
CBV 18	70,000	TE 5	6,000
		TE 15	4,000
		Cash charges for which vouchers are not required	..
	<hr/>		<hr/>
	85,000		95,000
		Deduct—Refunds—Transfer Entry Credits	
		Issues to revenue heads within the same grant	56,000
		Issues to capital heads with the same grant	15,000
		Issues outside the grant	10,000
			<hr/>
		Total refunds	81,000
			<hr/>
		Net charges	14,000
			<hr/>

C. Schedule of Debit to Stock (K. P. W. A. Form 67)

This should be prepared from the figures appearing under gross debit in the abstract. The grant to totals should agree with the gross debit in the work abstract as well as the total debits in the Schedule Docket.

Schedule to Debits of Stock for April 1976

<i>Details</i>		<i>Total Transaction Rs.</i>	<i>Total up-to-date Rs.</i>
Manufacture		..	
Land, Kilns, etc.		..	
Storage		..	
Other Sub-heads		1, 00,000	
Advance Payments:			
Payments	21,000		
Advance adjusted	(—) 46,000	(—) 25,000	
Purchase:			
Materials received	(—) 1, 00,000		
Value paid	(—) 1, 20, 000	(—) 20,000	
Grand total		<u>95,000</u>	

D. Stock Account (K. P. W. A. Form 68)

(a) Stock Account Part II

This has to be posted first and will be posted only with the value of stores issued schedule docket-wise and grouped separately for issues to revenue heads within the same grant, (ii) issue to capital heads within the same grant and (iii) issues outside the grant classified under each of the final sub-head of stock. These figures should agree with those abstracted in the bottom portion of the Work Abstract and also that appearing against total refunds in the schedule docket.

Stock Account Part II for April 1976

<i>Sdt. No.</i>	<i>Amount (Rs.)</i>	<i>Sdt. No.</i>	<i>Amount (Rs.)</i>	<i>Sdt. No.</i>	<i>Amount(Rs.)</i>
(1)	(2)	(3)	(4)	(5)	(6)
<i>Issues to Revenue heads within the same grant</i>		<i>Issues to capital heads within the same grant</i>		<i>Issues outside the grant</i>	
Manufacture		Manufacture	..	Manufacture	..
Sdt. 58	5,000	Land, Kilns, etc.	..	Land, Kilns, etc.	..
Land, Kilns, etc.	..	Storage	..	Storage	..
Storage					
Other Sub-heads		Other Sub-heads:		Other Sub-heads:	
Sdt. 28	5,000	Sdt. 228	8,000	Sdt. 124	5,000
Sdt. 38	20,000	Sdt. 238	4,000	Sdt. 176	3,000
Sdt. 48	10,000	CSS Account		CSS Account	
Sdt. 58	5,000	B&R Division, Trivandrum	3,000	P. H. Division, Trivandrum	1,500
				Sales on cash	500
CSS Account					
B&R Division, Trivandrum	10,000				
Sales on credit	1,000				
	<hr/>		<hr/>		<hr/>
	56,000		15,000		10,000

(b) Stock Account Part I

(1) Column "Receipt" will be posted from the schedule of debits to stock sub-head-wise and column "Issues" will be posted from Part II of the Stock Account sub-head-wise. Taking into accounts the opening balance, columns "Total" and closing balance are worked out.

(2) At the foot of the form, a deduct entry will be made under the columns "Receipts" and "Issues" deducting the total of issues to revenue heads within the grant as worked out in Part II of the Stock Account to correspond with the figures shown in the classified abstract.

Stock Account Part I for April 1976

<i>Sub-heads</i>	<i>O.B.</i>	<i>Receipt</i>	<i>Total</i>	<i>Issues</i>	<i>C.B.</i>	<i>Remarks</i>
	Rs.	Rs.	Rs.	Rs.	Rs.	
Manufacture	15,678	..	15,678	5,000	10,678	
Land, Kiln, etc.	
Storage	
Other Sub-heads	7,86,760	1,00,000	8,86,760	76,000	8,10,760	
Advance payments	1, 50,000	(—) 25,000	1, 25,000	..	1,25,000	
Purchase	(—) 5, 67,000	(+) 20,000	(—) 5, 47,000	..	(—) 5,47,300	
Total	3,85,438	95,000	4,80,438	81,000	3,99,438	
Deduct Value of issues to Revenue heads within the same grant	..	(—) 56,000	..	(—) 56,000	..	
Net	3,85,438	29,000	4,80,438	25,000	3,99,438	

E. Classified Abstract (K. P. W. A. Form 69)

1. This should correspond to the Budget classification and should be posted from the schedule of debit to Stock and Stock Account Part II

2. The total debit (gross) will correspond to the total debit as per the schedule of debits to Stock and also total of the receipt column of Part I of the Stock Account before the deduct entry.

Net suspense stock will correspond to the net debit in the Work Abstract as well as net charges in the Schedule Docket.

	Suspense		
	<i>Rs.</i>	<i>Rs.</i>	<i>Rs.</i>
Debit to stock:			
Total debit (Gross)	95,000		
Deduct amount creditable under Stock			
Issues to revenue heads within the grant	56,000		
Net		39,000	
Credit to Stock:			
Issues to Capital heads within the same grant	15,000		
Issues outside the grant	10,000		
Total recovery under Part III		<u>25,000</u>	
Net Suspense Stock			<u>14,000</u>

The expenditure for the purpose of Appropriation Accounts or the figure for gross vote in the total of payments made by cash and adjustments less issues to works under revenue major heads within the grant (Rs. 95,000—56,000) viz. Rs. 39,000 and this also equal to the net debit to Suspense plus issues to Capital heads within the same grant and issues outside the grant (Rs. 14,000+15,000+10,000) viz. Rs. 39,000.

Thus, the gross vote will be taken for Rs. 39,000 and issued to Capital heads within the same grant and issues outside the grant viz. Rs. 25,000 will have reference to the figure shown under Part III Recoveries in the Budget Estimates and these figures correspond to the figures under net Receipt and Issues respectively after the deduct entry in Part I of the Stock Account.

The Register of outstanding liabilities and the Register of advance Payments should be maintained by all Divisions and their prompt clearance watched.

APPENDIX 6
[See Paragraph 31 (1)]

**List of Estimating Officers (Receipt, debt,
deposit, remittances, etc., Heads of Account)**

<i>Head of Account</i>	<i>Estimating Officer</i>
Receipt Heads (Revenue Account)	
A. Tax Revenue	
021. Taxes on income other than Corporation Tax	Finance Department
022. Taxes on Agricultural Income	Secretary, Board of Revenue (Taxes)
*023. Hotel receipt Tax	*Secretary, Finance Department
(a) Share of net proceeds assigned to States	
028. Other Taxes on Income and Expenditure	
(a) Taxes on professions, trades, callings and employment	
1. Corporations	Director of Municipalities
2. Municipalities	do
3. Panchayats	Director of Panchayats
4. Employment Tax	Secretary, Board of Revenue
029. Land Revenue	Secretary, Board of Revenue (LR)
030. Stamps and Registration Fees	
B. Stamps—Judicial	Secretary, Board of Revenue
C. Stamps—Non-Judicial	do.
D. Registrations Fees	Inspector-General of Registration

*G.O. (P) 835/81 Fin. dated, 14-12-1981.

<i>Head of Account</i>	<i>Estimating Officer</i>
031. Estate Duty	Finance Department
035. Taxes on Immovable property other than Agricultural land	Secretary, Board of Revenue
039. State Excise	Secretary, Board of Revenue (Excise)
040. Sales Tax	Secretary, Board of Revenue (Taxes)
041. Taxes on vehicles	Transport Commissioner
042. Taxes on goods and passengers	Transport Commissioner
043. Taxes and Duties on Electricity	Chief Electrical Inspector to Government
045. Other Taxes and Duties on commodities and services—	
(a) Entertainment Tax	
1. Corporation	Director of Municipalities
2. Municipalities	do.
3. Panchayats	Director of Panchayats
B. Non-tax Revenue	
049. Interest Receipts	
D. (a) Interest from Departmental Commercial undertakings—	
1. Text Book Publications	Director of Public Instructions
2. Bleaching and Calendering Plant	Director of Industries and Commerce
3. Government Engineering Workshops	Chief Engineer, General, Buildings and Roads
4. Water Transport	Director, State Water Transport Department
5. Irrigation Works	Chief Engineer, Irrigation

Head of Account

Estimating Officer

- | | |
|---|---|
| (b) Interest from Public Sector and other Undertakings | |
| 1. Loans to Government Companies | } Director of Industrial and Commerce |
| 2. Loans to Malabar Spinning and Weaving Company Ltd., Calicut | |
| 3. Loans to Government sponsored industrial concerns | |
| 4. Loans to other industrial concerns | |
| 5. Loans to Private Electrical Undertakings | |
| 6. Loans to Kerala Financial Corporation | Finance Department |
| 7. Loans to Kerala State Electricity Board | Accountant General |
| 8. Interest on Government's share capital employed by Kerala State Road Transport Corporation | Secretary, Public Works Department |
| 9. Loans to Kerala State Small Scale Industries Corporation | Director of Industries and Commerce |
| 10. Other loans | |
| (c) Interest from local bodies | Accountant General |
| (d) Interest from Co-operative Societies | |
| 1. Loans to Coir Co-operative Societies | Director to Coir Development |
| 2. Loans to Land Mortgage | Registrar of Co-operative Societies |
| 3. Loans to Other Co-operatives | Registrar of Co-operative Societies/Director of Industries and Commerce |

Head of Account

Estimating Officer

- | | | |
|-----|---|--|
| (e) | Interest from Cultivators | |
| | 1. Loans to Cultivators affected by floods | Secretary, Board of Revenue |
| | 2. Agricultural Loans | Director of Agriculture |
| | 3. Short-terms credit to cultivators | do. |
| | 4. Advance under the G.M.F Scheme | Secretary, Board of Revenue |
| | 5. Loans under the Madras Agriculturist Act (Mulberry Cultivation Rules) | do. |
| | 6. Loans for construction of permanent spare bunds in kayal areas | do. |
| | 7. Loans under special rules for pumping installations | do. |
| | 8. Loans under New Well Subsidy Scheme | do. |
| | 9. Loans under Agriculturist Loans (Madras) Amendment Act, 1935 | Secretary, Board of Revenue |
| | 10. Interest on belated remittances of sale proceeds of manures and fertilisers | Director of Agriculture |
| (f) | Interest realised on investment of cash balances | Finance (SS) Department |
| (g) | Interest realised on investment of balances in sinking funds | do. |
| (h) | Other Receipts | |
| | 1. Loans for housing—Loans to Housing Schemes financed from L. I. C. funds | Local Administration and Social Welfare Department (Housing) |
| | 2. Loans for Social Security Welfare—Loans and advance to displaced person | Labour Department |

Head of Account

Estimating Officer

3. Loans for community developments— Loans and advances under C.D Projects Scheme	Development Department
4. Loans for industrial research and development—Loans to individuals for industrial purposes.	} Director of Industries and Commerce
5. Loans for Village and Small Scale Industries—Loans under Small Scale Industries and Khadi and Village Industries	
6. Loans for ports, lighthouse and shipping	Accountant General
7. Loans to Government servants	do.
8. Miscellaneous loans	} Secretary, Revenue Department
(1) Additional Interest from Plantation and Labour Guarantee Scheme	
(2) Loans to Travancore Devaswom Board	
(3) Loans to Cochin Devaswom Board	
(4) Other Loans	
9. Miscellaneous receipts—Other items	Accountant General/ Labour Commissioner
050. Dividends and profits	Finance Department
051. Public Service Commission	Secretary, Public Service Commission
055. Police	Inspector-General of Police
056. Jails	Inspector-General of Prisons
058. Stationery and Printing	Director of Printing and Stationery

Head of Account

Estimating Officer

059. Public Works	Chief Engineer, General, Buildings and Roads
065. Other Administrative Services—	
A. Administration of Justice	Registrar of High Court Chief Electoral Officer
B. Elections	
C. Other Services	
(a) Receipts from Central Government for administration of Central Acts and Regulations	
(c) Fire protection and control	Director of Fire Force
(d) Fees for Government Audit	Examiner of Local Fund Accounts
(f) Receipts from Guest House, Government Hostels, etc.	Director of Tourism
(g) Other Receipts—	
1. Receipts under Vital Statistics Act	Director of Panchayats
2. Sale proceeds of District Gazetters	State Editor, Kerala Gazetters
4. Rocket Launching Facility	District Collector, Trivandrum
5. Sale of Stores and Materials	Finance Department
6. Conveyance fee realised by Law Department	Secretary, Law Department
7. Exchange of Reserve Bank of India remittances issued by Treasury Agencies	Finance Department
8. Receipts from the Stores Purchase Section	Secretary, Stores Purchase Department
9. Fees under the T.C. Companies Act for Registration of Non-trading Corporation	Inspector-General of Registration

Head of Account

Estimating Officer

10.	Receipt under the T.C. Societies Registration Act, 1955	Inspector-General of Registration
11.	Receipts under the Special Marriage Act, 1954	do.
12.	Recoveries of over payments	Finance Department
13.	Collection of payments for services rendered	do.
14.	Fines, Penalties, etc.	do.
15.	Receipts from Municipalities towards implementing the scheme strengthening vital statistics	Director, Bureau of Economic and Statistics
16.	Amount recoverable from the Koothaly Nair's Estate Fund on account of the special staff for the Koothaly Nair's Estate (Special Tahsildar's Office, Perambra)	Secretary, Board of Revenue (L.R.)
17.	Amount recoverable from the City Improvement Trust, Trivandrum	
18.	Amount recoverable from Southern Railway for special staff for Land Acquisition	
19.	Amount recoverable from Kerala State Electricity Board for special staff for Land Acquisition	
20.	Amount Recoverable from the Fertilisers and Chemicals (Travancore) Ltd., Alwaye	
21.	Amount recoverable from Cochin Town Planning Trust	

Head of Account

Estimating Officer

- | | | | |
|-----|--|---|-------------------------------------|
| 22. | Amount recoverable from Hindustan News Print Project for Special staff for Land Acquisition. | } | Secretary, Board of Revenue (L. R.) |
| 23. | Amount recoverable from the Government of India for the acquisition of land for Super Tanker Oil Terminal Project | | |
| 24. | Amount recoverable from the Government of Karnataka for acquisition of submergible area of Kabini Dam | | |
| 25. | Amount recoverable from the Government of Karnataka for eviction from the submergible area of Kabini Dam and for the rehabilitation of evictees | | |
| 26. | Amount recoverable from M/s Appolo Tyres for the acquisition of land for Appolo Tyres. | | |
| 27. | Amount recoverable from the Wakf Board for the survey of the Wakfs in Kerala | | |
| 28. | Amount reimburseable from the Government of India on account of the expenditure incurred by the State Government towards implementation of the Compulsory Deposits Scheme. | | Finance Department |
| 29. | Miscellaneous receipts of the Lotteries Department | | Director of State Lotteries |

<i>Head of Account</i>	<i>Estimating Officer</i>
30. Recoveries from sureties of Prisoners, etc., under the Maintenance of Internal Security Act	Home Department
31. Other items	Finance Department
066. Contribution and Recoveries towards pensions and other retirement benefits	Accountant General
067. Aid Material and Equipments	
068. Miscellaneous General Services	
(a) State Lotteries	Director of State Lotteries
(b) Unclaimed Deposits	Accountant General
(c) Sale of land and property	Secretary, Board of Revenue
(d) Gain by exchange	Finance Department
(e) Receipts relating to Guarantees given by Government	Director of Industries and Commerce, Director of Fisheries, etc.
(f) Other Receipts	Secretary, Board of Revenue/Finance Department
077. Education—	
A. Primary Education	} Director of Public Instruction
B. Secondary Education	
C. Special Education	
E. University and other Higher Education	Director of Collegiate Education
F. Technical Education	Director of Technical Education and Director of Training
G. General	Director of Public Instruction

Head of Account

Estimating Officer

078. Art and Culture—	
(a) Archives and Museums	Director of Museum and Zoos
(b) Public Libraries	State Librarian, Trivandrum
(c) Other Receipts—	
1. Rents from V.J.T. Hall	Hon. Secretary, V.J.T. Hall
2. Rents from Tagore Centenary Theatre	Director of Public Relations
3. Other Rents, Rates and Taxes	Finance Department
4. Sale proceeds of the Malayalam version of the publication “History of Freedom Movement of Kerala”	Convener, Regional Records Survey Committee
5. Receipt from Archaeological Department	Director of Archaeology
6. Fine Arts Education—Receipts from Music College and Academies	Director of Collegiate Education
080. Medical—	
A. Allopathy—	
(a) Tuition and other fees for medical education	Director of Health Services/Principals, Medical Colleges
(b) Receipts from patients for Hospital and Dispensary	Director of Health Services
(c) Receipts from Employees State Insurance Scheme	Administrative Medical Officer, E. S. I. Scheme
(d) Medical Stores Depots	Director of Health Services
(e) Other Receipt	Director of Health Services/ Principals, Medical Colleges
B. Other systems of Medicine--	
(a) Ayurvedic	Director of Indigenous Medicine
(b) Homoeopathy	Director of Homeopathy

Head of Account

Estimating Officer

081. Family Planning	Director of Health Services
082. Public Health, Sanitation and Water Supply	Chief Engineer, Public Health Engineering Department and Director of Health Services
083. Housing—	
(a) Receipts from Government Residential Buildings	Chief Engineer, General, Buildings and Roads
(b) Other Receipts—	
1. Amount recoverable from the City Improvement Trust, Trivandrum--	Housing Commissioner
2. Recoveries of over payment	Chief Engineer, General, Buildings and Roads
084. Urban Development—	
(a) Other receipts—	
1. Contribution from Municipal Councils towards pay and allowances of Municipal Commissioners	Director of Municipalities
2. Amount recoverable from Cochin Town Planning Trust	Secretary, Board of Revenue
3. Amount recoverable from Trichur Municipality towards the Land Acquisition Staff	do.
4. Receipts from the department of Town Planning	Chief Town Planner
5. Other items	Director of Municipalities
085. Information and Publicity	Director of Public Relations
087. Labour and Employment—	
(a) Receipts under Labour Laws	Labour Commissioner

Head of Account

Estimating Officer

(b) Fees for registration of Trade Unions	Labour Commissioner
(c) Fees for inspection of Steam Boilers	Inspector of Factories and Boilers
(d) Fees realised under the Factories Act	do.
(e) Fees under Contract Labour (Regulation and Abolition Rules)	Labour Commissioner
(f) Other receipts	Labour Commissioner and Inspector of Factories and Boilers
088. Social Security and Welfare—	
(a) Civil Supplies	Director of Civil Supplies
(b) Relief and Rehabilitation of displaced persons	Director of Rehabilitation and Secretary of Government, Labour Department
(c) Receipts from Schemes for Welfare of Scheduled Castes, Scheduled Tribes and Other Backward Classes	Director of Harijan Welfare
(d) Receipts from Correctional Homes	Inspector General of Prisons
(e) Other receipts—	
1. Receipts from Insurance Corporation	State Insurance Officer
2. Receipts from the institutions under the Social Welfare Service	Director of Social Welfare
3. Amount recoverable from the Government of India on account of Zilla Sainik Boards	Secretary, Rajya Sainik Board
4. Service and service fee amount received from H.R. and C.E.	Commissioner, H. R. and C. E.
5. Recoveries of over payment	Finance Department
6. Other items	Secretary, Rajya Sainik Board

Head of Account

Estimating Officer

095. Other Social and Community Services—	
(b) Other receipts—	
1. Receipts from Markets, Cart stands	Secretary, Board of Revenue
2. Receipts from famine Relief operations	District Collector
3. Other items	Secretary, Board of Revenue
098. Co-operation	Registrar of Co-operative Societies
104. Other General Economic Services—	
(a) Land Ceilings	Secretary, Board of Revenue
(b) Regulation of other business undertakings	Inspector General of Registration
(c) Fees for stamping weights and measures	Controller of Weight and Measures
(d) Other Receipts—	
1. Receipts from Land Board and Land Tribunals	Secretary, Board of Revenue
2. Receipts under the Kerala Warehouse Act, 1950	Director, Civil Supplies
3. Other fees, fines and forfeitures	Secretary, Board of Revenue
105. Agriculture	Director of Agriculture
106. Minor Irrigation, Soil Conservation and Area Development—	
(a) Receipts from the Lift Irrigation Scheme	Secretary, Board of Revenue
(b) Receipts from other Minor Irrigation Works	Chief Engineer, Irrigation
(c) Receipts from Soil Conservation Schemes	Director of Agriculture (Soil Conservation Unit)

Head of Account

Estimating Officer

(d) Receipts from Area Development Programme—	
1. Receipts from Wynad Colonisation Scheme	Secretary, Board of Revenue
(e) Other receipts	Chief Engineer, Irrigation
110. Animal Husbandry	Director of Animal Husbandry
111. Dairy Development	Director of Dairy Development
112. Fisheries	Director of Fisheries
113. Forest	Chief Conservator of Forests
114. Community Development	Development Commissioner and Secretary to Government, Development Department and Director of Panchayats
120. Industries	Director of Industries and Commerce
121. Village and Small Industries	do.
128. Mines and Minerals	Director of Mining and Geology
133. Irrigation, Navigation, Drainage and Flood Control Projects	Chief Engineer, Irrigation
135. Ports and Pilotage	State Port Officer
137. Roads and Bridges	Chief Engineer, National Highways and Chief Engineer, General, Buildings and Roads
138. Roads and Water Transport Services	Director, State Water Transport Department
139. Tourism	Director of Tourism

Head of Account

Estimating Officer

C. Grants-in-aid and Contributions

160. Grants-in-aid from Central Government

A. Non-Plan Grants—

(a) Grants under the Constitution (Distribution of Revenues) Order

(b) Grants in lieu of tax on Railway passenger fare

(c) Grants on account of Agricultural Wealth Tax

(d) Railway Safety Works

(e) Grants from Central Road Fund

Finance Department

Chief Engineer, General, Buildings and Roads

do.

Relief and Rehabilitation of displaced persons

Director of Rehabilitation and Secretary to Government, Labour Department

Other Programmes/Schemes

Heads of Department concerned

B. Grants for State/Union Territory Plan Schemes—

(a) Block Grants

(b) Grants under proviso to Article 275 (1) of the Constitution

Finance Department

do.

C. Grants for Central Plan Schemes

Heads of Departments concerned

D. Grants for Centrally Sponsored Plan Schemes—

Grants under the proviso to Article 275 (1) of the Constitution

Finance Department

Other Programme/Schemes

Heads of Departments concerned

Head of Account

Estimating Officer

Receipt Heads (Capital Account)

400. Miscellaneous Capital Receipts Finance (Commercial) Department

PUBLIC ACCOUNT

1. Small Savings, Provident Funds

(a) Small Savings

801. Savings Deposits

*(a) State Savings Bank Deposits

Accountant General and Director of
Treasuries

(b) Fixed and Time Deposits

do.

(b) Provident Funds—

805. State Provident Funds—

A. Civil—

(a) General Provident Fund—

1. State Government Employees

Accountant General

2. Kerala Aided School Employees'
Provident Fund

Director of Public Instruction

3. Kerala N.M.R. (Pensionable) Worker's
Provident Fund

Chief Engineer, General, Buildings and Roads
Chief Engineer, Public Health Engineering
Department

4. Deposit-cum-pay fixation arrears of
non-subscribers—

(i) Provident Fund of State Employees

Accountant General

(ii) Kerala Aided School Employees'
Provident Fund

Director of Public Instruction

(iii) Kerala N.M.R. Workers' General
Provident Fund.

Chief Engineer, General, Buildings and
Roads; Chief Engineer, Public Health
Engineering Department

*G.O. (P) No. 523/89/Fin. dated 28-8-1980

Head of Account

Estimating Officer

(b) Contributory Provident Fund—	
1. Teacher's Provident Fund	Director of Public Instruction
2. Contingent Employees' Provident Fund	Accountant General
3. A.S.S. Teacher's Provident Fund	Director of Public Instruction
4. Contributory Provident Fund, Madras	Accountant General
5. Malayalam Encyclopedia Employee's Contributory Provident Fund	Director, State Institute of Languages
(c) I.C.S. Provident Fund	
1. Indian Civil Service Provident Fund	} Accountant General
2. Indian Civil Service (Non-European Members) Provident Fund	
(d) All India Services Provident Fund	Accountant General
D. Other Provident Funds—	
(a) Contributory Provident Pension Fund	Finance (C.P.P.F.) Department
(b) Other Miscellaneous Provident Funds—	
1. Provident Fund for non-pensionable work-charged establishment of P.W.D.	Chief Engineer, General Buildings and Roads
2. Work Establishment Provident Fund	Accountant General
3. Provident Fund for non-pensionable work-charged establishment of P.H.E.D.	Chief Engineer, Public Health Engineering Department

Head of Account

Estimating Officer

(c) Other Accounts—	
811. Insurance and Pension Funds—	
State Government Insurance Fund	State Insurance Officer
J. Reserve Funds—	
(a) Reserve Funds bearing interest—	
815. Depreciation/Renewal Reserve Funds—	
Deprecation Reserve Fund—	
Government Commercial Departments and undertakings	Finance Secretary
(b) Reserve Funds not bearing interest—	
822. Sinking Funds—	
A. Appropriation for reduction or avoidance of Debt—	
Sinking Funds	Accountant General
B. Sinking Fund investment Account—	
Sinking Fund Investment Account	Finance Secretary
823. Famine Relief Fund—	
Famine Relief Fund	Secretary, Board of Revenue
Famine Relief Fund—Investment Account	Finance Secretary
829. Development and Welfare Funds—	
(a)	
(b) Development Funds for Agricultural purposes—	
1. State Agricultural Credit Relief and Guarantee Fund	} Secretary, Board of Revenue (L.R.)
2. Agriculturists' Rehabilitation Fund	
3. Kudikidappukars Benefit Fund	

Head of Account

Estimating Officer

(b) Development Funds for Animal Husbandry purposes—	
World Food Programme—Contribution to W.F.P. counterpart Fund	Director of Animal Husbandry
(c) Mines Welfare Fund—	
Kerala Mining Area Welfare Fund	Director of Mining and Geology
(d) Other Development and Welfare Funds—	
(1) Fishermen's Relief Fund	Director of Fisheries
(2) Kerala State Poor Housing Fund	Secretary, Board of Revenue
835. General and Other Reserve Funds	
Religious and Charitable Endowment Funds	Commissioner, Hindu Religious and Charitable Endowment
K. Deposits and Advances—	
(b) Deposits not bearing interest	
843. Civil Deposits	} Accountant General
Revenue Deposits	
Security Deposits	
Civil Courts Deposits	
Criminal Courts Deposits	
Personal Deposits	
Public Works Deposits	
Forest Deposits	
Deposits received by Government Commercial Undertakings	
Deposits for work done for public bodies or private individuals	
Deposits in connection with Election	
Unclaimed Deposits in the G. P. Fund	
Unclaimed Deposits in other Provident Funds	
Other Deposits	

Head of Account

Estimating Officer

847. Deposits of Local Funds

Districts Funds
Municipal Funds
State Transport Corporation Funds
State Electricity Board's Funds



Accountant General

State Housing Board's Funds

Secretary, Local Administration and Social Welfare Department

Panchayat Bodies Funds
Other Funds



Accountant General

848. Other Deposits

Subventions from Central Road Funds

Chief Engineer, Public Works Department

Deposits of Market Loans

Accountant General

Miscellaneous Deposits—

(1) Grants from the Central Government for food production drive scheme—Bonus for acceleration of production of food grains

Director, Civil Supplies

(2) Deposits account of contribution to the Welfare of Haj Pilgrims

Finance Department

(3) Deposits account of grants made by the I.C.A.R.

Director of Agriculture

(4) Deposit account of the grant made by the National Co-operative Development Corporation

Director of Industries and Commerce and Registrar of Co-operative Societies

(5) Deposit account of grants made by the Central Tea Board

Director of Agriculture

Head of Account

Estimating Officer

(6) Deposit account of contribution for cattle improvement	Director of Animal Husbandry
(7) Deposits on account of grants received from the University Grants Commission—Construction of Auditoria	Secretary to Government, Higher Education Department
(8) Deposits on account of the grant made by the Khadi and Village Industries Commission	Director of Industries and Commerce
(9) Deposits for enquiring into allegations against public men	Public Department
(10) Deposits account of lump sum allotment received from the Government of India out of Workmen's Benefit Fund for award of prizes to skilled workmen	Labour Department
*(11) Deposits for payment of honoraria to the enumerators in connection with 1981 Census	*Secretary, Board of Revenue (L.R.)
850. Civil Advances—	
(a) Forest Advances	Chief Conservator of Forests
(b) Revenue Advances	Secretary, Board of Revenue (Survey)
(c) Other departmental Advances—	
(i) Advance for removal of encroachment	do.
(ii) Medical Department	Director of Health Service

Head of Account

Estimating Officer

(iv)	Industries Department	Director of Industries and Commerce
(iv)	Agriculture Department	Director of Agriculture
(v)	Advances to Armed Policemen	Home Department
(vi)	Special Advances to Kerala Chief Minister's Housing Fund	Finance Department
(vii)	Advances for feeding charges of arrested persons	Home Department
(d)	Other Advances--	
1.	Kerala University Advances	} Finance Department
2.	Calicut University	
3.	Cochin University	
4.	Agriculture University	
5.	Objection Book Advances	Accountant General
6.	Advance for withdrawal of disbursements of amounts of losses, misappropriations, etc.	Finance Department
7.	Other Advances—	
(i)	Advances to the Panchayats for the construction of houses under one lakh housing scheme	Local Administration and Social Welfare Department
(ii)	Advances in connection with the cultivation in the Kandakadavu, Mannarkad Padasekharam	Director of Agriculture
(iii)	Loans for the purchase of warm clothing	} Finance Department
(v)	Special advance to Chief Minister'	

Head of Account

Estimating Officer

(vi) Advance for scheme for training personnel in Khadi and Village Industries	Director of Industries and Commerce
(vi) Other items	Finance Department
Other Advances—	
L. Suspenses and Miscellaneous	
(a) Coinage Accounts	
(b) Suspense	
858. Suspense Accounts—	
Departmental adjusting account, Cash Settlement Suspense Account Pay and Accounts Offices Suspense Central Accounts Office— Reserve Bank Suspense Provident Fund Suspense Tele-communication Accounts Office Suspense Suspense Account (Civil) Transactions on behalf of the Reserve Bank Broadcasting Receiver License Fee Suspense	Accountant General
Additional Dearness Allowance Deposit Suspense Account	Finance Department
(c) Other Accounts	
871. Departmental Balances Civil	Accountant General
872. Permanent Cash Imprest Civil	Accountant General
873. Cash Balance Investment Account Cash Balance Investment Account	Finance Secretary
(d) Accounts with Governments of Foreign Countries	

Head of Account

Estimating Officer

879. Accounts with Governments of other Countries

Burma

Accountant General

(e) Miscellaneous

880. Miscellaneous Government Account

Ledger Balance Adjustment Account

Accountant General

Writes off from Heads of account closing to balance

do.

M. Remittances

(a) Money Orders, Remittances and Adjustments between officers rendering accounts to the same Accountant General, etc., and other remittances—

882. Cash Remittances and Adjustments between officers rendering Accounts to the same Accountant General/Accounts Officer

Cash remittances between Treasuries and currency chests Public Works Remittances Forest Remittances Remittance of Government Commercial Undertakings Reserve Bank of India Remittances Other Departmental Remittances Miscellaneous Remittances

Accountant General

Head of Account

Estimating Officer

(b) Inter-Government Adjustment
Accounts

886. Adjustment Account between Central and
State Governments

(A separate minor head for each State
Government and Central Government
and a minor head "Other Items")

Accountant General

887. Adjusting Account with Railways

(A Separate minor head for each
Railway, the Financial Adviser and
Chief Accounts Officer of Chittaranjan
Locomotive Works, integral Coach
Factory, etc., and the Secretary, Railway
Board)

Accountant General

888. Adjusting Account with Posts and
Telegraphs

(A separate minor head for each Posts
and Telegraphs Audit and Accounts
Officer)

Accountant General

889. Adjusting Account with Defence

(A separate minor head for each
Defence Accounts Officer)

Accountant General

893. Interstate Suspense Account

(A separate minor head for transactions
between any two States)

Accountant General

APPENDIX 7

(See Paragraph 55)

PROCEDURE IN FINANCIAL MATTERS

(Extract of Rules 139 to 152 of the Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly).

139. *Preparation of Budget.*—(1) Annual Financial Statement of the estimated receipts and expenditure of the Government of Kerala in respect of each financial year (herein-after referred to as the Budget) shall be presented to the Assembly on such days as the Governor may appoint.

(2) No discussion of the Budget shall take place on the day on which it is presented.

140. *Demands for Grants.*—(1) A separate demand shall ordinarily be made in respect of the grant proposed for each department of Government, provided that the Finance Minister may include in one demand grants proposed for two or more departments or make a demand in respect of expenditure which cannot readily be classified under particular departments.

(2) Each demand shall contain, first, a statement of the total grant proposed, and then a statement of the detailed estimate under each grant divided into items.

(3) Subject to these Rules, the Budget shall be presented such form as the Finance Minister may, after considering the suggestions, if any, or the Estimates Committee; settle.

141. *General Discussion on the Budget.*—(1) On a day to be appointed by the Speaker subsequent to the day on which the Budget is presented, and for such time as the speaker may allot for this purpose, the Assembly shall be at liberty to discuss the Budget as a whole or any question of principle involved therein, but no

motion shall be moved at this state, nor shall be the Budget be submitted to the vote of the Assembly.

- (2) The Finance Minister shall have a general right of reply at the end of the discussion.
- (3) The Speaker may, if he thinks fit, prescribe a time limit for speeches.

142. *Voting of demands for Grants.*—(1) The Speaker, in consultation with the Leader of the House and the Leader of the Opposition, shall allot so many days as may be compatible with public interest for discussion and voting of the Demands for Grants.

- (2) On the last day of the allotted days at 1.30 p.m. the Speaker shall forthwith put every question necessary to dispose of all the outstanding matters in connection with the Demands for Grants.
- (3) Motions may be moved to reduce any grant, but not to increase or alter the destination of a grant.
- (4) No amendments to motions to reduce any grant shall be permissible.
- (5) When several motions relating to the same demand are offered, they shall be discussed in the order in which the heads to which they relate appear in the Budget.

143. *Presentation of Budget in Parts.*—Nothing hereinafter contained shall be deemed to prevent the Budget to the Assembly in two or more part, and when such presentation takes place, each part shall be dealt with in accordance with these Rules as if it were the Budget.

144. *Cut Motions.*—A motion may be moved to reduce the amount of Demand in any of the following ways:—

- (a) “that the amount of the demand be reduced to Re. 1” representing disapproval of the policy underlying the Demand. Such a motion shall be known as “Disapproval of Policy Cut” A member giving notice of such a motion shall indicate in

precise terms the particulars of the policy which he proposes to discuss. The discussion shall be confined to the specific point or points mentioned in the notice and it shall be open to members to advocate an alternative policy;

(b) “that the amount of the demand be reduced by a specified amount” representing the economy that can be effected. Such specified amount may be either a lump sum reduction in the demand or omission of reduction of an item in the demand. The motion shall be known as “Economy Cut”. The notice shall indicate briefly and precisely the particular matter on which discussion is sought to be raised and speaker shall be confined to the discussion as to how economy can be effected;

(c) “that the amount of the demand be reduced by Rs. 100” in order to ventilate a specific grievance which is within the sphere of the responsibility of the Government of Kerala. Such a motion shall be known as “Token Out”, and the discussion thereon shall be confined to the particular grievance specified in the motion.

145. *Conditions of admissibility of Cut Motions.*—In order that a notice of motion for reduction of the amount of demand may be admissible, it shall satisfy the following conditions, namely:—

- (i) it shall relate to one demand only;
- (ii) it shall be clearly and shall not contain arguments, inferences, ironical expression, imputations, epithets, or defamatory statements;
- (iii) it shall be confined to one specific matter, which shall be stated in precise terms;
- (iv) it shall not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion;
- (v) it shall not make suggestions for the amendment or repeal of existing laws;
- (vi) it shall not refer to a matter which is not primarily the concern of the Government of Kerala;

- (vii) it shall not relate to expenditure charged on the Consolidated Fund of Kerala;
- (viii) it shall not relate to a matter which is under adjudication by a court of law having jurisdiction in any part of Kerala;
- (ix) it shall not raise a question of privilege;
- (x) it shall not revive discussion on a matter which has been discussed in the same session and on which a decision has been taken;
- (xi) it shall not anticipate a matter which has been previously appointed for consideration in the same session;
- (xii) it shall not ordinarily seek to raise a discussion on a matter pending before any statutory tribunal or statutory authority performing any judicial or quasi judicial functions or any commission or court of enquiry appointed to enquire into, or investigate, any matter;

Provided that the speaker may, in his discretion, allow such matter being raised in the House as is concerned with the procedure or stage of enquiry, if the Speaker is satisfied that it is not likely to prejudice the consideration of such matter by the statutory tribunal, statutory authority, commission or court of enquiry; and

- (xiii) it shall relate to a trifling matter.

146. *Speaker to decide admissibility of Cut Motions.*—The Speaker shall decide whether a cut motion is or is not admissible under these rules and may disallow any cut motion when, in his opinion, it is an abuse of the right of moving cut motions or is calculated to obstruct or prejudicially affect the procedure of the House or is in contravention of these rules.

147. *Notice of Cut Motions.*—If notice of a motion to reduce any grant has not been given one clear day before the day on which the demand is to be considered, any member may object to the

moving of the motion, such objection shall prevail, unless the Speaker allow the motion to be made.

148. *Vote on Account.*—(1) A motion for vote on account shall state the total sum required, and the various amounts needed for each department or item of expenditure which compose that sum shall be stated in a schedule appended to the motion.

(2) Amendments may be moved for the reduction of the whole grant or for the reduction or omission of the items whereof the grant is composed.

(3) Discussion of a general character may be allowed on the motion or any amendments moved thereto, but the details of the grant shall not be discussed further than is necessary to develop the general points.

(4) In other respects, a motion for vote on account shall be dealt with in the same way as if it were a demand for grant.

149. *Supplementary, additional excess and exceptional grants and votes of credit.*—Supplementary, additional excess and exceptional grants and votes of credit shall be regulated by the same procedure as is applicable in the case of demands for grants, subject to such adaptations, whether by way of modification, addition or omission as the speaker may deem to be necessary or expedient.

150. *Scope of discussion on Supplementary grants.*—The debated on the supplementary grants shall be confined to the items constituting the same, and no discussion may be raised on the original grants or policy underlying them, save in so far as it may be necessary to explain or illustrate the particular items under discussion.

151. *Token grant.*—When funds to meet proposed expenditure on a new service can be made available by reappropriation, a demand for the grant of a token sum may be submitted to the cote of the Assembly, and, if the Assembly assents to the demand, funds may be so made available.

152. Appropriation Bill.—(1) Subject to the provisions of the Constitution, the procedure in regard to an Appropriation Bill shall be the same as for Bills generally, with such modifications as the speaker may consider necessary.

(2) At any time after the introduction in the Assembly of an Appropriation Bill, the speaker may allot a day or days for the completion of all or any of the stages involved in the passage of the Bill by the Assembly, and when such allotment has been made, the Speaker shall at 1.30 p.m on the allotted day, or, as the case may be, the last of the allotted days, forthwith put every question necessary to dispose of all the outstanding matters in connection with the stage or stages for which the day or days has or have been allotted.

(3) The speaker may, if he thinks fit, prescribe a time limit for speeches at all or any of the stages for which a day or days has or have been allotted under the preceding sub-rule.

(4) The debate on an Appropriation Bill shall be restricted to matters of public importance or administrative policy implied in the grants covered by the Bill which have not already been raised while the relevant demands for grants were under consideration.

(5) The Speaker may, in order to avoid repetition of debated, require members desiring to take part in the discussion on an Appropriation Bill to give advance intimation of the specific points they intend to raise, and he may withhold permission for raising such of the points as in his opinion appear to be repetitions of the matters discussed on a demand for grant or as may not be of sufficient public importance

(6) If an Appropriation Bill is in pursuance of a supplementary grant in respect of an existing service the discussions shall be confined to the items constituting the same, and no discussion shall be raised on the original grant or the policy underlying, it, save so far as may be necessary to explain or illustrates a particular item under discussion.

APPENDIX 8
(See Paragraph 52)

UNION (AGENCY) SUBJECTS

Serial No.	Subject	State side			Central side	
		Estimating Officer	Administrative Department	Head of account debited/credited	Ministry/ Department	Head of Account
1	2	3	4	5	6	7
1	Registration and surveillance of foreigners	Inspector General of Police	Home	<u>255. Police</u> 160. Grants-in-aid from Central Government	Home Affairs	360. Grants-in-aid to State Governments
2	Deportation of foreigners	Inspector General of Police	Home	<u>255. Police</u> 055. Police	Home Affairs	265. Other Administrative Services—Other expenditure
3	Indo-Pakistan/Indo-Bangladesh Passport Work	Special Secretary to Government, Home (S.S.) Department	Home	<u>255. Police</u> 160. Grants-in-aid from Central Government	Home Affairs	360. Grants-in-aid to State Governments
4	Payment of Political Pensions from Central Revenues	*	Home	160. Grants-in-aid from Central Government	Home Affairs	360. Grants-in-aid to State Governments

*In this case, the annual contribution made by the Government of India to the State Government is not based on any estimate of expenditure forwarded by the State Government.

APPENDIX 9
[See Paragraph 64 (3)]

LIST OF CHIEF CONTROLLING AND SUBORDINATE CONTROLLING OFFICERS				
<i>Major/Sub-Major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
Demand I—State Legislature				
211. Parliament/State/ Union Territory Legislatures	(a) Legislative Assembly	Legislative Assembly	Secretary, Legislative Assembly	..
B. State/Union Territory Legislatures	(b) Legislative Secretariat	Legislative Secretariat	do.	..
		Legislator's Hostel	do.	..
Demand II—Heads of States, Ministers and Headquarters staff				
212. President/Vice President/Governor/Administrator of Union Territories	(a) Emoluments and allowances of the Governor/Administrator of Union Territories	Emoluments and allowances of the Governor/Administrator of Union Territories	*Secretary to Governor	..
C. Governor/Administrator of Union Territories	(b) Secretariat	Secretariat of the Governor/Administrator of Union Territories	do.	..

	(c) House hold establishment	(All Sub-heads)	do.	..
	(d) Medical facilities	Medical facilities to the Governor, his family and staff	do.	..
	(e) Entertainment expenses	Hospitality expenses, etc.	do.	..
	(f) Expenditure from contract allowance	Expenditure from contract allowance of the Governor	do.	..
	(g) Tour expenses	Tours expenses of the Governor and his establishment/Administrator of Union Territories	do.	..
	(h) Discretionary grants	Discretionary grants by the Governor/Administrator of Union Territories	do.	..
213. Council of Ministers	(a) Salary of Ministers and Deputy Ministers	Salary of Ministers and Deputy Ministers	Secretary to Government, Public Department	..
	(b) Tour expenses	Tours expenses	do.	
	(c) Entertainment and hospitality expenses	Entertainment and hospitality expenses	do.	
	(d) Other expenditure	Other expenditure	do.	

*G.O. (P) No. 479/78/Fin., dated, 25th May, 1978.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer.</i> (5)
251. Public Service Commission	(a) State Public Service Commission	Public Service Commission	Chairman, Public Service Commission	..
252. Secretariat—General Services	(a) Secretariat	Administrative Secretariat	Secretary to Government, Public Department	..
		Personal staff of Chief Minister	do.	..
		Personal staff of other Ministers	do.	..
		Finance Department	Secretary to Government, Finance Department	..
		Law Department	Secretary to Government, Law Department	..
		Bureau of Public Sector Enterprises (Token provision)	Secretary to Government, Finance Department	..
	(b) Board of Revenue	Board of Revenue	Secretary, Board of Revenue	..
	(c) Other Officers	Committee for the introduction of Malayalam as official language	Secretary, Public Department	

		Office of the Arbitration for settling claims of the contractors of the Public Works and Public Health Engineering Departments	Chief Engineer, Arbitration	..	
		Language Commission	Secretary, Official Language Commission	..	
		Vigilance adviser to the Forest and taxes Departments	Vigilance Adviser	..	
276.	Secretariat— Social and Community Services	(a) Secretariat	Secretariat	Secretary to Government, Public Department	..
296.	Secretariat— Economic Services	(a) Planning Board	State Planning Board	Member-Secretary, State Planning Board	
		District Development Council and State Planning Advisory Board	Secretary to Government, Planning and Economic Affairs Department		
		Publication of District Plan Evaluation Unit	do. Member-Secretary, State Planning Board.		
				..	

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Planning Administration (Contribution to Planning) Forums	Director of Collegiate Education	..
		Monitoring	Secretary to Government, Planning and Economic Affairs Department	Director of Technical Education Director of Agriculture Chief Conservator of Forests Director of Industries and Commerce Director of Fisheries Director of Collegiate Education Director of Health Services Chief Engineer, General, Buildings and Roads
		Man Power Planning unit	Secretary to Government, Planning and Economic Affairs Department	Director, Bureau of Economics and Statistics

	Plan Publicity	Member, Secretary, State Planning Board	..
	District Planning Machinery	do.	
(b) Secretariat	Secretariat	Secretary to Government, Public Department	..

Demand III—Administration of Justice

214. Administration of Justice	(a) High Courts	High Court	Registrar of High court	..
	(b) Civil and Sessions Courts	(All sub-heads)	do.	District Judges
	(c) Small Causes Courts	(All sub-heads)	do.	..
	(d) Criminal Courts	(All sub-heads)	do.	Chief Judicial Magistrates
	(e) Administrators General and Official Trustees	Administrators General and Official Trustees.	Advocate General	..
	(f) Official Receivers	Official Receivers	Registrar of High Court	District Judges
	(g) Legal Advisors and Counsels	Law Officers Expenditure on Government Pleaders and fees to Public Prosecutors	Advocate General do.	District Collectors

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)	
		Assistant Prosecutors	Public	Secretary to Government, Home Department	..
	(h) Other expenditure	(All sub-heads)		Registrar of High Court	Chief Judicial

Demand IV—Elections

215. Elections	(a) Preparation and printing of electoral rolls	Assembly and Parliament		Chief Electoral Officer	..
	(b) Charges for conduct of election for Lok Sabha and State/Union Territory Legislative Assemblies when held simultaneously	Charges for conduct of election for Lok Sabha and State/Union Territory Legislative Assemblies when held simultaneously		do.	..
	(c) Charges for conduct of election to Parliament	Lok Sabha Rajya Sabha		Chief Electoral Officer do.

(d) Charges of conduct of election to State/Union Territory Legislature	Legislative Assembly	do.	..
(e) Other expenditure	Delimitation Commission	do.	..

Demand V—Agriculture Income Tax and Sales Tax

220. Collection of Taxes on Income and Expenditure	(a) Collection charges—Agricultural Income Tax	Collection charges	Secretary, Board of Revenues (Taxes)	..
240. Sales Tax	(a) Collection Charges	Law Officer	Secretary, Board of Revenues (Taxes)	..
		Sales Tax Appellate Tribunal	Chairman, Kerala Agricultural Income Tax and Sales Tax Appellate Tribunal	..
245. Other Taxes and duties on commodities and services	(a) Collection charges—Electricity duty	(All sub-heads)	District Officers Secretary, Board of Revenues (Taxes) Chief Electrical Inspector	Regional Electrical Inspectors

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
Demand VI—Land Revenue				
229. Land Revenue	(a) Collection charges	(All sub-heads)	Secretary, Board of revenue	District Collectors
	(b) Survey and settlement operations	[All sub-heads except Scheme for Land Occupation Survey (Half-a-million Jobs Programme)] [Scheme for Land Occupation Survey (Half-a-million Jobs Programme)]	do. Secretary, Board of revenue	Assistant Directors of Survey and Land Records
	(c) Land records	(All sub-heads)	Secretary, Board of revenue	District Collectors
	(d) Other expenditure	(All sub-heads except sub-heads 3, 5 to 8, 10, 12, 14, 15, 17, 18, 20 and 21) Sub-heads 3, 5, to 8, 10, 12, 14, 15, 17, 18, 20 and 21	do. Secretary, Land Board	District Collectors

Demand VII—Stamps and Registration Fees

230. Stamps and Registration				
A. Printing and stocking of stamps	(a)	State Stamp Depot	State Stamp Depot	Secretary, Board of Revenue
B. Stamps—Judicial	(a)	Expenses on sale of stamps	Expenses on sale of stamps	do.
C. Stamps—Non-Judicial	(a)	Expenses on sale of stamps	Expenses on sale of stamps	do.
D. Registration	(a)	Direction and Administration	(All sub-heads)	Inspector General of Registration

Demand VIII—Excise

239. State Excise	(a)	Direction and Administration	Superintendence	Secretary, Board of Revenue
			Range Offices	Additional Secretary, Board of Revenue (Excise)
	(b)	Purchase of opium, etc.	Purchase of opium, etc.	do.
	(c)	Other expenditure	Other expenditure	do.

Demand IX—Taxes on Vehicles

241. Taxes on Vehicle	(a)	Direction and Administration	Administration charges	Transport Commissioner
	(b)	Inspection of Motor Vehicles	Inspection of Motor Vehicles	do.

Joint Transport Commissioner

do.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
Debt Charges				
248. Appropriation for reduction or avoidance of debt	(a) Sinking Funds*	(All sub-heads)	Secretary to Government, Finance Department	..
	(b) Other Appropriation*	(All sub-heads)	do.	..
249. Interest Payments				
A. Interest on Internal debt	(a) Interest on Market Loans*	Interest on loans bearing interest	do.	..
		Interest on loans in the course of discharge	do.	..
	(b) Discount on loans	(All sub-heads)	do.	..
	(c) Interest on other Internal Debts	Interest on ways and means advances by the Reserve Bank of India	Secretary to Government, Finance Department	..
		Interest on short-fall in cash balances with the Reserve Bank of India	do.	..

Interest on over, draft account with the Reserve Bank of India	do.	..
Interest on loans from the Life Insurance Corporation of India	do.	..
Interest on loans from the Reserve Bank of India for contribution to the share capital of Agricultural Credit Institutions from the Agricultural Credit (Long term-operations) Fund	Registrar of Co-operative Societies	..
Interest on loans from the National Co-operative Development Corporation	Director of Industries and Commerce and Registrar of Co-operative Societies	..
Interest on loans from the Central Warehousing Corporation	Registrar of Co-operative Societies	..

*The Accountant General is the Estimating Officer in respect of all items below this minor head.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Interest on Bonds issued under Jenmikaram Payment (Abolition) Act, 1960	Secretary, Board of Revenue	..
		Interest on 4¾ percent Kerala House-sites and Houses for families of landless workers (Compensation for the value of lands) Bonds—One year	Secretary, Local Administration and Social Welfare Department	..
		Interest on 4 ½ percent Kerala House-sites and Houses for families of landless workers (Compensation for the value of lands) Bonds—2 years	Secretary, Local Administration and Social Welfare Department	..
		Land Reforms Bonds for excess lands (16-years bonds)	Secretary, Land Board	..
	(d) Management of debt	(All sub-heads)	Secretary to Government, Finance Department	..

C. Interest on Small Savings, Provident Funds, etc.	(a) Interest on Savings Deposits @	*State Savings Bank Deposits Fixed and Time Deposits	*Director of Treasuries and Accountant General	..
	(b) Interest on State Provident Funds*	(All sub-heads except "Interest on General Provident Fund of Aided School Employees")	Secretary to Government, Finance Department	..
		Interest on General Provident Fund of Aided School Employees	Director to Public Instruction	..
	(c) Interest on Trusts and Endowments*	(All sub-heads)	Secretary to Government, Finance Department	..
D. Interest on Loans and Advances from Central Government\	(d) Interest on Insurance and Pension Funds*	(All sub-heads)	do.	..
	(a) Interest on Loans and Non-plan Schemes*	(All sub-heads)	do.	..

@ The Accountant General and the Director of Treasuries are the Joint Estimating Officers in respect of this minor head, vide G.O. (P) 523/80/Fin. dated 28-8-1980.

*G. O. (P) 523/80/Fin. dated 28-8-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(b) Interest on Loans for State Plan Scheme*	(All sub-heads)	Secretary to Government, Finance Department	..
	(c) Interest on Loans for Central Plan Schemes*	(All sub-heads)	do.	..
	(d) Interest on Loans for Centrally Sponsored Schemes*	(All sub-heads)	do.	..
	(e) Interest on ways and means advances*	(All sub-heads)	do.	..
E. Interest on Reserve Funds	(a) Interest on Depreciation/Renewal Reserve Funds	Water Transport	Director, Water Transport Department	..
		Government Engineering Workshop	Chief Engineer, General, Buildings and Roads	..
		Text Book Publications	Director of Public Instruction	..
		Bleaching and Calendering Plant	Director of Industries and Commerce	..

Kerala State Road Transport Corporation Secretary to Government, Public Department

Demand X—Treasury and Accounts

254. Treasury and Accounts Administration	(a) Directorate of Accounts and Treasuries	Directorate of Treasuries	Director of Treasuries	
	(b) Treasury Establishment	(All sub-heads)	do.	District Treasury Officer (in respect of “3 Sub-treasury Establishment” only)
	(c) Local Fund Audit	(All sub-heads)	Examiner of Local Fund Accounts	

Demand XI—District Administration and Miscellaneous

247. Other Fiscal Services	(a) Promotion of Small Savings	(All sub-heads except the following) Popularising Small Savings Schemes in Panchayats	Director of National Savings Director of Panchayats
253. District Administration	(a) District Establishment	Collectors and Magistrates	Secretary, Board of Revenue	District Collectors
	(b) Other Establishment	(All sub-heads)	do.	do.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
295. Other Social and Community Services	(a) Administration of Religious and Charitable Endowments Acts	Administration of the Madras H. R. & C. E. Act, 1951	Commissioner for H. R. and C. E.	..
	(b) Upkeep of Shrines, Temples, etc.	Contribution to Devaswom Fund and Sree Pandaravaka Fund Contribution to Cochin Devaswom Board	Secretary to Government, Revenue Department Secretary, Board of Revenue	.. District Collector
	(c) Donations for Charitable Purposes	State Charities	do.	..

Demand XII—Police

255. Police	(a) Direction and Administration	Superintendence	Inspector General of Police	Deputy Inspectors-General of Police
	(b) Education and Training	Police Training Schools and Colleges	do.	..
	(c) Criminal Investigation and Vigilance	Criminal Investigation Branch	do.	..

				Vigilance Organisation	Director of Vigilance Investigation	Deputy Inspector General of Police, Vigilance Department	
		(e) Special Police		(All sub-heads)	Inspector General of Police		
		(f) District Police		(All sub-heads)	do.		
		(g) Railway Police		(All sub-heads)	do.		
		(h) Harbour Police		Cochin Harbour Police	do.		
260.	Fire and Control	Direction Administration	and	Direction Administration	and	Director of Fire Force	
		(b) Protection Control	and	District staff		do.	Regional Fire Officers
		(c) Training		Contribution to the National Fire Service College, Nagpur		do.	..
		(d) Other expenditure		Contribution to the Fire Force Welfare and Amenity Fund		do.	..
				Decretal charges		do.	..
				Government rewards to members of Fire Force		do.	Regional Fire Officers

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
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Demand XIII—Jails

256. Jails	(a) Direction and Administration	Superintendence	Inspector-General of Prisons	..
	(b) Jails	Jails	do.	..
	(c) Jail Manufacturers	Jail Manufacturers	do.	..
	(d) Other expenditure	(All sub-heads)	do.	..

Demand XIV—Stationery and Printing and Other Administration Services

258. Stationery and Printing	(a) Direction and Administration	Direction	Director of Printing and Stationery	Controller of Stationery
	(b) Purchase and supply of stationery	Purchase and supply of stationery stores	do.	do.
	(c) Government Presses	(All sub-heads)	Director of Printing and Stationery	Superintendent of Government Presses
	(d) Cost of printing by other sources	Printing at private Presses	do.	do.
		Cost of printing work done by other Governments	do.	do.
	(e) Other expenditure	Adoption of new script	do.	do.

265. Other Administrative Services	(a) Special Commissions of Enquiry	Script Refinement Committee	do.	do.
		Enquiry Commissioner and Special Judge	Enquiry Commissioner and Special Judge, Trivandrum	..
		Tribunal for disciplinary proceedings	Enquiry Commissioner and Special Judge, Trichur	..
		State-level Committee to deal with problems of the linguistic minorities	Secretary to Government, Public Department	..
		Advisory Board under M. I. S. A. Act, 1971	Secretary to Government, Home Department	
		Advisory Board under Conservation of Foreign Exchange and Prevention of Smuggling Activities	Do.	
	(c) Gazetteer and Statistical Memoirs	Administration	State Editor, Kerala Gazetteers	
	(d) Vital Statistics	Registration of Vital Statistics	Director of Panchayats	

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Registration of births, deaths and marriages	Registrar General of Births and Deaths	
		Strengthening of vital statistical units in Municipalities	Director, Bureau of Economics and Statistics	
	(e) Training	(All sub-heads)	Secretary to Government, Public Department	
	(f) Other expenditure	Palaces, Bungalows, Satroms, etc.	Secretary, Board of Revenue	District Collectors
		Implementation of Malayalam Script Committee recommendations	Secretary to Government, Public Department	
		Establishments of an Institute of Public Administration (Token provision)	Secretary to Government, Public Department	
		Directorate of State Lotteries	Director of State Lotteries	..
		District Lottery Offices	Do.	

Demand XV—Public Works				
259. Public Works	(a) Direction and Administration	(All sub-heads)	Chief Engineer, General, Buildings and Roads	Superintending Engineers
	(c) Construction	(All sub-heads)	do.	Do.
	(d) Maintenance and Repairs	(All sub-heads, except "Maintenance and furnishing of Raj Bhavan)	do.	Do.
		Maintenance and furnishing of Raj Bhavan	*Secretary to Governor	
	(f) Lease charges	Lease charges	Chief Engineer, General, Buildings and Roads	} Superintending Engineers
	(g) Public Works Workshops	(All sub-heads)	do.	
	(h) Machinery and equipment	(All sub-heads)	do.	
	(i) Suspense	(All sub-heads)	do.	
	(j) Other expenditure	(All sub-heads)	do.	
	337. Roads and Bridges	(a) Direction and Administration	Establishment charges	do.
(b) Planning and Research		(All sub-heads)	do.	

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(c) National Highways	(All sub-heads)	Chief Engineer, National Highways	Superintending Engineers
	(f) State Highways	(All sub-heads)	Chief Engineer, General, Buildings and Roads	
	(g) District and other Roads	(All sub-heads)	do.	Superintending Engineers
	(h) Safety works	Safety works	do.	
	(i) Machinery and equipment	Tools and Plant charges	do.	
	(k) Transfer to/from Reserve Funds	Transfer to the Deposits head "Subvention from the Central Road Fund	do.	
	(l) Other expenditure	(All sub-heads except "Provision for payment of awards passed by Government Arbitrator on National Highways") Provisions for payment of awards passed by Government Arbitrator on National Highways works	do.	
			Chief Engineer, National Highways	

459. Capital outlay on Public Works	(a) Direction and Administration	Establishment charges	Chief Engineer, General, Buildings and Roads	} Superintending Engineers
	(c) Construction	(All sub-heads)	do.	
	(d) Machinery and equipment	Tools and Plant charges	do.	
	(f) Other expenditure	Sainik School—Construction Corporation of Kerala—Investments	do.	
537. Capital outlay on Roads and Bridges	(a) Direction and Administration	Establishment charges	Chief Engineer, General, Buildings and Roads	Superintending Engineers
	(c) Roads of interstate importance	(All sub-heads)	Chief Engineer, National Highways	
	(d) Strategic and Border Roads	Strategic and Border Roads	do.	
	(e) State Highways	All sub-heads	Chief Engineer, General, Buildings and Roads	Superintending Engineers
	(f) District and other Roads	(All sub-heads)	do.	} Superintending Engineers
	(g) Machinery and equipment	Tools and Plant charges	do.	
	(i) Other expenditure	(All sub-heads)	do.	

<i>Major/sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
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Demand XVI—Pensions and Miscellaneous

266. Pension and other retirement benefits	(a) Superannuation and retirement allowances	(All sub-heads)	Secretary to Government, Finance Department	..
	(b) Commuted value of pensions	(All sub-heads)	do.	..
	(c) Equated payment on account of Capital Outlay on sterling pensions to the Government of India by the State/Union Territory Governments	Equated payment on account of capital outlay on sterling pensions to the Government of India by the State/Union Territory Governments	do.	..
	(d) Compassionate allowances	(All sub-heads)	do.	..
	(e) Gratuities	(All sub-heads)	do.	..
	(f) Family pension	(All sub-heads)	do.	..
	(g) Contribution to pension and gratuities	Contribution to pension and gratuities	do.	..

	(h) Contributions to Provident Fund	Government contribution to the Provident Fund of non-pensionable staff paid from the State funds	do.	..
		Government contribution to the Provident Fund of pensionable aided school teachers	Director of Public Instruction	..
	(i) Pensions to employees to State aided educational institutions	(All sub-heads)	Secretary to Government, Finance Department	..
	(j) Other pensions	(All sub-heads)	do.	..
	(k) Other expenditure	Cost of remittance of pensions by Money Order	do.	..
268. Miscellaneous General Services	(a) State Lotteries	Sale of Lottery Tickets Commission for Tickets Distribution of prizes Jeevan Raksha Padaks	} Director of state Lotteries	..
	(b) Pension and awards in consideration of distinguished services	Pensions and awards		

<i>Major/Sub- major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(c) Loss by exchange	Loss by exchange	Secretary to Government, Finance Department	..
	(d) Irrecoverable loans— Write off	(All sub-heads)	do.	..
	(e) Other expenditure	Loss on account of assets and liabilities of the Indo- Mercantile Bank Ltd., taken over by Government	do.	..
		Maintenance of the Telegraph lines and postal services	Collectors	..
		The Kerala Flying Club	Secretary to Government, Public Department	..
		Bank Commission and Contingencies	Secretary to Government, Finance Department	..
		Rocket launching site	District Collector, Trivandrum	..
		Government securities in time-barred cases	Secretary to Government, Finance Department	..

Cash awards to recipients of gallantry decorations in the Defence Services and dependents of Defence personnel—Other charges	Secretary, S.S. and A. Board	..
Acquisition charges for land and buildings for Union purposes	Secretary, Board of Revenue	} District Collectors, Chief Engineer, National Highways
Miscellaneous unforeseen expenses	Secretary to Government, Public Department	
Supply of timber for Construction of dwelling places to the widows and children of the Defence personnel killed or disabled in action	Chief Conservator of Forests	..
Allowances to the members of the families of Ex-rulers	Secretary to Government, Finance Department	..
Allowances to the members of the Ruling family, Travancore	do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(e) Other Expenditure	(All sub-heads)	Director of Public Instructions	..
B. Secondary	(a) Direction and Administration	Administration	do.	..
		Re-organisation of the Education Department	do.	..
	(b) Inspection	Inspection	do.	..
	(c) Government Secondary Schools	(All sub-heads except "Buildings") Buildings	do.	..
	(d) Assistance to non-Governments Secondary Schools	Teaching—Grant-in-aid	Chief Engineer, General, Buildings and Roads	Superintending Engineers
		Maintenance	Director of Public Instruction	..
	(e) Scholarships	(All sub-heads)	do.	..
	(f) Teacher's training	Teacher's Education (Secondary)	do.	..
	(g) Text Books	(All sub-heads)	do.	..
	(h) Other expenditure	(All sub-heads)	do.	..
C. Special Education	(a) Adult Education	Social (Adult) Education	do.	..

(b) Promotion of Modern Indian Languages and Literature	Preparation of Malayalam Encyclopedia	Chief Editor, Malayalam Encyclopedia	..	
	Constitution of Malayalam Book Development Council	Secretary to Government, Higher Education Department	..	
	Scheme for providing employment of post-graduates (S. E. P.)	Special Secretary to Government, Higher Education Department	..	
	Scheme for translation of standard books into Malayalam (Half-a-million jobs programme)	do.	..	
(c) Sanskrit education	(All sub-heads)	Chief Engineer, General, Buildings and Roads	Superintending Engineers	
		Director of Public Instruction	..	
(d) Other language education	(All sub-heads)	do.	..	
		do.	..	
(e) Scholarships	(All sub-heads)	do.	..	
E. University and Other Higher Education	(a) Direction and Administration	(All sub-heads)	Director of Collegiate Education	..

<i>Major/Sub-major Head</i>	<i>Minor Head</i>	<i>Sub-head</i>	<i>Chief Controlling Officer</i>	<i>Subordinate Controlling Officer</i>
(1)	(2)	(3)	(4)	(5)
	(b) Assistance to Universities for non-technical education	(All sub-heads, except "Advanced Centre for Development Studies—Grant-in-aid")	Secretary to Government, Higher Education Department	..
		Advanced Centre for Development Studies—Grants-in-aid	Secretary to Government, Planning and Economic Affairs Department	..
	(c) Government Colleges	Arts Colleges	Director of Collegiate Education	..
		Sanskrit Colleges	do.	..
		I. A. S. Coaching Scheme	do.	..
		Starting of new courses in Government Colleges	do.	..
		Lump sum provision for starting of new courses in Government Colleges	do.	..
		Training Colleges	do.	..
		Law College, Trivandrum.	Principal, Law College, Trivandrum	..

	Starting of Evening Classes for L.L.B. Courses in the Law College, Trivandrum		do.	..
	Law College, Ernakulam	Principal, Ernakulam	Law College,	..
	Law College, Calicut	Principal, Calicut	Law College,	..
	Introduction of part time course in Law	Principal, Ernakulam	Law College,	..
	Music College	Director of Education	of Collegiate	..
	Opening of new Government Colleges Buildings		do.	..
		Chief Engineer, Buildings and Roads	General,	Superintending Engineer
(d) Assistance to Non-Government Colleges	(All sub-heads)	Director of Education	of Collegiate	..
(e) Institutes of Higher Learning	(All sub-heads)		do.	..
(f) Scholarships	(All sub-heads)		do.	..
(g) Other expenditure	*All sub-heads except the following		do.	..
	Kerala University Appellate Tribunal	Secretary, Appellate Tribunal	University	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Production of Literature in Indian Languages as media of instruction at the University Stage.	Special Secretary to Government, Higher Education Department	..
		Committee to enquire into the allegations regarding irregularities in the conduct of examinations	do.*	..
F. Technical Education	(a) Direction and Administration	(All sub-heads)	Director of Technical Education	..
	(b) Technical Schools	(All sub-heads, except "Buildings")	do.	..
		Buildings	Chief Engineer, General, Buildings and Roads	Superintending Engineers
	(c) Polytechnics	(All sub-heads, except "Buildings")	Director of Technical Education	..
		Buildings	Chief Engineer, General, Buildings and Roads	Superintending Engineers

(d) Engineering Colleges and Institutes	(All sub-heads, except "Buildings")	Director of Technical Education	..
	Buildings	Chief Engineer, General, Buildings and Roads	Superintending Engineers
(e) Assistance to non-Government Colleges and Institutions	(All sub-heads)	Director of Technical Education	..
(f) Scholarships	Scholarships, stipends, etc., to students of Engineering Colleges, Polytechnics and other Technical Institutions	do.	..
(g) Research	Lal Bahadur Sastry Engineering Experimental Station and Research Centre	do.	..
	Technological University Centre for Specialised studies	do.	..

<i>Major Sub-major Head</i> (1)	<i>Minor- Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Sree Chitra Thirunal Medical Centre for advanced studies in specialties	Director, Sree Chitra Thirunal Medical Centre	..
		Industrial Testing and Research Laboratory	Secretary to Government, Planning and Economic Affairs Department	..
		Starting of C.S.I.R. Laboratory	do.	..
		Electronic Research and Development Centre	do.	..
		Centre for Biochemical Research on Atherosclerosis and Diabetics	do.	..
		Kerala Forest Research Institution	do	..

		Centre for Research in Water Management	do.	Officer in special duty for organising a Centre for Water Resources Development and Management, Trivandrum	..
		State Committee on Science and Technology (All sub-heads)	do.		..
	(h) Training		Director of technical Education		..
	(i) Other expenditure	(All sub-heads)	do.		..
G. Sports and Youth Welfare	(a) Physical Education	Physical Education College	Director of Collegiate Education		..
		Private Yogic Institution	Director of Panchayats		..
	(b) Youth Welfare Schemes	National Cadet Corps	Director of Collegiate Education		..
		N.S.C. /N.S.O. Scheme in Kerala University	Secretary to Government, Higher Education Department		..
		N.S.C. /N.S.O. Scheme in Calicut University	do.		..

<i>Major Head</i> (1)	<i>Sub-major Head</i> (2)	<i>Minor- Head</i> (3)	<i>Sub-head</i> (4)	<i>Chief Controlling Officer</i> (5)	<i>Subordinate Controlling Officer</i> (6)
			N.S.C. /N.S.O. Scheme in Agricultural University	Secretary to Government, Higher Education Department	..
			N.S.C. /N.S.O. Scheme in Cochin University	do.	..
			Bharat Scouts and Guides	Director of Public Instruction	..
			Youth Rallies at New Delhi and State Capitals	do.	..
			Development of Physical Education in Schools and Scouts and Guides Movement	do.	..
	(c) Sports and Games		(All sub-heads, except the following):—	Secretary in Government, Public Department	..
			Youth Festivals Atheletics and Sports Associations	} Director of Public Instruction	..
			Acquisitions and improvements of grounds for sports and games—Grant-in-aid		

	(d) Other expenditure	(All sub-heads)	Director of Public Instruction	..
H. General	(a) Research	(All sub-heads, except "State Institute of Languages") State Institute of Languages	do. Secretary to Government, Higher Education Department
	(b) Training	Basic Training Schools and Institutions	Director of Public Instruction	
	(c) Scholarships	(All sub-heads)	do.	..
	(d) Other expenditure	(All sub-heads)	do.	..
278. Art and Culture	(a) Fine Arts Education	Music Academy	Director of Collegiate Education	..
		School of Arts, Trivandrum	Director of Technical Education	..
		Award of prizes for the best work in poetry, drama and fiction	Director of Public Instruction	..
		Lalithakala Academy	do.	..
		Kerala Kalamandalam	do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor-Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Office</i> (5)
		Sangeetha Nataka Academy	Director of Public Instruction	..
		Grant to Dance, Drama and Music Associations	Do.	..
		Grant to Jawahar Balabhavan	Secretary to Government, Public Department	..
		S.R.V. Music School, Trichur Ravivarma School of Painting, Mavelikara	Director of Public Instruction	..
		College of Fine Arts, Trivandrum	Director of Technical Education	..
	(b) Promotion of Arts and Culture	(All sub-heads, except the following)	Director of Public Instruction	..
		Victoria Jubilee Town Hall, Trivandrum	Honorary Secretary, V. J. T. Hall	..
		Tagore Centenary Theatre, Trivandrum	Director of Public Relations	..
		Open Air Theatre in rural areas	Director of Panchayats	..

	Sri Chitra Art Gallery	Director of Museums and Zoos	..
	Promotion of Film Industry—Grant-in-aid Buildings	Director of Public Relations	..
		Chief Engineer, General, Buildings and Roads	Superintending Engineers
(c) Archeology	(All sub-heads, except “Buildings”) Buildings	Director of Archaeology	..
		Chief Engineer, General, Buildings and Roads	Superintending Engineers
(d) Archieves and Museums	(All sub-heads, “State Archieves” and “Buildings”) State Archieves	Director of Museums and Zoos	..
		Director of Archieves	..
(e) Public Libraries	Libraries, Grandhasala Sangham, etc.	Director of Public Instruction	..
	Integrated Library Service	do.	..
	Charges on account of Madras Public Library Act	do.	..
	Introduction of Library Hall (token provision)	do.	..
	Central Education Library	do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Libraries and Reading rooms	Director of Public Instruction	..
		Public Library, Trivandrum	State Librarian	..
		Creation of additional staff in the Trivandrum Public Library the work relating to the pool system (token provisions)	Do.	..
		Training of unemployed Librarians (Half-a-million jobs programme)	Do.	..
	(f) Other expenditure	Compilation of the History of Freedom Movement in Kerala	Convener, Regional Records Survey Committee	..
		Preparation and publication of books about Temples in Kerala	Secretary to Government, Revenue Department	..
		(All sub-heads)	Secretary to Government, Higher Education Department	..

477. Capital Outlay on Education, Art and Culture	(a) Primary Education	Buildings (Minimum needs Programme)	Chief Engineer, Buildings and Roads	General,	Superintending Engineers
	(b) Secondary Education	Buildings		do.	do.
	(c) University and other Higher Education	Buildings		do.	do.
	(d) Technical Education	Buildings		do.	do.
	(e) Other expenditure	Establishment of a Public Sector Cine Studio	Director of Public Relations		..
	Film Development Corporation (Token provision)	Buildings		do.	..
			Chief Engineer, Buildings and Roads	General,	..
677. Loans for Education, Art and Culture	(a) Primary Education	Onam advance	Director of Public Instruction		Superintending Engineers
	(b) Secondary Education	do.		do.	..
	(c) University and other Higher Education	Festival Advance	Advance—Onam	Director of Collegiate Education	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(d) Technical Education	Festival Advance	Onam Director of Technical Education	..
		National Scholarships	Loans Director of Collegiate Education	..

Demand XVIII—Medical

280. Medical A. Allopathy	(a) Direction and Administration	Medical Directorate	Director of Health Services	..	
		District Medical Officers	do.	District Medical Officers	
		Medical Record Section	do.	Do.	
	(b) Medical Relief	(All sub-heads, except the following)		do.	do.
		Collegiate Hospital, Trivandrum	Principal, Medical College, Trivandrum	..	
Organisation of specialties in the Medical College Hospital, Trivandrum		do.	..		
Collegiate Hospital, Calicut		Principal, Medical College, Calicut	..		

Establishment of Chittaranjan Mobile Unit		do.	..
Collegiate Hospital, Kottayam	Principal	Medical College, Kottayam	..
T. D. Medical College Hospital, Alleppey	Principal,	T. D. Medical College, Alleppey	..
Ophthalmic Hospital, Trivandrum	Principal,	Medical College, Trivandrum	..
Artificial Limb Centre		do.	..
Indo-Norwegian Project Health Centre		do.	..
Mental Hospital, Trivandrum		do.	..
Mental Hospital, Calicut	Principal,	Medical College, Calicut	..
Health Centre, Pangappara, Trivandrum	Principal,	Medical College, Trivandrum	..
Health Unit, Cheruppa, Calicut	Principal,	Medical College, Calicut	..
Primary Health Centre/Ettumanoor	Principal,	Medical College, Kottayam	..
Anti-Rabic treatment	Secretary, Board of Revenue		District Collectors

<i>Major Head</i> (1)	<i>Sub-major Head</i> (2)	<i>Minor Head</i> (3)	<i>Sub-head</i> (4)	<i>Chief Controlling Officer</i> (5)	<i>Subordinate Officer</i> (6)	<i>Controlling Officer</i> (7)
	(c) Education	Buildings	Medical College, Trivandrum	Chief Engineer, General, Buildings and Roads	Superintending Engineers	
		Institution of Physical Medicine and Rehabilitation in Trivandrum Medical College		Principal, Medical College, Trivandrum do.
		Sri Chitra Thirunal Medical Centre		Secretary to Government Planning and Economic Affairs Department	..	
		Post graduate education in the Medical College, Trivandrum		Principal, Medical College, Trivandrum	..	
		Medical College, Calicut		Principal, Medical College, Calicut		
		Starting of Dental Wing in the Medical College, Calicut		do.

Post-graduate education in the Medical College, Calicut		do.		..
Medical College, Kottayam	Principal, Kottayam	Medical	College,	..
T. D. Medical College, Alleppey	Principal, Alleppey	Medical	College,	..
Dental College, Trivandrum	Principal, Trivandrum	Medical	College,	..
Collegiate Hostels, Trivandrum	Do.			..
Diploma in Public Health (P. G. Course)		do.		..
School of Nursing Ernakulam	Director of Health Services			..
Continuing Medical Education	Principal, Trivandrum	Medical	College,	..
Rheumatic Clinic, Medical College, Trivandrum		do.		..
Paediatric Institute, Medical College, Kottayam	Principal, Kottayam	Medical	College,	..
Starting of Physical Medicine in the Medical College, Calicut	Principal, Medical College, Calicut			..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(d) Training	(All sub-heads except the following)	Principal, Medical College, Trivandrum	..
		Training of Non-medical Leprosy Assistants and General Nurses in District Hospitals	Director of Health Services	District Medical Officer of Health
		Introduction of four months' training course of Nursing Assistants	do.	..
	(f) Employees' Insurance Scheme	State (All sub-heads)	Administrative Medical Officer, E.S.I. Scheme	..
	(g) Other Health Schemes	(All sub-heads)	Director of Health Services	District Medical Officer of Health
	(h) Medical Store Depots	Medical Stores	do.	..
	(i) Other expenditure	(All sub-heads, except the following)	Director of Health Services	..
		Contribution to the society for construction of pay wards with assistance from Financial Institutions	Secretary to Government, Health Department	..

B.	Other systems of Medicine	(a) Ayurvedic	(All detailed heads, except the following)	Director of indigenous Medicine	..
			District Medical Officers	District Medical Officers	..
			Collegiate Hospitals and Maternity ward, Trivandrum	Principal, Ayurveda College, Trivandrum	..
			Collegiate Hospital Thrippunithura	Principal, Ayurveda College, Thrippunithura	Clinical Professor
			Ayurveda Pharmacy	Principal, Ayurveda College, Trivandrum	..
			Ayurveda College, Trivandrum and Botanical Garden	do.	..
			Indigenous system of medicine—Programme for higher education, training and research (C.S.)	Project Officer, P.G. Centre in Ayurveda, Trivandrum	..
			Vishavaidya Diploma course	} Principal, Ayurveda College, Trivandrum	..
			Advisory Board for Ayurveda Education		
			Continuing Degree Course in Pharmacy	do.	..
			Starting of Publication Division	do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Ayurveda College, Thrippunithura	Principal, Ayurveda College, Thrippunithura	..
	(b) Homeopathy	(All sub-heads)	Chief Engineer, General, Buildings and Roads Director of Homeopathy	Superintending Engineers Chief Medical Officers of Government Homoeo Hospitals, Principal-sum-Special Officer, Government Homoeo Medical College, Calicut
480. Capital outlay on Medical	(a) Medical Relief	Buildings	Chief Engineer, General, Buildings and Roads	Superintending Engineers
A. Allopathy	(b) Medical Education	Buildings	do.	do.
	(c) Medical Stores	Buildings	do.	do.
B. Other Systems of Medicine	(d) Ayurvedic	Ayurveda Manufacturing Corporation	Drugs Secretary to Government, Health Department	..

	(b) Homeopathy	Buildings	Chief Engineer, General, Buildings and Roads	Superintending Engineers
630. Loans for Medical	(a) Medical Education	Interest-free loans to the Thirumala Devaswom Medical College, Alleppey	Secretary to Government, Health Department	..
	(b) Other Loans	Loans to the society for construction of pay wards with assistance from financial institutions	do.	..

Demand XIX—Family Planning

281. Family Planning	(a) Direction Administration	and State-level organisation	Director of Health Services	..
		City and District Family Planning Bureau (including mobile I.U.C.D. Units)	do.	District Family Planning Medical Officers
		Family Planning Cell in the Secretariat	Secretary to Government, Health Department	..
	(b) Rural Family Planning Services	Rural Family Welfare Planning Centres	Director of Health Services	District Family Planning Medical Officers

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(c) Urban Family Planning Services	Urban family Welfare Centres Planning	Director of Health Services	District Family Planning Medical Officers
	(d) Maternity and Child Health	(All sub-heads)	do.	do.
	(e) Transport	(All sub-heads)	do.	do.
	(f) Compensation	(All sub-heads)	do.	do.
	(g) Other Services and supplies	(All sub-heads except "Buildings") Buildings	do. Chief Engineer, General, Buildings and Roads	do. Superintending Engineers
	(h) Mass education	Mass education	Director of Health Services	District Family Planning Medical Officers
	(i) Training research and statistics	Regional Family Planning Centres Training of ANMS, Dais and Local Health Visitors Training in Family Planning in the Medical College, Trivandrum	do. do. Principal, Medical College, Trivandrum	.. District Family Planning Medical Officers

		Training in Family Planning in the Medical College, Kozhikode	Principal, Medical College, Kozhikode	..
		Training in Family Planning in the Medical College, Kottayam	Principal, Medical College, Kottayam	..
		Demographic Research Centre	Director, Bureau of Economics and Statistics	..
		Study of Condom users in Kerala	Do.	..
	(j) Other expenditure	Minor Works
		Grant-in-aid schemes	Director of Health Services	
481. Capital Outlay on Family Planning	(a) Welfare Centres	Buildings	Chief Engineer, General, Buildings and Roads	Superintending Engineers

Demand XX—Public Health

282. Public Health Sanitation and Water Supply

A. Public Health and Sanitation	(a) Prevention and control of diseases	(All sub-heads)	Director of Health Services	District Medical Officers of Health
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<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(b) Prevention of food adulteration	Food Administration	Director of Health Services	Chief Government Analyst
		Strengthening of Food Laboratories (Centrally sponsored)	do.	do.
	(c) Prevention of Air and Water pollution	Prevention of Air and Water Pollution (Contribution—lump sum)	Secretary to Government Health Department	..
	(d) Drug Control	Administration	Drugs Controller	..
	(e) Training	Drugs Testing Laboratory (All sub-heads except “Training of Public Health Nurses”)	do.	..
		Training of Public Health Nurse	Director of Health Services Principal, Medical College, Trivandrum	District Medical Officers of Health ..
	(f) Health statistics and research	Health Education	Director of Health Services	..
		Strengthening of statistical section	do.	District Medical Officers of Health
	(g) Health education and publicity	Health Education	do.	do.

(h) Public Health Laboratories	Public Health Laboratories Government Analyst's Laboratory, Trivandrum Chemical Examiner's Laboratory	Do. Do. Chemical Examiner to Government	Chief Government Analyst ..			
(i) Health transport	(All sub-heads)	Director of Health Services	<table border="0"> <tr> <td rowspan="2" style="font-size: 3em; vertical-align: middle;">}</td> <td>State Health Transport Officer</td> </tr> <tr> <td>District Medical Officers of Health</td> </tr> </table>	}	State Health Transport Officer	District Medical Officers of Health
}	State Health Transport Officer					
	District Medical Officers of Health					
(j) Sanitation Services	Centres under the control of the Director of Health Services Medical College Unit, Pangappara	Do. Principal, Medical College, Trivandrum	District Medical Officers of Health			
	Buildings	Chief Engineer, General, Buildings and Roads				
(k) Other expenditure	Nutrition Bureau	Special Officer Nutrition Programme				
	Public Health-Grants-in-aid	Director of Health Services	District Medical Officers of Health			

<i>Major Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
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Demand XXI—Public Health Engineering

282. B. Sewerage and Water Supply	(a) Direction Administration	and	(All sub-heads)	Chief Engineer, Public Health Engineering Department	} Superintending Engineers	
	(b) Survey Investigation	and	(All sub-heads)	do.		
	(c) Training		(All sub-heads)	do.		
	(d) Machinery Equipment	and	Machinery and Equipment	do.		
	(e) Suspense		(All sub-heads)	do.		
	(f) Urban Water Supply Schemes		Grant-in-aid maintenance	and		do.
	(g) Rural Piped Water Supply Schemes		Grant-in-aid maintenance	and		do.
	(h) Other expenditure		Minor works and write-back			do.
482. Capital outlay on Public Health, Sanitation and Water Supply	(a) Public Health and Sanitation Programmes		Sanitation Schemes	Chief Engineer, Public Health Engineering Department	}	
	(b) Sewerage Schemes		Drainage Schemes	do.		

	(c) Urban Water Supply Schemes	Urban Water Supply	do.	} Superintending Engineers
	(d) Rural Piped Water Supply Schemes	(All sub-heads)	do.	
	(e) Other Rural Water Supply Schemes	Flood Control Schemes	do.	
682. Loans for Public Health, Sanitation and Water Supply	Urban Water Supply Schemes	Loans to Municipalities for Urban Water Supply Schemes	do.	..
	Rural Piped Water Supply Schemes	Loans to Panchayats for Rural Water Supply Schemes	do.	..

Demand XXII—Housing

283. Housing A. General	(a) Direction and Administration	Housing Commissionerate	Housing Commissioner
	(e) Other expenditure	Housing Statistical Cell	Director, Bureau of Economics and Statistics

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
B. Housing Schemes	(a) Settlement of Agricultural Labourers on Government poramboke lands	Settlement of Agricultural Labourers on Government poramboke lands (Minimum Needs Programme) Settlement Scheme to the Assignees of kayal lands	Secretary, Board of Revenue	District Collectors
	(c) Scheme for Provision of house sites and houses to the landless workers in rural areas	Free supply of timber	Secretary to Government, Local Administration and Social Welfare Department	
	(d) Village Housing Project	Village Housing Project	Secretary, Board of Revenue	District Collectors
	(e) Other Housing Schemes	(All sub-heads)	do.	do.
	(f) Scheme for the Provision of house-sites in rural areas	(All sub-heads)
	*(g) Tribal areas—Sub-plan		Director of Tribal Welfare	..
	** (i) Housing Scheme in Kasargod area		Secretary, Housing Department	..

C. Government Residential Buildings	(a) Direction and Administration	Establishment charges	Chief Engineers, Buildings and Roads	General,	} Superintending Engineers
	(b) Construction	(All sub-heads)	do.		
	(c) Maintenance and repairs	(All sub-heads)	do.		
	(g) Machinery and equipment	Tools and Plant charges	do.		
483. Capital Outlay on Housing					
A. Government Residential Buildings	(a) Direction and Administration	Establishment charges	Chief Engineers, Buildings and Roads	General,	} Superintending Engineers
	(b) Construction	(All sub-heads)	do.		
	(c) Machinery and equipment	Tools and Plant charges	do.		
B. Other Housing Schemes	(a) Industrial Housing Scheme	(All sub-heads)	Secretary, Board of Revenue	District Collectors	
	(b) Housing for the weaker sections of the community	(All sub-heads)	do.	do.	
683. Loans for Housing	(b) Housing Schemes Financed from L.I.C.	(All sub-heads)	Secretary, Board of Revenue	do.	
	(c) Housing Schemes for Agricultural labourers		Secretary, Department	Housing	do.
	(e) Industrial Housing to employees (State Sector)	Industrial Housing to employees	Secretary, Board of Revenue	do.	

*G. O. (P) 483/81/Fin. dated 29-7-1981

**G. O. (P) 780/80/Fin. dated 23-10-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(g) Loans under Settlement Scheme for Agricultural Labourers in Government poramboke lands	Loans under Settlement Scheme for Agricultural Labourers in Government poramboke lands	Secretary, Board of Revenue	District Collectors
	(h) Loans under Settlement Scheme to the Assigners of Kayal lands	Loans under Settlement Scheme to the Assigners of Kayal lands		

Demand XXII—Urban Development

284. Urban Development
A. General

(a) Direction and Administration	and	Directorate of Municipalities Municipal Commissioners	Director of Municipalities do.
(b) Assistance to Municipalities, Corporations, etc.	to	(All sub-heads except the following)	Secretary to Government, Local Administration and Social Welfare Department

	Contributions to Municipalities and Corporations	Director of Municipalities	
	Grant-in-aid to Trivandrum Corporation towards additional expenditure on lightning the highways in the City		
(c) Town and Regional Planning	(All sub-heads, except creation of Planning and Development Authority in Urban Centres and financial assistance to Planning and Development Authorities for implementation of Development plans-Grant-in-aid)	Chief Town Planner	..
	Creation of Planning and Development Authority in Urban Centres	Special Secretary to Government, L. A. and S.W. Department	
	Housing Scheme for Agricultural Labourers	Secretary, Housing Department	

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Financial Assistance to Planning and Development Authorities for implementation of Development Plans—Grant-in-aid (All sub-heads)	Special Secretary to Government, L.A. and S.W. Department	
	(d) Training and Research (e) Other expenditure	Urban Community Development Programme Construction of State Municipal House at Trivandrum	Chief Town Planner Director of Municipalities	
484. Capital Outlay on Urban Development A. General	(a) Other expenditure	Urban Development Finance Corporation	Special Secretary to Government, L.A. and S.W. Department	

684.	Loans for Urban Development	(a) Urban Development	(All sub-heads)	Special Secretary to Government, L. A. and S.W. Department
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Demand XXIV—Information and Publicity

285.	Information and Publicity	(a) Direction and Administration	Directorate of Public Relations District Publicity Offices	Director of Public Relations do. do.	.. District Officers	Information
		(b) Advertising and Visual Publicity	do.	do.		
		(c) Information Centres	Starting of Information Centres	do.	District Officers	Information
		(d) Field Publicity	(All sub-heads except Radio Rural Forums) Radio Rural Forums-Grant-in-aid	do. Director of Panchayats		
		(e) Songs and Drama services	Songs and Drama	Director of Public Relations		
		(f) Films	Films	do.		
		(g) Photo services	Photo publicity	do.		
		(h) Research and training in mass communication	Training of Field Publicity staff	do.		
		(i) Other expenditure	(All sub-heads)	do.		

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Officer</i> (5)	<i>Controlling</i>
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Demand XXV—Labour and Employment

287. Labour and Employment

A. Labour

(a) Direction and Administration	(All sub-heads)		Labour Commissioner	Deputy Commissioner	Labour
(b) Industrial relations	Minimum Wages Committee		do.	do.	
	Industrial Relations Committee		do.	..	
	State Arbitration Board		do.	..	
	Industrial Tribunal, Alleppey		Industrial Tribunal, Alleppey	..	
	Industrial Tribunal, Kozhikode		Industrial Tribunal, Kozhikode	..	
	Adjudication of Labour Disputes		Labour Commissioner	Deputy Commissioner	Labour
	Labour Courts		Presiding Officer Labour Court, Quilon	..	
(c) Working Conditions and safety	Inspectorate of Factories		Chief Inspector of Factories and Boilers	..	
	Plantation Inspectorate		Labour Commissioner	Chief Inspector of Plantations	of

(d) General Welfare	Labour	Welfare works—General Welfare measures for Rubber Plantation—Labour Kerala mining area welfare measures	Labour Commissioner do. District Collector, Quilon	Deputy Labour Commissioner Chief Inspector of Plantations ..
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(e) Research and Statistics	and	Statistical Wing	Labour Commissioner	..
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287. Labour and Employment
B. Employment and Training

(a) Direction and Administration	and	(All sub-heads)	Director of Training	
(b) Employment Exchange	Employment	(All sub-heads)	Director of Employment	Joint Director of Employment
(c) Training of Craftsmen and supervision		(All sub-heads)	Director of training	
(d) Other expenditure		Strengthening of Employment Information Programme	Director of Employment	
		Employment Information and Guidance Bureau at Calicut University	do.	Joint Director of Employment
		Employment Information and Guidance Bureau at Cochin University	do.	do.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Employment market Information and Vocational Guidance Units at Idukki and Malappuram	Director of Employment	Joint Director of Employment
		National Apprenticeship Scheme	Director of Training	
		Conversion of Industrial Training Institutes into Production Centres	do.	
		Short-term Courses for Self Employment	do.	
495. Capital Outlay on Other Social and Community Services	(a) Employment	Kerala Employment Promotion Corporation	*Director of Industries and Commerce	..
	(b) Other charges	Purchase of ten U.N.I. Debentures	Secretary to Government, Finance Department	

695. Loans for Other Social and community services	(a) Employment	Scheme for educated unemployed Engineers— Supply of machinery on hire purchase system	Secretary, Board of Revenue	
	(b) Relief for natural calamities	Loans to cultivators affected by floods	do.	District Collectors

Demand XXVI—Social Welfare including Harijan Welfare

288. Social Security and Welfare

A. Civil Supplies	(a) Direction and Administration	Civil Supplies Department	Director of Civil Supplies	Assistant Secretary, Board of Revenue (Civil Supplies)
B. Relief and Rehabilitation of Displaced persons	(a) Direction and Administration	Directorate of Rehabilitation	Deputy Rehabilitation Commissioner and Ex-officio Deputy Secretary, Labour Department	Director of Public Instruction
	(b) Other Relief measures	(All sub-heads except 'Scholarships to the children of displaced goldsmiths') Scholarship to the children of displaced goldsmiths	Director of Harijan Welfare	

*G. O. (P) 631/80/Fin. Dated 18-9-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i>	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(c) Other rehabilitation schemes	(Sub-heads 1 to 3)	Secretary to Government, Labour Department	
C. Welfare of Scheduled Castes, Scheduled Tribes and Other Backward classes	(a) Direction and Administration	(All sub-heads except Tribal Welfare Administration)	Director of Harijan Welfare	..
		Tribal Welfare Administration	Director of Tribal Welfare	
	(b) Welfare of Scheduled Castes	(All sub-heads)	Director of Harijan Welfare	
	(c) Welfare of Scheduled Tribes	(All sub-heads except the following)	Director of Tribal Welfare	
		Mobile Medical Units for Scheduled Tribes *Research, Training and special Projects (Centrally sponsored—50% Central Assistance)	Director of Health Services Director, Kerala Institute of Research Training and Development Studies of Scheduled Castes and Scheduled Tribes, Kozhikode
(d) Welfare of other backward classes	(All sub-heads)	Director of Harijan Welfare		

	(e) Other expenditure	(All sub-heads)	do.	..
D. Social Welfare	(a) Direction and Administration	Social Welfare Office, Welfare Extension project Administration Welfare Officers in Jails	Director of Social Welfare	..
	(d) Education and Welfare of handicapped	Schools for the deaf, the dumb and the blind	Inspector General of Prisons	..
		Welfare of backward classes—Expansion facilities in existing schools	Director of Public Instruction	..
		Education of the handicapped	do.	..
		Institution for the Welfare of handicapped children	do.	..
		Rehabilitation of the handicapped	do.	..
		Physically handicapped persons undergoing training in the rehabilitation centers	do.	..

*G. O. (P) 817/80.Fin. dated 29-10-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
(c) Women's Welfare		Social Welfare Board	Secretary, State Social Welfare Advisory Board	..
		Women's Welfare	Director of Social Welfare	..
		Kshema Kendras	do.	..
		Family Counselling Centres	do.	..
(d) Correctional homes		Certified Schools Borstal School	Inspector-General of Prisons	..
		Remand Homes with seats for Juvenile Court		
		Probation Service Expansion of Probation service and follow-up service	Director of Social Welfare	..
Rescue home and Aftercare homes—Grant-in-aid				
(e) Family and child welfare		Day care centers Balawadi	do.	..

	State Board for Children	}	Director of Social Welfare	..
	Integrated Child Development Service			
	(Centrally sponsored scheme)			
	*Sri Chitra Home—Grant-in-aid			
(f) Welfare of poor and destitute	Orphanages—Grant-in-aid	}	do.	Joint Director of Social Welfare
	Begger Homes			
	Voluntary Social welfare Organisations—Grant-in-aid			
	Poor Homes, Begger Homes, Abalamandir, etc.—Grant-in-aid			
	Starting of Small Scale Industrial Units in Abalamandirs			

*G. O. (P) 1058/79/Fin. dated 5-12-1979.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Starting of Industrial Units in Balamandirs Vanchi Poor Fund	Inspector-General of Prisons	..
	(g) Other expenditure	Other Institutions—Grant-in-aid	Director of Public Instruction	..
E. Other Social and Security Welfare Programmes	(a) Insurance Schemes	State Insurance Department	Staff Insurance Officer	..
	(b) Pensions (under Social Security Schemes)	Distitute Pension	Secretary, Board of Revenue	District Collectors
	(c) Pensions to freedom fighters, their dependents, etc.	Pension to freedom fighters, etc.	Secretary to Government, Public Department	..
	(d) Other programmes	Contribution to special service funds for reconstruction and rehabilitation of ex-servicemen	Secretary, Rajya Sainik Board	..
		Payment of relief to the Victims of Motor Accidents	Secretary to government, Finance Department	..

			Assistance to the family of Ministers who die in harness	Secretary to Government, Public Department	..
			Burial charges of paupers	Secretary, Board of Revenue	District Collector
			Compensation in lieu of resumed lands	do.	do.
			State Soldier's, Sailors' and Airmen's Board	Secretary, Rajya Sainik Board	..
488. Capital Outlay on Social Security and Welfare			District Soldier's, Sailors' and Airmen's Board	do.	..
D. Other Rehabilitation Schemes	(a)	Establishment of Rubber Plantations for providing employment to repatriates	Rubber Plantations	Chief Conservator of Forests	Conservator of Forests
E. Other Social Security and Welfare Programmes	(a)	Welfare of Scheduled Castes, Scheduled Tribes and Other Backward Classes	Harijan Development Corporation	Secretary to Government, Development Department	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Development of backward areas Buildings	Director of Harijan Welfare Chief Engineer, General, Buildings and Roads	.. Superintending Engineers
688. Loans for Social Security and Welfare	(a) Welfare of Scheduled Castes, Scheduled Tribes and Other Backward Classes	(All sub-heads)	Director of Harijan Welfare	..
	(b) Relief measures	Interest-free advance to discharges or dismissed workers under the Kerala Financial Aid Rules, 1958	Labour Commissioner	..
	(c) Rehabilitation schemes	Loans and advances to displaced persons	Director of Rehabilitation and Secretary to Government, Labour Department	..

Demand XXVII—Famine

289. Relief on account of Natural Calamities

A. Special Relief	(a) Agricultural facilities	Agricultural facilities
B. Gratuitous Relief	(a) Cash doles	Cash doles	Secretary, Board of Revenue	District Collectors
	(b) Food and clothings	Food and clothings	do.	do.
	(c) Housing	Housing	do.	do.
	(d) Supply of medicines	Supply of medicines	do.	do.
	(e) Supply of seeds, fertilizers and agricultural implements	Supply of seeds, fertilizers and agricultural implements	do.	do.
	(f) Supply of fodder	Supply of fodder	do.	..
	(g) Other gratuities	Other gratuities	do.	District Collectors
C. Relief Works	(a) Roads	Roads	do.	..
	(b) Irrigation works	Irrigation works	do.	..
	(c) Other works	Other works	do.	District Collectors
D. General	(a) Transfer to/from Reserve Funds and Deposit Accounts	Transfer to famine relief fund	Secretary to Government, Finance Department	..

<i>Major/sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
Demand XXVIII—Co-operation				
298. Co-operation	(a) Direction and Administration	Office of Registrar of Co-operative Societies District Administration Kerala Co-operative Tribunal	Registrar of Co-operative Societies	.. Deputy Registrars (General) Secretary, Kerala Co-operative Tribunal
	(b) Audit of Co-operatives	(All sub-heads)	do.	Deputy Registrars
	(c) Education, Research and Training	do.	do.	Joint Registrars
	(d) Credit Co-operatives	do.	do.	..
	(e) Warehousing and Marketing Co-operatives	do.	do.	..
	(f) Processing Co-operatives	Processing Societies	do.	..
	(g) Diary Co-operatives	Kottayam-Milk Supply Scheme	Director of Dairy Development	..
	(h) Fishermen's Co-operatives	Organisation of Fishermen Co-operative Societies	Director of Fisheries	..

(i) Industrial operatives	Co-	Managerial and Technical Assistance to Small Scale Industries Co-operative Societies	*Director of Commerce	Industries and	..
		Revitalisations of Small Scale Industries Co-operative Societies	Do.		..
		Revitalisations of Handicrafts Co-operative Societies	Director of Commerce	Industries and	..
		Rural Industrial Co-operative Societies in the project area (Centrally Sponsored Scheme)	Director of Commerce	Industries and	..
		Revitalisations of Beedi Industries Co-operative Societies	Do.		..
		Expansion of Coir Co- operative Societies	Director of Coir Development		..
		Revitalisations of Coir Co- operative Societies	Do.		..
		Godowns for marketing and primary societies	Do.		..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Recoupment of loss of interest by the Co-operative	Director of Industries and Commerce	..
		Banks on account of reserve Bank of India credit to Co-operative Societies other than Handlooms		
		Conversion of pit looms into frame looms—Handloom Co-operative Societies	*Director of Handloom	..
		Supply of improved appliances— Handloom Weaver's Co-operative Societies	Director of Industries and Commerce	..
		Marketing depots for Handloom Primary and Apex Societies	do.	..
		Publicity and propaganda by the Handloom Co-operative Societies	*Director of Handloom	..

Establishment of Handloom Houses by the Apex Society	do.	..
Maintenance of three-wheeler trucks and procurement of mobile vans by the Handloom Co-operative Societies	do.	..
Expansion and organisation of Factory type Industrial Co- operative Societies or Handloom	do.	..
Expansion of Dye Houses and establishment of new ones by the Handloom Weaver's Co-operative Societies	do.	..
Services of Departmental Officers for the management of Handloom Weavers' Co-operative Societies	*do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		*Training and Award of Scholarships to Handloom Weaver's Co-operative Societies	Director of Handloom	..
		Recoupment of the loss of interest by the Co-operative Bank on account of the Reserve Bank of India credit to Handloom Co-operative Societies	Do.	..
		Recoupment of the cost of Bank Inspectors by the Co-operative Bank appointed for implementation of the R.B.I. Scheme for Handloom Finance	*do.	..

Wipe off accumulated loss by the Handloom Weaver's Co-operative Societies	*Director of Industries and Commerce	..
Training of employees of Handloom Weaver's Co-operative Societies	*Director of Handloom	..
Renovation of the houses of Weavers of Handloom Co-operative Societies	do.	..
Committee to study the working of the weavers Co-operative Societies	*Director of Industries and Commerce	..
Managerial expenses to Primary Handloom Societies	*Director of Handloom	..
Assistance to Primary Handloom Societies for supply of sized warps	*Director of Industries and Commerce	..

*G. O. (P) 631/80/Fin. dated 18-9-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Grant to State Handloom Weaver's Co-operative Societies	*Director of Handloom	..
		Organisation of Powerloom Industrial Co-operative Societies	do.	..
		Conversion of pit looms to Powerloom	*Director of Industries and Commerce	..
		Construction of sheds (powerlooms)	*Director of Handloom	..
		Managerial grant (power looms)	do.	..
		Consulting service to Industrial Co-operative Societies	*Director of Industries and Commerce	..

Establishment of Industrial Co-operative Societies Trivandrum and Cannanore Districts for manufacture of steel items (Half-a-million Jobs Programme)	*Director of Industries and Commerce	..
Establishment of Industrial Co-operative Societies for manufacture of wooden furniture (Half-a-million Jobs Programme)	do.	..
Restructuring of Coir Co-operatives with Central assistance	Director of Coir Development	..
*Establishment of Collective Weaving Centers	*Director of Handloom	
Modernisation of looms	do.	..

*G. O. (P) 631/80/Fin. dated 18-9-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Subsidy for controlled handloom cloth	Director of Handloom*	..
		Handloom Primary Weavers' Co-operative Societies Construction of Worksheds	do.	..
		Revival of Dormant Powerloom and Handloom Societies	do.	..
		Expansion of warping and sizing Industrial Co-operative Societies	do.	..
		Marketing Depots	do.	..
		Organisation of Handloom Weavers, Co-operative Societies for Schedules Castes/ Scheduled Tribes	do.	..

Grant to write off bad debts/ losses of weak Primary Weavers' Co- operatives/Central Co- operative Societies	do.	..
Assistance to Kerala State Handloom Weavers' Co- operative Society by Handloom Development Corporation to create yarn price fluctuation fund	do.	..
Marketing Depots for Handloom Primary and Apex Societies	do.	..
Creation of Welfare Fund to Weavers	do.	..
Purchase and distribution of looms to loomless weavers	do.	..
Co-operative Package Project	do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Award of prizes for Handloom Fabrics (All sub-heads)	*Director of Handloom Registrar of Co-operative Societies	.. Additional Registrar
	(j) Consumer Co-operatives	(All sub-heads)	do.	Additional Registrar/ Joint Registrar
	(k) Other Co-operatives	(All sub-heads)	do.	Additional Registrar/ Joint Registrar
498. Capital Outlay on Co-operation	(a) Credit Co-operatives	(All sub-heads)	do.	..
	(b) Housing Co-operatives	Apex Housing Societies	do.	..
	(c) Warehousing and marketing Co-operatives	(All sub-heads)	do.	..
	(d) Processing Co-operatives	(All sub-heads)	do.	..
	(e) Dairy Co-operatives	Diary Co-operatives	Director of Dairy Development	..
	(f) Fishermen's Co-operatives	Fishermen Co-operative Societies under A.R.C. Scheme	Director of Fisheries	..
	(g) Co-operative sugar mills	(All sub-heads)	Secretary to Government Industries Department	Director of Industries and Commerce

(i) Industrial Co-operatives	Industrial Co-operatives	*Director of Industries and Commerce	..
	Copra Producer's and Crusher's Co-operative Societies	Registrar of Co-operative Societies	..
	Cashew Co-operative Societies in Cannanore District	do	..
	Handloom Apex Society (Lump provision)	*Director of Handloom	..
	Handloom Weavers' Co-operative Societies	Director of Industries and Commerce	..
	Handloom Primary and Industrial Weavers' Co-operative Societies	*Director of Handloom	..
	Small Scale Industrial Co-operative Societies	*Director of Industries and Commerce	..
	Industrial Units to be taken up by Industrial Co-operative Societies (Special Employment Programme)	do.	..

<i>Major/Sub-major head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate controlling Officer</i> (5)
		Scheme to start Industrial Co-operative Societies (Half-a-million Jobs Programme)	*Director of Industries and Commerce	..
		Industrial service Co-operative Society (Half-a-million Jobs Programme)	do.	..
		Share participation in the Central and Primary Beedi Societies	do.	..
		Coir Co-operative Societies	Director of Coir Development	..
		Kerala State Engineering Technician's (workshop) Industrial Co-operative Society (Central Programme)	Director of Industries and Commerce	..
		Coir Co-operatives with Central assistance	Director of Coir Development	..

			Participation in the share capital structure of Powerloom Weavers' Industrial Co-operative Society	Director of Handloom	..
			Handloom Primary Weavers' Co-operatives Societies—additional share contribution for construction of Worksheds	do.	..
	(j)	Consumer Co-operatives	(All sub-heads)	Registrar of Co-operative Societies	Additional Registrar
	(k)	Other Co-operatives	(All sub-heads)	do.	do.
*Loans for Co-operation	(a)	Credit Co-operatives	(All sub-heads)	Registrar of Co-operative Societies	
	(e)	Warehousing and Marketing Co-operatives	Loans to Co-operative Central Banks for procurement of paddy	Director of Civil Supplies	

*G. O. (P) 631/80/Fin. dated 18-9-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Loans to Co-operative Societies for procurement of paddy	Director of Civil Supplies	
		*Operation Flood stage II Loans to Kerala Milk Marketing Federation Ltd., (Centrally sponsored—100% Central Assistance)	Director of Dairy Development	
	(f) Processing Co-operative	(All sub-heads except “Dye House”) Dye Houses	Registrar of Co-operative Societies +Director of Handloom	
	(g) Fishermen’s Co-operatives	(All sub-heads)	Director of Fisheries	..
	(h) Industrial Co-operative	Loans to Handicrafts Co-operative Societies	Director of Industries and Commerce	..

*G. O. (P) No. 73/81/Fin. dated 22-1-1981.

*G. O. (P) 631/80/Fin. dated 18-9-1980.

Additional working capital loans to Handicrafts Apex Societies	do.	..
Loans for Coir Development	Director of Coir development	..
Loans assistance to Coir Co-operative Societies	do.	..
Loans aid to Industrial Co-operative Societies (Small Scale Industries)	*Director of Industries and Commerce	..
Loans for Organisation of Industrial Co-operatives (Handloom)	*Director of Handloom	..
Loans to weavers (Handloom)	do.	..
Loans for conversion of Handlooms to Powerlooms	do.	..
Loans for the development of handicrafts	*Director of Industries and Commerce	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Loans to Primary Handloom Weavers' Co-operatives for Warehouses	*Director of Handloom	..
		Loans for establishment of collective weaving centres (Handloom)	do.	..
		Working Capital Loan to Weavers' Co-operative Societies (Handloom)	*Director of Industries and Commerce	..
		Handloom House	*Director of Handloom	..
		Interest-free loan to Handloom Apex Society	*Director of Industries and Commerce	..
		Loans for restructuring of Coir Co-operatives with Central assistance	Director of Coir Development	..

Construction of workshops— Beedi Co-operatives	*Director of Industries and Commerce	..
Loans for revitalisation of Languishing Industrial Co- operatives] *Director of Handloom	..
Loans to Kerala State Handloom Weavers' Co- operative Society for procurement of accumulated Handloom cloth with Primary Weavers' Co-operative Societies	do.	..
Loans to Housing Schemes for Weavers	do.	..
Organisation of Apex and Powerloom Industrial Co- operative Societies	do.	..
Loans towards matching contribution to Intensive Development Project in Handloom.	do.	..

*G. O. (P) 631/80/Fin. dated 18-9-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Loans for the organisation of Handloom Weavers' Co-operative Society for scheduled Castes/ Scheduled Tribes	*Director of Handloom	..
		Loans for the construction of the godown in the Apex by N.C.D.C.	do.	..
		Loans to Primary Weavers' Co-operative Societies for construction of worksheds	do.	..
		Advance for the production of Janatha Cloth	do.	..
		Purchase and distribution of looms to loomless weavers	do.	..
		Co-operative Package Project	do.	..

(j)	Consumer Co-operatives	(All sub-heads)	Registrar of Co-operative Societies	Additional Registrar
(k)	Co-operative Sugar Mills	(All sub-heads)	Secretary to Government, Industries Department	*Director of Industries and Commerce
(m)	Other Co-operatives	All sub-heads except the following*	*Director of Handloom	..
		Loans to Kerala State Handloom Weavers' Co-operation Societies Ltd. For credit sale of Handloom cloth to Government Servants	*Director of Handloom	..
		Loans in respect of N.C.D.C. Schemes	Do.	..

Demand XXIX—Miscellaneous Economic Services

304.	Other General Economic Services	(a) Land Ceilings	All sub-heads except "Additional staff for the implementation of the Kerala Land Reforms Act, 1963 (Lump provision)"	Secretary, Land Board	..
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*G. O. (P) 631/80/Fin. dated 18-9-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Additional staff for the implementation of the Kerala Land Reforms Act, 1963 (Lump provision)	Secretary to Government, Revenue Department	..
	(b) Regulation of other business undertakings	Administration of Indian Partnership Act, 1932	Inspector General of Registration	..
	(c) Economic advice and Statistics	(All sub-heads)	Director, Bureau of Economics and Statistics	..
	(d) Regulation of Weights and Measures	Adoption of metric system	Controller of Weights and Measures	..
	(e) Other expenditure	Subvention to the Kerala Financial Corporation	Secretary to Government, Finance Department	..
500. Investments in General Financial and Trading Institution	(a) Investments in General Financial Institutions	The Kerala State Financial Enterprises Ltd.	Secretary to Government, Taxes Department	..

504. Capital Outlay in other General	(a) Land ceilings	4 per cent Jenmikaram Payment (Abolition) Bonds	Secretary, Land Board	..
Economic Services		4½ per cent Land Reforms (compensation to landholders for relinquishing interests in tenanted lands) Bonds—16 years	do.	..
		4½ per cent Land Reforms (compensation to landholders for relinquishing interests in tenanted lands) Bonds—16 years	*Director of Industries and Commerce	..
	(b) Other items	Lump sum provision for implementation of plan schemes of Weights and Measures Department	Controller of Weights and Measures	..
700. Loans to General Financial and Trading Institutions	(a) Loans to General Financial Institutions	The Kerala State Financial Enterprises Ltd.	Secretary to Government, Taxes Department	..

*G. O. (P) 631/80/Fin. dated 18-9-1980.

Major/sub-major Head
(1)

Minor Head
(2)

Sub-head
(3)

Chief Controlling Office
(4)

Subordinate controlling Officer
(5)

Demand XXX—Agriculture

305. Agriculture

(a) Direction and Administration	(All sub-heads)			
(b) Municipalities and distribution of seeds	(All sub-heads)		Director of Agriculture	..
(c) Agricultural Farms	(All sub-heads except the following)		do.	..
	Construction of residential accommodation to members of Collective Farm, Illithode Buildings		do.	..
(d) Manures and Fertilisers	(All sub-heads)		Chief Engineer, General, Buildings and Roads	Superintending Engineers
(e) High yielding varieties programme	(All sub-heads, except "Buildings")		Director of Agriculture	..
	Buildings		do.	..
(f) Plant Protection	(All sub-heads)		Chief Engineer, General, Buildings and Roads	Superintending Engineers
			Director of Agriculture	..

(g) Commercial crops	(All sub-heads)	do.	..
(h) Scheme for Small Marginal Farmers and Agricultural Labour	(All sub-heads)	do.	..
(i) Extension and Farmers' training	(All sub-heads)	do.	..
(j) Agricultural Education	(All sub-heads except "Kerala Agricultural University")	do.	..
	Kerala Agricultural University	Additional Secretary to Government Agriculture Department	..
(k) Agricultural Engineering	(All sub-heads)	Director of Agriculture	..
(l) Agricultural Research	(All sub-heads)	do.	..
(m) Agricultural Economic and Statistics	(All sub-heads)	Director, Bureau of Economics and Statistics	..
(n) Storage and Warehousing	Fruits Preservation Units	Director of Agriculture	..
(o) Agricultural Marketing and Quality Control	(All sub-heads)	do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(p) Horticulture	(All sub-heads except "Buildings") Buildings	Director of Agriculture Chief Engineer, General, Buildings and Roads	.. Superintending Engineers
	(q) Other expenditure	(All sub-heads, except "Puncha Cultivation") Puncha Cultivation	Director of Agriculture Secretary, Board of Revenue	.. District Collector, Alleppey
306. Minor Irrigation	(a) Investigation and Development of ground water resources	Ground water investigation and development	Director of Agriculture	..
	(b) Construction and deepening of wells and tanks	Construction and deepening of wells and tanks	Chief Engineer, Irrigation	Superintending Engineers
	(c) Lift Irrigation Scheme	(All sub-heads)	Secretary, Board of Revenue	District Collectors
	(d) Other Minor Irrigation Works	*All sub-heads except the following River pumping units	*Chief Engineer, Irrigation Director of Agriculture	Superintending Engineers

			*Additional Irrigation facilities in Rural Areas—Community Irrigation	Chief Hydrogeologist	..
	(e) Machinery and Equipment	and	Free supply of pumpsets to Panchayats	*Director of Agriculture	..
	(f) Other expenditure		Minor Irrigation Projects	Chief Engineer, Irrigation	Superintending Engineer
307. Soil and Water Conservation	(a) Direction and Administration	and	Directorate and District Offices Land Use Board	Director of Agriculture Land Use Commissioner and special Secretary (Planning and Economic Affairs) Department
	(b) Soil survey and testing		(All sub-heads)	Director of Agriculture	..
	(c) Research		Soil Conservation, Research and Training	do.	..
	(d) Soil Conservation Schemes		(All sub-heads)	do.	..
	(e) Other expenditure		Evaluation Programmes of Soil Conservation	Director, Bureau of Economics and Statistics	District Soil Conservation Office

*G.O. (P) 817/80/Fin. dated 29-10-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Chief Controlling Officer</i> (5)
308. Area Development	(b) Development of Hill Areas	(All sub-heads except "Development Schemes in Western Ghats Region") Development Schemes in Western Ghats Region	Secretary, Board of Revenue Secretary to Government, Planning and Economic Affairs Department	District Collectors Director of Dairy Development District Collectors, Palghat, Calicut and Idukki Chief Engineer, General, (B&R) Chief Engineer, Public Health Engineering Department Superintending Engineer, Kerala State Housing Board
	(c) Other expenses	(All sub-heads)	Secretary, Board of Revenue	
505. Capital Outlay on Agriculture	(a) Seeds	(All sub-heads except "Buildings") Buildings	Director of Agriculture Chief Engineer, General, Buildings and Roads	Superintending Engineers

(b) Agricultural Farms	Coconut Development Corporation	} Secretary to Government, Agriculture Department	
	The Plantation Corporation of Kerala Limited		
	The Kerala Land Development Corporation Limited		
	Coconut Marketing Corporation		
	State Farming Corporation of Kerala Limited	Secretary to Government, Industries Department	
	Development of District Agricultural Farms	Director of Agriculture	
	Buildings	Chief Engineer, General Buildings and Roads	Superintending Engineers
(c) Measures and Fertilisers	(All sub-heads)	Director of Agriculture	
(d) Plant Protection	(All sub-heads)	do.	
(e) Agricultural Engineering	Agro-Industries Corporation	do.	
(f) Agricultural Education	Agricultural University	Secretary to Government, Agriculture Department	
(g) Agricultural Research	Buildings	Chief Engineer, General, Buildings and Roads	Superintending Engineers

<i>Major/sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(i) Storage and Warehousing	Kerala State Warehousing Corporation	Secretary to Government, Agricultural Department	
	(j) Other expenditure	Processing of paddy seeds Purchase price of paddy Scheme for the purchase and distribution of pulses under G.M.F. Programme Scheme for purchase and sale of paddy seeds under agricultural production programme	Secretary, Board of Revenue Director of Agriculture	
506. Capital Outlay on Minor Irrigation, Soil Conservation and Area Development	(a) Minor Irrigation	(All sub-heads)	Chief Engineer, Irrigation	Superintending Engineers
	(b) Area Development Programmes	(All sub-heads)	Secretary, Board of Revenue	District Collectors
	(c) Other expenditure	Other Works (Special Employment Programme)	Chief Engineer, Irrigation	Superintending Engineers

705. Loans for Agriculture	(a) Agricultural Farm	Interest free loans for the payment of guaranteed minimum to the members of Collective Farm, Illithode	}	Director of Agriculture
		Purchase of Farm equipments to the members of the Collective Farming Corporations		
		Loans to the State Farming Corporations		Secretary to Government, Industries Department
	(b) Manures and Fertilisers	Loans to cultivators for short-term credit		Director of Agriculture
	(c) Other Agricultural Loans—Loans to Cultivators	Loans to cultivators under land improvement loans and Agriculturist Loan Act	}	Director of Agriculture
		Loans to poor holders for rubber cultivations Agricultural Loans to cultivators (C.D.P)		
				Development Commissioner and Secretary to Government, Development Department

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Loans to Kerala Plantation Corporation	Director of Agriculture	
		Loans to Kerala Agro-Industries Corporation	Secretary to Government, Agriculture Department	
		Loans to Kerala Agricultural University		
		Emergency Food Production Programme		
		Loans to persons affected by the Kerala Land Reforms Act, 1963	Secretary, Land Board	
		Loans to cultivators for Minor Irrigation (C.D.P.)	Development Commissioner and Secretary to Government, Development Department	
706. Loans for Minor Irrigation, Soil Conservation and Area Development	(a) Minor Irrigation			
	(b) Soil Conservation Schemes	Loans to Soil Conservation Schemes	Director of Agriculture	
	(c) Area Development	(All sub-heads)	Secretary, Board of Revenue	District Collectors

Demand XXXI—Fund

309. Food	(a) Procurement and Supply		Director of Civil Supplies	
	(b) Nutritious and Subsidiary Food	Public Health—Applied Nutrition Programme	Director of Health Services	
		Fisheries—Applied Nutrition Programme (Minimum Needs Programme)	Director of Fisheries	Deputy/Assistant Director of Fisheries
		Animal Husbandry—Applied Nutrition Programme (Minimum Needs Programme)	Director of Animal Husbandry	
		Development—Special Nutrition Programme for children of age-group 0 to 3	Director of Social Welfare	Joint Director of Social Welfare
		Special Nutrition Programme (Minimum Needs Programme)		
509. Capital Outlay on Food	(a) Procurement and Supply	(All sub-heads)	Director of Civil Supplies	

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
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Demand XXXII—Animal Husbandry

310. Animal Husbandry	(a) Direction and Administration	(All sub-heads)	Director of Animal Husbandry	..
	(b) Veterinary education and training	Training of Officers } Vaccination Training } Buildings }	do.	..
	(c) Veterinary Services and Animal Health	(All sub-heads except "Buildings") Buildings	Director of Animal Husbandry Chief Engineer, General, Buildings and Roads	.. Superintending Engineers
	(d) Veterinary research	(All sub-heads)	Director of Animal Husbandry	..
	(e) Investigation and Statistics	(All sub-heads)	do.	..
	(f) Cattle development	(All sub-heads except the following)	Director of Animal Husbandry	..

Indo-Swiss Project for Cattle Breeding
and Diary Development
Extension Scheme, Peermade (Indo-
Swiss)
Liquid Nitrogen Plant, Mavelikara
(Indo-Swiss)
Extension activities Idukki District
(Indo-Swiss)
Bull Station, Kulathupuzha (Indo-Swiss)
Training Centre (Indo-Swiss)
Fodder Development Schemes (Indo-
Swiss)
Scheme for distribution of calves and
medicine (Indo-Swiss)
Scheme for starting a mobile unit for
attending infertility cases in cattle in
Idukki District (Indo-Swiss)

Indian Director,
Indo-Swiss Project

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Scheme for establishment of farmers' organisations (Indo-Swiss) Scheme for Extension Education (Indo-Swiss) Buildings	Indian Director, Indo-Swiss Project Chief Engineer, General, Buildings and Roads	Superintending Engineers
	(g) Poultry Development	(All sub-heads, except "Buildings") Buildings	Director of Animal Husbandry Chief Engineer, General, Buildings and Roads	Superintending Engineers
	(h) Sheep and Wool Development	(All sub-heads)	Director of Animal Husbandry	..
	(i) Piggery Development	(All sub-heads, except "Buildings") Buildings	do. Chief Engineer, General, Buildings and Roads	.. Superintending Engineers
	(j) Fodder and feed Development	(All sub-heads)	Director of Animal Husbandry	..

	(k) Other expenditure	(All sub-heads)	do.	..
510. Capital Outlay on animal Husbandry	(a) Veterinary services and Animal Husbandry	Buildings	Chief Engineer, General, Buildings and Roads	Superintending Engineers
	(b) Cattle Development	do.	do.	do.
	(c) Poultry Development	do.	do.	do.
	(d) Other Expenditure	do.	do.	do
	Demand XXXIII—Dairy			
511. Dairy Development	(a) Direction and Administration	(All sub-heads)	Director of Dairy Development	Assistant Director of Dairy Development
	(b) Dairy Development	do.	do.	
	(c) Milk Supply Scheme, Trivandrum (Departmental Operation)	do.	do.	Assistant Director of Dairy Development
	(d) Quilon Milk Supply Scheme	do.	do.	
	(e) Alleppey Milk Supply Scheme	do.	do.	
	(f) Milk Supply Scheme, Ernakulam (Departmental operation)	do.	do.	

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(g) Trichur Milk Supply Scheme	All sub-heads	Director of Dairy Development	Assistant Directors of Dairy Development
	(h) Calicut Milk Supply Scheme	do.	do.	
	(i) Cannanore Milk Supply Scheme	do.	do.	Assistant Directors of Dairy Development
	(j) Education and Training	Education and Training	do.	
	(k) Other expenditure	(All sub-heads)	do.	Assistant Directors of Dairy Development
511. Capital Outlay on Dairy Development	(a) Dairy Development	Dairy development Corporations	Secretary to Government, Development Department	
		Buildings	Chief Engineer, Buildings and Roads	Superintending Engineers
	(b) Trivandrum Milk Supply Scheme	Buildings	do.	do.
	(c) Quilon Milk Supply Scheme	do.	do.	do.

				do.	do.
(d)	Alleppey Milk Supply Scheme	do.		do.	do.
(e)	Munnar Milk Supply Scheme	do.		do.	do.
(f)	Ernakulam Milk Supply Scheme	do.		do.	do.
(g)	Trichur Milk Supply Scheme	do.		do.	do.
(h)	Kozhikode Milk Supply Scheme	do.		do.	do.
(i)	Cannanore Milk Supply Scheme	do.		do.	do.
(j)	Kottayam Milk Supply Scheme	do.		do.	do.
(k)	Other Expenditure	do.			

Demand XXXIV—Fisheries

312. Fisheries	(a) Direction and Administration	Direction		Director of Fisheries	Deputy Director of Fisheries Assistant Director of Fisheries
	(b) Research	(All sub-heads)		do.	do.
	(c) Education and Training	do.		do.	Deputy Director of Fisheries
	(d) Inland Fisheries	do.		do.	do.
	(e) Fishing harbour and landing facilities	Introduction guide-lights		do.	Assistant Director of Fisheries

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<i>Major/sub-major Head</i> (1)	<i>Minor head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(f) Deep Sea fisheries	(All sub-heads)	Director of Fisheries	Deputy Director of Fisheries
	(h) Processing, preservation and marketing	do.	do.	do. Assistant Director of Fisheries do.
	(i) Mechanisation and improvements of fishing crafts	do.	do.	
	(j) Transfer to/from Reserve Funds	Transfer to Fishermen Relief Fund	do.	..
	(k) Other expenditure	(All sub-heads)	do.	..
512. Capital Outlay on Fisheries	(a) Inland Fisheries	Buildings	Chief Engineer, general, Buildings and Roads	Superintending Engineers
	(b) Marine Fisheries	The Kerala Fisheries Corporation Ltd.	Secretary to Government Development Department	..
	(c) Fishing Harbour and landing facilities	Buildings *Development of Vizhinjam Fishing Harbour Development of Neendakara Fishing Harbour	Chief Engineer, Irrigation Chief Engineer, Harbour Engineering Wing, Port Department	Superintending Engineers

	(d)	Processing Preservation and marketing	*Buildings	Chief Engineer, General, Buildings and Roads	do.
	(e)	Other expenditure	do.	do.	do.
712. Loans for Fisheries	(a)	Mechanisation of fishing Crafts	Loans for mechanisation of existing sailing vessels and for construction of new sailing vessels	State Port Officer	..
	(b)	Other Loans	Loans to Kerala Fisheries Corporation	Secretary to Government, Development Department	..

Demand XXXV—Forest

313. Forest	(a)	Direction and Administration	(All sub-heads)	Chief Conservator of Forests	Conservator of Forests
	(b)	Research	Forest Research and Training	do.	do.
	(c)	Education and Training	(All sub-heads)	do.	do.
	(d)	Forest Conservation and Development	do.	do.	do.

<i>Major/Sun-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(f) Forest Produce	(All sub-heads)	Chief Conservator of Forests	Conservator of Forests
	(g) Communications and buildings	do.	do.	do.
	(h) Preservation of wild life	do.	do.	do.
	(i) Other expenditure	do.	do.	do.
513. Capital Outlay on Forests	Plantations	(All sub-heads, except the following) Kerala Forest Corporation Kerala Industrial Plantation Corporation	do. Secretary to Government, Agriculture Department	do.
	Forest Produce	(All sub-heads)	Chief Conservator of Forests	Conservator of Forests
	Communications and buildings	do.	Do.	
713. Loan for Forest	(a) Forest Conservation and Development	Loans to Kerala Forest Corporation	Secretary to Government, Agriculture Department	Chief Conservator of Forests

Demand XXXVI—Community Development

314. Community Development

A. General	(a) Direction and Administration	(All sub-heads)	Director of Panchayats	Deputy Directors of Panchayats
	(b) Training	Training Institutions in Local Administrations	do.	..
	(c) Other expenditure	(All sub-heads)	do.	Deputy Directors of Panchayats
B. Community Development Programmes	(a) Direction and Administration	(All sub-heads)	Development Commissioner and Secretary to Government, Development Department	District Collectors
	(b) Education	do.	do.	do.
	(c) Agriculture	Manufacture and sale of agricultural implements and household accessories	do.	..
	(d) Minor Irrigation	Minor irrigation	do.	District Collectors
	(e) Animal Husbandry	Training-cum-development programmed for poultry keeping	do.	..
	(f) Health and Sanitation	(All sub-heads)	do.	District Collectors

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(g) Nutrition	(All sub-heads)	Development Commissioner and Secretary to Government, Development Department	District Collectors
	(h) Industries	Industries	do.	do.
	(i) Housing	Housing	do.	do.
	(j) Roads	Other expenditure	do.	do.
	(k) Irrecoverable loans written off	Amount for adjustment for write off	do.	do.
	(l) Other expenditure	(All sub-heads)	do.	do.
C. Rural Works Programme	(a) Water Supply and Sanitation	(All sub-heads except the following) Rural Water Supply Open draw wells, etc. (Minimum needs programme)	Director of Panchayats Development Commissioner and Secretary to Government, Development Department	.. District Collectors
	(b) Minor Irrigation	(All sub-heads, except "spill-over works under crash scheme for rural employment—Minor Irrigation")	Director of Panchayats	..

		Spill-over works under crash scheme for rural employment— Minor Irrigation	Development Commissioner		District Collectors
(c) Roads		(All sub-heads, except the following)	Director Panchayats	of	..
		Spill-over works under crash scheme for rural employment— Roads (Minimum Needs Programme)	Development Commissioner Secretary Government Development Department	and to	District Collectors
(d) Other expenditure		Lighting public roads and places	Director Panchayats	of	..
		(All other sub-heads)	Development Commissioner Secretary Government Development Department	and to	District Collectors
714. Loans of Community Development	(a) Community Development	(All sub-heads except “Loans to Panchayats for creation of remunerative community assets”)	do.		do.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Loans to Panchayats for creation of remunerative Community assets	Director of Panchayats	..
	(b) Rural Works Programme	Works programme of utilising rural man power	Development Commissioner and Secretary to Government, Development Department	District Collectors
Demand XXXVII—Industries				
320. Industries A. General	(a) Direction and Administration	(All sub-heads except "Buildings")	Director of Industries and Commerce	..
		Buildings	Chief Engineer, General, Buildings and Roads	..
	(b) Standardisation and quality control	Indian Standards Institution	Director of Industries and Commerce	..
	(c) Industrial Productivity	State Productivity Council	do.	..
	(d) Industrial education, research and training	(All sub-heads)	do.	..

	(e) Tariff and Price Regulation	Indian Institute Foreign Trade	Do.	..
	(f) Other expenditure	(All sub-heads except "Industrial Statistical Units")	Do.	..
		Industrial Statistical Units	Director, Bureau of Economics and Statistics	..
B. Large and Medium Industries	(a) Machinery and Engineering Industries	Machine Tool Factory Precision Industry Factory	Director of Industries and Commerce	..
		Steel Industries, Kerala, Ltd.	Secretary to Government, Industries Department	*Director of Industries and Commerce
	(b) Petroleum, Chemicals and Fertilizer Industries	Phyto Chemicals	Director of Industries and Commerce	..
	(c) Ship-building and Aeronautical Industries	Second Ship Building Yard	do.	..
	(d) Consumer Industries	(All sub-heads)	do	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
321. Village and Small Industries	(a) Direction and Administration	Pilot Intensive Development Project, Neyyattinkara—Supervision Small Scale Industries Directory	*Director of Industries and Commerce	..
		Preparation of Small Scale Industries Directory	*Director of Industries and Commerce	..
		Development of Handicrafts—Supervision	Director of Industries and Commerce	..
		Rural Industries Project—Supervision (Centrally Sponsored Scheme)	*Director of Industries and Commerce	..
		Development of Coir Industry—Supervision	Director of Coir Development	*Joint Director of Coir Development/Project Officers (Coir)
		Development of Handloom Industry—Supervision	*Director of Handloom	..

	Conservation of Handlooms into Powerlooms— Supervision	Director of Industries and Commerce	..
(b) Industrial Estates	(All sub-heads)
(d) Small Scale Industries	(All sub-heads, except the following) Census of Small Scale Industrial Units (Special Employment Programme)	Secretary to Government, Industries Department	..
(e) Handloom Industries	(All sub-heads)	Director of Handloom	..
(f) Handicrafts Industries	(All sub-heads)	Director of Industries and Commerce	..
(g) Khadi Industries	(All sub-heads)	Secretary to Government, Industries Department	Industries Development Commissioner
(h) Coir Industries	do.	Director of Coir Development	Project Officers
(i) Other Village Industries	do.	Director of Industries and Commerce	..
(j) Other expenditure	do.	do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
328. Mines and Minerals				
B. Regulation and Development of Mines	(a) Direction and Administration	Department of Mining and Geology	Director of Mining and Geology	..
	(b) Mineral exploration	*All sub-heads except the following	do.	..
		*U.N.D.P. Kerala State Mineral Exploration and Development Project	*Secretary to Government, Industries and Development	..
	(c) Research	do.	do.	..
	(d) Education and training	Training of personnel	do.	..
520. Capital Outlay on Industrial Research and Development	(a) Education, Research and Training	(All sub-heads)	Secretary to Government, Industries Development	**Director of Industries and Commerce
	(b) Other expenditure	do.	Director of Industries and Development	..

521. Capital
outlay on
Village and
Small
Industries

(a) Industrial Estates

(All sub-heads)

(b) Small Scale Industries

Development Plots in
Cities
Pilot Intensive
Development Project,
Neyyattinkara

Kerala Small Scale
Industries Corporation
Formation of small
Industries Marketing
Corporation

New Development Plots

New Development Plots
in Backward Areas

Seed capital to
Entrepreneurs to start
Industries

Kerala State Coir
Corporation Ltd.

do.

..

Secretary to Government,
Industries Department

**Director of Industries
and Commerce

**Director of Industries and
Commerce

..

Secretary to Government,
Industries Department

**Director of Coir
Development

(c) **Coir Industries

**Director of Industries
and Commerce

..

*G. O. (P) No. 73/81/Fin. dated 22-1-1981.

**G. O. (P) No. 631/80/Fin. dated 18-9-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Office</i> (5)
	(d) Model Coir Factory, Beypore	(All sub-heads)	Director of Coir Development	..
	(e) Handloom	*All sub-heads	*Director of Handloom	..
	(f) Handicrafts	(All sub-heads)	Secretary to Industries Department	Director of Industries and Commerce
	(g) Other Industries	Village Rural Industries Projects—(Centrally Sponsored Scheme)	*Director of Industries and Commerce	..
522. Capital Outlay on Machinery and Engineering Industries	(a) Heavy Engineering Industries	(All sub-heads)	Secretary to Industries Department	*Director of Industries and Commerce
	(b) Electrical Engineering Industries	do.	do.	do.
	(c) Other Industries	Kerala Premo Pipe Factory	Secretary to Government, Local Administration and Social Welfare Department	..

523. Capital Outlay on Petroleum, Chemicals and Fertiliser Industries	(a) Chemicals	Watch factory— Assembling Unit Agro-Industries Corporation Travancore Titanium Products Ltd.	Secretary to Government, Industries Department Secretary to Government, Agriculture Department Secretary to Government, Industries Department	*Director of Industries and Commerce *Director of Industries and Commerce
		The Travancore-Cochin Chemicals Ltd.	do.	do.
		(b) Drugs and Pharmaceuticals	Drugs and Pharmaceuticals	do.
525. Capital Outlay on Telecommunication and Electronics Industries	(a) Electronics	Kerala State Electronics Development Corporation	do.	do.
526. Capital Outlay on Consumer Industries	Sugar, Textiles, Ceramics, Soap, Cashew, Bricks and Tiles, Furniture, Salt Rubber	(All sub-heads)	do.	do.
		Kerala Plantation Corporation	Secretary to Government, Agriculture Department	do.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
527. Capital Outlay on Atomic Energy Development	(a) Rare Earth Development	Kerala Minerals and Metals	Secretary to Government, Industries Department	*Director of Industries and Commerce
530. Investments in Industrial Financial Institutions	a) Investments in Public Undertakings	The Kerala State Industrial Development Corporation	do.	do.
		Industrial Finance Corporation	Secretary to Government, Finance Department	..
	(b) Other expenditure	The Kerala State Financial Enterprises Ltd.	Secretary to Government, Taxes Department	..
		Kerala State Industrial Enterprises Ltd. } Other Industrial Undertakings }	Secretary to Government, Industries Department	*Director of Industries and Commerce
	Kerala Financial Corporation	Secretary to Government, Finance Department	..	

720. Loans for Industrial Research and Development	(b) Other loans	Loans towards the cost of the development areas transferred to private sector	Director of Industries and Commerce	..
721. Loans for Village and Small Industries	(a) Industrial Estates	(All sub-heads)	*do.	..
	(b) Small Scale Industries	do.	do.	..
	(c) Handloom Industries	*(All sub-heads)	*Director of Handloom	..
	(d) Handicraft Industries	Loans to Handicraft Development Corporation	do.	Director of Industries and Commerce
	(e) Other Village Industries	Loans towards the cost of commercial units transferred to private sector (Rural Industries Project)	*Director of Industries and Commerce	..
		Loans towards the cost of machinery handed over to private parties on hire purchase system.	do.	..

*G. O. (P) 631/80/Fin. dated 18-9-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
		Loans for Rural Industries Project (Centrally sponsored scheme)	*Director of Industries and Commerce	..
		Industrial loans through Community Development Blocks	Development Commissioner and Secretary to Government, Development Department	..
	(f) *Coir Industries	*Loans to Kerala Coir Corporation	*Secretary to Government, Industries Department	*Director of Coir Industries
722. Loans for Machinery and Engineering Industries	(a) Electrical Engineering Industries	(All sub-heads)	Secretary to Government, Industries Department	*Director of Industries and Commerce
	(b) Other Industries	Loans to Premo Pipe Factory	Secretary to Government, Local Administration and Social Welfare Department	..

			Loans to Watch Factory— Assembling Unit	Secretary Government, Industries Department	to	*Director Industries Commerce	of and
			Loans to Agro- Industries Corporation	Secretary Government, Agriculture Department	to		
723. Loans to Petroleum, Chemicals and Fertilisers Industries	(a) Chemicals		(All sub-heads)	Secretary Government, Industries Department	to	*Director Industries Commerce	of and
	(b) Drugs and Pharmaceuticals		Loans to Drugs and Pharmaceuticals Ltd.	do.		do.	
725. Loans to Telecommuni- cation and Electronic Industries	(a) Electronic Industries		Kerala State Electronic Development Corporation	Secretary Government, Industries Department	to	do.	
726. Loans for Consumer Industries	(a) Textiles		(All sub-heads)	do.		do.	
730. Loans to Industrial Financial Institutions	(a) Loans to Undertakings	Public	(All sub-heads, except “Kerala Financial Corporation”)	do.		do.	
			Kerala Financial Corporation	Secretary Government, Finance Department	to	do.	

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Officer</i> (4)	<i>Controlling</i>	<i>Subordinate Officer</i> (5)	<i>Controlling</i>
	(b) Loans to other Undertakings	Loans to other Undertaking	Secretary to Government, Industries Department	to Industries	*Director of Industries and Commerce	

Demand XXXVIII—Irrigation

333. Irrigation, Navigation, Drainage and Flood Control Projects

A. Irrigation Projects (Commercial)	(a) Direction and Administration		Chief Irrigation	Engineer,	Superintending Engineer	
	(b) Machinery and equipment			do.	do.	
	(e) Peechi Reservoir Scheme	(All sub-heads)	Chief Projects	Engineer,	do.	
	(f) Chalakudy River Diversion Scheme	(All sub-heads)		do.	do.	
	(g) Periyar Valley Project (Bhoothathankettu Scheme)	(All sub-heads)		do.	do.	

	(h) Cheerakuzhy Scheme	(All sub-heads)	do.	do.
	(i) Malampuzha Project	(All sub-heads)	do.	do.
	(j) Mangalam Project	(All sub-heads)	do.	do.
	(k) Walayar Project	(All sub-heads)	do.	do.
	(l) Meenkara Project	(All sub-heads)	do.	do.
B. Irrigation Projects (Non-commercial)	(a) Direction and Administration	(All sub-heads)	Chief Engineer, Irrigation	..
	(b) Machinery and Equipment	(All sub-heads)	do.	..
	(c) Suspense	(All sub-heads)	Chief Engineer, Projects	Superintending Engineers
	(d) Other expenditure	(All sub-heads)	Do.	do.
	(e) Neyyar Irrigation Project		Do.	do.
	(f) Kuttanad Development Scheme		Chief Engineer, Irrigation	do.
	(g) Wadakkancherry Project		Chief Engineer, Projects	do.
	(h) Kattampally Scheme		Chief Engineer, Irrigation	do.
	(i) Pothundy Scheme		Chief Engineer, Projects	do.

<i>Major/Sub-major Head</i> (1)	<i>Minor head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
D. Navigation Projects (Non-commercial)	(d) Other Expenditure	(All sub-heads)	Chief Engineer, Projects	do.
G. Flood Control Projects	(d) Other Expenditure	(All sub-heads)	do.	..
	(e) Flood Control Projects	Scheme for studies on coastal erosion	do.	..
533. Capital outlay on Irrigation, Navigation, Drainage and Flood Control Projects				
A. Irrigation Projects (Commercial)	(g) Peechi Reservoir Scheme	} (All sub-heads)	do.	..
	(h) Chalakudy River Diversion Scheme			
	(i) Bhoothathankettu Scheme			
	(j) Cheerakuzhi Project			
	(k) Malampuzha Project			
	(n) Meenkara Project			

B. Irrigation
Projects
(Non-
Commercial)

(d) Other Expenditure

(All sub-heads)

Chief Engineer,
Project and
Irrigation

- (g) Neyyar Stage I
- (h) Neyyar Stage II
- (i) Thannermukkom project
- (j) Kallada Irrigation Project
No. I
- (k) Kallada Irrigation Project
No. II
- (l) Pamba Scheme No. I
- (m) Pamba Scheme No. II
- (n) Wadakkancherry River
Valley Scheme
- (o) Pothundy Scheme
- (p) Chitturpuzha Scheme
- (q) Attappady Scheme
- (r) Kanhirapuzha Scheme

(All sub-heads)

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(s) Kuttaidi Irrigation Project No. I (t) Kuttaidi Irrigation Project No. II (u) Pazhassi Project (v) Kattampally Project (w) Kabini Scheme (x) Idamalayar Project (y) Mulathara R.B. Canal (yy) Chemoni Mupli	(All sub-heads)	Chief Engineer, Projects and Irrigation	..
	(z) Kuttanad Development Scheme—	(All sub-heads)	Chief Engineer, Irrigation	..
	Infrastructure works (zz) Moovattupuzha Project	(All sub-heads)	Chief Engineer, Projects and Irrigation	..
	(zzz) Thottappally Spillway—Errection of new shutters	(All sub-heads)	Chief Engineer, Irrigation	..

D. Navigation Project (non-commercial)	(e) Navigation Projects	(All sub-heads)	Chief Irrigation	Engineer, Superintending Engineers
G. Flood Control and Anti-Sea Erosion Projects	(e) Anti-Sea Erosion	(All sub-heads)	do.	} Superintending Engineers
	(f) Flood Control Projects	(All sub-heads)	do.	

Demand XXXIX—Power

334. Power Projects F. General	(a) Assistance to Electricity Boards	(All sub-heads)	Secretary to Government, and Department	to Water Power	..
734. Loans for Power Projects	(a) Other Loans to Electricity Boards	(All sub-heads)	do.		..

Demand XL—Ports

335. Forts, Lighthouses and Shipping					
A. Ports and Pilotage	(a) Investigation	*All sub-heads except Harbour Engineering Wing	State Port Officer		*Deleted
		Harbour Engineering Wing	Chief Engineer, Engineering Wing, Trivandrum		

*G. O. (P) 482/80/Fin. dated 29-7-1980.

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(b) Construction and repairs	Construction and repairs	*State Port Officer	Port Officers Neendakara, Alleppey and Calicut
	(c) Port Management	(All sub-heads)	State Port Officer	do.
	(d) Dredging and Surveying	(All sub-heads)	do.	Dredging Superintendent, Neendakara Chief Hydrographer
	(e) Other expenditure	(All sub-heads)	do.	Port Officer, Calicut
335. Capital outlay on Ports, Lighthouses and shipping				

A. Ports

(a) Development of Minor Ports	(All sub-heads)	*Chief Engineer, Harbour Engineering Wing, Trivandrum	*Deleted
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C. Shipping

Other expenditure	Kerala Shipping Corporation—Investments	Special Secretary to Government, Public Works Department
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Demand XLI—Transport

338. Road
and Transport
Services

A.	Road Transport	(b) Other expenditure	Rebate on sales tax for purchase of bus chassis	Secretary to Government, Public Works Department	..
B.	Water Transport	(a) Government Transport Services— Working expenses	(All sub-heads)	Director, State Water Transport Department, Alleppey	..

538. Capital
Outlay on
Road and
Water
Transport
Services

A.	Road Transport	(a) Other expenditure	Kerala State Road Transport Corporation	Secretary to Government, Public Works Department	..
B.	Water Transport	(a) Land and Buildings	(All sub-heads)	Director, State Water Transport Department, Alleppey	..
		(b) Acquisition of fleet	(All sub-heads)	do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(c) Other expenditure	(All sub-heads)	Secretary to Government Public Works Department	..

Demand XLII—Tourism

339. Tourism	(a) Direction and Administration Administration	Administration	Director of Tourism	..
	(b) Tourist information and publicity	(All sub-heads)	do.	..
	(c) Tourist Transport Service	Transport	do.	..
	(d) Tourist accommodation	(All sub-heads except "Buildings") Buildings	do. Chief Engineer, General, Buildings and Roads	.. Superintending Engineers
	(e) Tourist Centres	(All sub-heads)	Director of Tourism	..
	(f) Other expenditure	(All sub-heads)	do.	..

544.	Capital Outlay on Other Transport and Communication Services	(a) Tourism	Kerala Development Corporation	Tourism	Secretary to Government, Public Department	..
744.	Loans for Other Transport and Communication Services	Tourism	Buildings (All sub-heads)		Chief Engineer, General, Buildings and Roads Secretary to Government, Public Department

Demand XLIII—Compensation and Assignments

366.	Compensation and Assignments to local bodies and Panchayat Raj Institutions	(a) Taxes on Vehicles	Compensation to local bodies	to local	Transport Commissioner	..
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Public Debt—Repayment

603.	Internal debt of the State Government	(a) Market loans bearing interest	(All sub-heads)		Secretary to Government, Finance Department	..
		(b) Market loans not bearing interest	(All sub-heads)		do.	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
	(c) Loans from the Life Insurance Corporation of India	Loans from the Life Insurance Corporation of India	Secretary to Government, Finance Department	..
	(d) Loans from the National Agricultural Credit Fund of the Reserve Bank of India	Loans from the National Agricultural Credit Fund of the Reserve Bank of India	Registrar of Co-operative Societies	..
	(e) Loans from other institutions	Loans from the N.C.D.C.	Registrar of Co-operative Societies and Director of Industries and Commerce	..
		Loans from the Central Warehousing Corporation	Registrar of Co-operative Societies	..
	(f) Ways and Means Advances from the Reserve Bank of India	(All sub-heads)	Secretary to Government, Finance Department	..
	(g) Compensation and Other Bonds	4½ per cent Kerala Houses sites and houses for families of landless workers (compensation for the value of lands) Bonds—One year	Secretary to Government, Local Administration and Social Welfare Department	..

4 percent Jenmikaram Payment (Abolition) Bonds issued under Jenmikaram Payment (Abolition) Act, 1960	Secretary, Land Board	..
4 ½ per cent Kerala House sites and houses for families of landless workers (compensation for the value of lands) Bonds—Two years	Secretary to Government, Local Administration and Social Welfare Department	..
4 ½ per cent Land Reforms (compensation for the value of surplus lands) Bonds—16 years	Secretary, Land Board	..
4 ½ per cent Land Reforms (compensation to landholders for relinquishing interest on tenanted lands) Bonds—16 years	Secretary, Revenue Board	..

<i>Major/Sub-major Head</i> (1)	<i>Minor Head</i> (2)	<i>Sub-head</i> (3)	<i>Chief Controlling Officer</i> (4)	<i>Subordinate Controlling Officer</i> (5)
604. Loans and Advances from the Central Government				
A. Non-Plan loans	(All minor heads)	(All sub-heads)	Secretary to Government, Finance Department	..
B. Loan for State/Union Territory	(All minor heads)	(All sub-heads)	do.	..
C. Loans for Central Plan Schemes	(All minor heads)	(All sub-heads)	do.	..
D. Loans Centrally Sponsored Schemes	(All minor heads)	(All sub-heads)	do.	..
E. Ways and Means Advances	(All minor heads)	(All sub-heads)	do.	..

Demand XLV—Miscellaneous Loans and Advances

766. Loans to Government Servants, etc.	(a) House Building Advance	(All sub-heads)	Secretary to Government, Finance Department	
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	(b)	Advance for purchase of motor conveyances	(All sub-heads)	do.	..
	(c)	Advances for the purchase of other conveyance	(All sub-heads)	do.	..
	(d)	Festival advances	(All sub-heads)	do.	..
	(e)	Other advances	(All sub-heads)	do.	..
767. Miscellaneous Loans	(a)	Miscellaneous Loans	Loans to Travancore Devaswom Board	Secretary to Government, Revenue Department	..
			Loans for repairs of Cargo Boats	State Port Officer	..
			Loans for introduction of powerlooms in the private sector	Director of Industries and Commerce	..
			Loans to Pilot Trainees of the Kerala Flying Club	Secretary to Government, Public Department	..

APPENDIX 10
[See Paragraphs 64 (3) and 74 (1)]

LIST OF OFFICERS WHO HAVE TO RECONCILE
THEIR FIGURES, OF EXPENDITURE WITH
TREASURY FIGURES, BEFORE FORWARDING
THEM TO THE SUPERIOR CONTROLLING
AUTHORITY

1. Deputy Commissioners and Inspecting Assistant Commissioners of Agricultural Income Tax and Sales Tax and Sales tax Officers
2. Inspecting Assistant Commissioners (Special) and agricultural Income Tax Officers
3. Assistant Directors of Survey and Land Records
4. Assistant Excise Commissioners
5. Regional Transport Officers
6. Assistant Superintendent, Stamp Manufactory, Thiruvananthapuram
7. Superintendent, Central Stamp Depot, Thiruvananthapuram
8. District Registrars
9. District Collectors
10. District and Sessions Judges
11. Chief Judicial Magistrates
12. Superintendants, Central Prisons
13. District Probation Officers
14. Commissioners of Police
15. Superintendents of Police
16. Principal, Police Training College, Thiruvananthapuram
17. Commandants, M.S.P., S.A.P., and K.A.P.
18. Commandants, Home Guards
19. Deputy Commissioner and Assistant Commissioners, Madras Hindu Religious and charitable Endowment
20. Principals of Government Colleges—Arts and Professional
21. Principal, S.S.T. College of Music, Thiruvananthapuram
22. Regional Deputy Directors of Public Instruction
23. District Educational Officers
24. Assistant Educational Officers
25. Headmasters/Headmistresses of Government High Schools, Middle Schools, Training Schools and Special Schools

26. Text Books Officers, Trivandrum
27. Principals of Government Polytechnics
28. Superintendants, Junior Technical Schools
29. District Medical Officers
30. District Indigenous Medical Officers
31. Superintendent, General Hospital, Trivandrum
32. Superintendents, District Headquarters Hospitals
33. Superintendent, S.A.T. Hospitals, Trivandrum
34. Superintendents, Medical College Hospitals
35. Superintendent, Women and Children's Hospital, Trivandrum
36. Superintendent, Maternity Hospital (Ayurveda), Trivandrum
37. Director, Dental College, Trivandrum
38. Administrative Medical Officer, Secondary Health Units
39. Officer-in-charge, Maternity and Child Welfare Units
40. Filaria Officer
41. Regional Family Planning Officers
42. Malaria Medical Officers
43. Superintending Engineers, Public Health Engineering Department
44. Executive Engineers, Public Health Engineering Department
45. Town Planners and Junior Town Planners
46. Deputy Directors of Agriculture, Trivandrum, Quilon, Kottayam, Ernakulam, Malappuram, Calicut, Tellicherry, and Trichur
47. Joint Directors of Agriculture, Alleppey and Palghat
48. District Agricultural Officer, Idukki
49. Joint Director of Agriculture, Cashew Development, Calicut
50. Joint Director of Agriculture, Pulses Development, Ernakulam
51. Deputy Director of Agriculture, Farmers' Training Centres, Trivandrum, Trichur, Pattambi and Cannanore
52. Deputy Directors of Agriculture, Multiple Cropping, Chengannur, Palghat and Ankamaly
53. Deputy Director, Horticulture Development, Ernakulam
54. Deputy Director, Coconut Development, Nileshtar
55. Assistant Director of Agriculture, Belt Spraying, Attingal and Irinjalakuda

56. Assistant Directors of Agriculture, Coconut Development, Trichur and Nileshwar
57. Assistant Soil Chemists, Soil Testing Laboratories, Trivandrum, Alleppey, Pattambi, Cannanore and Quilon
58. Refrigerator Engineer
59. Deputy Directors of Fisheries, Quilon, Kozhikode, Cannanore and Malampuzha
60. Deputy Directors of Fisheries (Training), Ernakulam
61. Headmasters (Fishery Schools)
62. Deputy Registrar of Co-operative Societies (Fishermen's Co-operative Societies)
63. Deputy Directors of Panchayats
64. District Panchayat Officers
65. District Veterinary Officers
66. Principal, Veterinary College
67. Deputy Registrar of Co-operative Societies
68. Deputy Development Commissioner (Small Industries)
69. District Industries Officers
70. Superintendant, Foundry Service Centre, Chiyaram, Trichur
71. Officers-in-charge of Government-owned Commercial Concerns
72. Block Development Officers
73. Principals, Extension Training Centres
74. Principals, Industrial Training Institutes
75. District Labour Officers
76. District Inspectors of Weights and Measures
77. Regional Inspectors of Fisheries
78. Deputy Director of Employment
79. Divisional Employment Officers
80. District Employment Officers
81. District Welfare Officers
82. District Statistical Officers
83. Wild Life Preservation Officer
84. Superintending Engineers (P.W.D.)
85. Executive Engineers (P.W.D.)
86. Port Officer, Calicut
87. District Transport Officers
88. Water Transport Officer
89. Civil Engineer, Road and Water Transport Schemes
90. Deputy Superintendant, Governments Press, Ernakulam

91. Deputy Superintendant, Governments Press, Shoranur
92. Conservation of Forests
93. Divisional Forest Officers
94. Subdivision Officers and Assistant Conservators of Forests
95. Principal, Training School for Forests and Guards
96. District Information Officers
97. District Treasury Officers
98. Deputy Director of State Lotteries
99. District Lottery Officers
100. Lottery Officer, New Delhi
101. Superintendent, Ayurveda Hospital, Trivandrum
102. Professor of Pharmacology, Ayurveda Pharmacy, Trivandrum
103. Superintendent, Ayurveda Hospital, Thrippunithura
104. Tribal Development Officers
105. Assistant Secretary, Kerala Agricultural Income Tax and Sale Tax Appellate Tribunal, Additional Bench, Kozhikode
106. Superintendants of Stationery, Cochin, Shoranur and Calicut
107. Deputy Chief Inspectors of Factories and Boilers
108. Director of Industrial Health
109. Inspectors of Boilers
110. Inspectors of Factories
111. Inspectresses of Factories Women Welfare
112. Additional Inspectors of Factories
113. Employment Officer (Professional and Executive), Trivandrum
114. Deputy Chiefs, University Employment Information and Guidance Bureau, Trivandrum, Cochin and Calicut
115. Superintendent, Institute of Child Health and Research, Gandhinagar
116. Administrative Medical Officer, Primary Health Centre, Ettumanoor
117. District Family Planning Medical Officers
118. Principals, Family Planning Training Centres, Trivandrum and Calicut
119. Government Analysts, Regional Analytical Laboratories, Ernakulam and Calicut
120. Superintendent, Government Glass Centre, Kasargod

121. Joint Director, Common Facility Service Centre, Changanacherry
122. Assistant District Industries Officer, Pilot Intensive Development Project, Neyyattinkara
123. Principal, Training Institute for Local Administration
124. Assessment Officers (for Land Cess)
125. Commanders of all N.C.C. Group Headquarters
126. Officers-commanding of all N.C.C. Units
127. Superintendent, Sri Chitra Art Gallery
128. Deputy Labour Commissioners
129. Secretary, State Advisory Contract Labour Board
130. Deputy Labour Commissioner
131. Secretary, State Arbitration Board
132. Secretary, Minimum wage Advisory Board
133. Chief Inspector of Plantations
134. Inspector of Plantations
135. Assistant Labour Officers
136. Additional Inspector General of Police (Training)
137. Deputy Inspectors General of Police
138. Director, Forensic Science Laboratory
139. Deputy Transport Commissioners, South, Central and North Zones
140. Assistant Transport Commissioner, Trivandrum
141. Joint Regional Transport Officers
142. Motor Vehicles Inspectors of Unit Offices
143. Deputy Director of Health Services, Public Health Laboratory, Trivandrum
144. Deputy Director of Health Services in charge of the Government Analyst, Trivandrum
145. Chief Government Analyst, Trivandrum
146. Tahsildars and Special Tahsildars
147. Principal, Public Health Training School, Trivandrum
148. Regional Electrical Inspectors
149. *Assistant Electrical Inspectors
150. Insurance Medical Officers, E. S. I. Dispensaries, Karamana, Pattathanam, Kottayam, Palghat, Karaparamba and Cannanore
151. Insurance Medical Officers, E. S. I. Hospitals, Alleppey, Ernakulam and Olarikkara
152. Port Officers, Neendakara, Alleppey and Calicut
153. Chief engineer, Harbour engineering Wing, Trivandrum

*[G.O. (P) 496/79/Fin. dated 30-5-1979]

154. Superintending Engineer, Harbour Engineering Wing, Calicut
155. Executive Engineers, Harbour Engineering Wing, Quilon and Calicut
156. Assistant Engineers, Harbour Engineering Wing, Neendakara, Calicut, Beypore and Cranganore (Azhikode)
157. Chief Hydrographer, Hydrographic Survey Wing, Trivandrum
158. Dredging Superintendent, Dredger Unit, Neendakara

159. Captain, C.S.D. 'Meena-Kerala' Beypore
160. Senior Port Conservator, Azhikal
161. Port Conservators, Trivandrum, Quilon, Ponnani, Badagara, Tellicherry and Cannanore
162. Assistant Port Conservator, Kasaragode
163. Assistant Directors of Dairy Development, Trivandrum, Quilon, Alleppey, Kottayam, Idukki, Ernakulam, Trichur, Palghat, Malappuram, Calicut and Cannanore
164. Dairy Managers, Central Dairy, Trivandrum, Ernakulam Milk Project, Edappally and Alleppey Milk Supply Scheme, Punnapara
165. Chilling Plant Managers, Yeroor, Mavelikara, Munnar, Peermade, Vandiperiyar and Muvattupuzha
166. Dairy Extension Officers, Mavelikara, Yeroor, Munnar, Peermade, Vandiperiyar and Nilambur
167. Farm Superintendent, Valiathura
168. Superintendent, Bull Station, Dhoni, Palghat
169. Project Officer, Milk Colony, Trivandrum
170. Production Manager, Miltone Plant, Ernakulam Milk Project, Edappally
171. Curators, Padmanabhapuram Palace and Trichur Museum
172. * Superintendent, State Museum and Zoo, Trichur
173. Registration Officers of Antiquities, Kottayam and Trichur
174. State Transport Appellate tribunal, Ernakulam
175. Assistant Superintendent, Central Jail Press, Cannanore
176. Assistant Superintendent, Central Prison Press, Trivandrum
177. Principals of Government Engineering Colleges
178. Principal, Institute of Printing Technology, Shoranur

*[G.O. (P) 496/79/Fin. dated 30-5-1979]

179. Superintendent, Government Occupational Institute, Trichur
180. Chief Lecturer and Superintendent, Institute of Diploma Course, Trivandrum
181. Principals of Government Commercial Institute
182. Principals of Women's Polytechnics
183. Principal, College of Fine arts, Trivandrum
184. Headmaster, R.V. School of Painting, Mavelikara
185. Deputy Inspector General of Police, Vigilance Department
186. Superintendent, Ayurveda Hospital
187. Professor of Pharmacology
188. Professor of Pharmacognosy
189. Professor of Research
190. Director, State Institute of education, Trivandrum
191. Deputy Director, Institute of Primary Education, Trichur
192. Deputy Director, Science Institute, Trivandrum
193. Joint Commissioner for Government Examinations, Trivandrum
194. Assistant Agricultural Engineers, Trivandrum, Alleppey, Ernakulam, Malampuzha and Calicut
195. Research Engineer, Research Testing and Training, Vallyani
196. Chief Hydrogeologists, Ground Water Investigation Scheme, Trivandrum
197. Superintendents, District Agriculture Farms, Peringamala, Anchal, Kozha, Neriya Mangalam, Mannuthy; Malappuram, Taliparamba and Koothali
198. Superintendent, Orange and Vegetable Farm, Nelliampathy
199. Superintendent, Vegetable Farm, Vandiperiyar
200. Superintendent, Integrated Seed Development Farm, Eruthempathy
201. Secretaries, Collective Farms, Illithode and Koothali
202. Research Officer, Pesticides Testing Laboratory, Trivandrum
203. Cashew Plantation Officer, Kasaragode
204. Cashew Development Officers, Kasaragode, Calicut and Malappuram
205. Assistant Directors of Agriculture (Sugarcane Development), Pandalam and Palghat

206. Special Officer, Kayamkulam Kayal Reclamation Scheme
207. Cocoa Development Officer, Malampuzha
208. Revenue Divisional Officers, Sub Collectors and Assistant Collectors
209. Deputy Collectors and Special Deputy Collectors
210. Special Land Acquisition Officers
211. Land Tribunals
212. Superintendent, District Jail, Kozhikode
213. Superintendent, Special Sub-Jail, Viyyur
214. Superintendent, Open Prison, Nettukaltheri
215. Superintendents of Sub-Jails
216. Superintendent, Leprosy Sanatorium, Nooranad
217. Principal, Jail training School, Trivandrum
218. Superintendents of Balamandirs
219. Superintendents, Borstal School, Cannanore
220. Superintendents of Remand Homes
221. Deputy Director of Fisheries (Zonal), Ernakulam
222. Assistant Directors of Fisheries, Trivandrum, Trichur and Ponnani
223. Assistant Directors of Fisheries (Zonal), Alleppey and Kozhikode
224. Assistant Director of Fisheries (Inland), Kottayam
225. Assistant Director of Fisheries (Research), Fresh Water Biology, Malampuzha
226. Assistant Director of Fisheries (Marine Biology), Kozhikode
227. Assistant Director of Fisheries (Research Technology), Kozhikode
228. Assistant Director of Fisheries (Training), Ernakulam
229. Project Officers (Coir)
230. District Supply Officers/Taluk Supply Officers/city Rationing Officers
231. Principal, government Homoeo Degree College, Calicut
232. Professor-cum- Superintendent, Government Homoeo Degree College, Calicut
233. Chief Medical Officers, Government Homoeo Hospitals
234. Child Development Project Officer, Social Welfare Department
235. Regional Assistant Directors, Social Welfare Department
236. Superintendents and Wardens of Welfare Institutions under the Social Welfare Department

APPENDIX 11

(See Paragraph 67)

SYSTEM OF APPROPRIATION CONTROL

Abstract

Budgetary control—Regulation of expenditure with reference to Appropriation—Procedure to be followed in Treasuries—Orders issued

FINANCE DEPARTMENT

G. O. (P) No. 49/74/Fin.

Dated, Trivandrum, 1st March 1974.

ORDER

At present there is no independent check in the Treasuries regarding the availability of appropriations before a bill is passed for payment. Instances of expenditure incurred without budget provision or in excess of budget provision have come to the notice of Government and the Public Accounts Committee. Since such irregularities come to notice after the event, Government can at best take disciplinary action against the officers concerned as a deterrent to repetition of such irregularities. The question of streamlining the Treasury procedures with a view to guard against excess drawals by department has been under the consideration of the Government. Excess drawals can be effectively checked only if the Treasury could make an independent check of the availability of budget provision. With this end in view, Government are pleased to issue the following orders:—

(i) Paragraph 68 of the Budget Manual enjoins on the Chief Controlling authorities to distribute the appropriation among his subordinate Controlling Officers who in turn will distribute it among the disbursing officers. This should be done as soon as the budget is passed, and *in any case not later than 20th April*. The provision for certain items like pay and allowances is, however, retained by the Chief Controlling Officers and the progress of expenditure is watched through monthly statements of expenditure from the subordinate officers. With the recasting of budgetary and accounting heads from 1974-75, the distribution of provision and the booking of

expenditure have to be done with reference to the new units of appropriation. The Heads of Departments and other Chief controlling authorities will, within the time limit prescribed in the Budget Manual, distribute the provision to the extent necessary under each unit of appropriation given in the Annexure to this Order among their subordinate officers each of whom will further distribute the appropriation among the disbursing officers subordinate to him.

(ii) The Controlling Officer immediately superior to each drawing officer will communicate direct to the Treasury with which the respective drawing officer has got transactions, the allotments under each unit of appropriation placed at the disposal of that drawing officer. If one drawing officer has got transactions with more than one treasury, separate allotments for operation at each Treasury should be made by the concerned superior office, under intimation to the Treasuries.

(iii) In respect of the provision directly operated by the Head of the Department OR the Chief controlling authority, he should intimate the concerned Treasury the budget allotments at his disposal with reference to the budget documents to facilitate verification by the Treasuries

(iv) An appropriation Control Register will be maintained in all the Treasuries. This Register will be maintained drawing officer wise, allotting sufficient number for pages consecutively for each drawing officer. New Registers will be opened for each financial year. Separate volumes of this Register may be maintained for each major or sub-major head of account, or groups of major heads, according to the number of drawing officers. Orders prescribing the form of the register will be issued separately in consultation with the Director of Treasuries

(v) To enable the treasuries to maintain the appropriation Control Register correctly, the Chief Controlling Officer should furnish a list of Sub Controlling officers to the respective District/Sub Treasuries at which the latter are authorised to draw. The Sub Controlling Officers will similarly furnish a list of drawing officers under their control to the Treasury Officers concerned. Any changes in the lists once given should be promptly intimated. Each Treasury will maintain a Register of drawing officers with the names of their Controlling Officers.

(vi) As and when the allotment order is received in the Treasury, necessary entries will be made in the Appropriation Control Register under the attestation of a responsible Supervisory Officer. When a bill is presented for payment at the Treasury, the availability of budget provision to cover the payment will be checked with reference to the entries in the above register. The progressive total of the expenditure will be struck after each transaction. In case the balance provision according to the Register is not adequate to cover the payment, the bill should be returned noting that fact.

(vii) Since the distribution of budget provision among the various drawing officers in the departments down to the lowest level will be completed only by 20th April, the Treasuries are authorised to make payments during the month of April pending receipt of allotment orders. The amounts paid thus should be promptly entered in the relevant columns in the Appropriation Control Register. *But on no account should payment be made in respect of items that are covered by this scheme to any Drawing Officer after 1st May unless the allotment order from his Superior Officer is received in the Treasury.*

(viii) If for any reason the allotment letter is lost or destroyed, a duplicate may be issued indicating boldly in red ink "Duplicate". In such cases, the Treasury Officers will take special precaution to avoid duplicate entries in the Appropriation Control Register.

(ix) Disbursements relating to salaries, wages and pensions will be exempted from the purview of the above scheme. "Salaries" include all emoluments paid to Government employees but exclude travelling allowance, permanent travelling allowance and permanent conveyance allowance. Wages include pay of menials and other contingent staff.

(x) The expenditure on P.T.A. and P.C.A. has to be debited to the detailed heads "Travel Expenses". At present these amounts are drawn along with salary. From first April 1974 the claims relating to P.T.A. and P.C.A. will be preferred separately in T.A. bills as to facilitate the correct booking of expenditure under "Travel Expenses".

(xi) The Drawing Officers will prefer the claims relating to each unit appropriation mentioned in the Annexure separately

so that the Treasuries could check up the availability of provision before making payments.

(xii) If a Drawing Officer has to separate funds provided under different major heads and/OR controlled by different Controlling Officers, separate allotment orders relating to the provision under each major head will be issued by the respective Controlling authorities.

2. The system of appropriation control by the Treasuries outlined above will be introduced in respect of the following departments from 1st APRIL 1974.

- (i) Health Services
- (ii) General Education
- (iii) Collegiate Education
- (iv) Technical Education
- (v) Industries & Commerce
- (vi) Agriculture
- (vii) Medical colleges
- (viii) Indigenous Medicines
- (ix) Community Development
- (x) Animal Husbandry
- (xi) Dairy
- (xii) Co-operation
- (xiii) Harijan Welfare
- (xiv) Land Revenue AND
- (xv) Police

3. The Director of Treasuries will issue necessary detailed instructions to the Treasury Officers to ensure effective implementation of the Scheme

4. A review of the scheme will be made towards the close of the financial year 1974-75 and its coverage extended to other department. Any modification found necessary in actual working of the Scheme, by the Director of Treasuries OR by any Head of Department may be suggested in due course.

5. Necessary amendments to the relevant Codes will be issued separately.

By order of the Governor,
P. VELLAYUDHAN NAIR,
Special Secretary to Government
(Finance).

To

The Accountant General, Kerala, Trivandrum
All Heads of Departments and Offices
All Officers of the Government Secretariat
All Departments and Sections on the Government Secretariat
The Superintendent of Government Presses, Trivandrum
The Registrar, High Court, Ernakulam (with C.L.)
The Secretary to Governor
The Director of Treasuries, Trivandrum.

ANNEXURE

Units of appropriation referred to in Para I (i) of the G.O.

1. Travel Expenses
2. Office Expenses
3. Payments for professional & special services
4. Rent, Rates and Taxes/Royalty
5. Publications
6. Advertising sales and publicity expenses
7. Grants-in-aid/Contribution/subsidies
8. Scholarships and stipends
9. Hospitality expenses/sumptuary allowances, etc.
10. Machinery and equipments/Tools and Plants
11. Motor Vehicles
12. Maintenances
13. Investments/Loans
14. Materials and supplies
15. Other Charges

1. *Travel expenses.*—will cover all expenses on account of travel on duty including conveyance and fixed travelling allowances but excluding travel concession.

2. *Office expenses.*—will include all contingent expenditure for running an office, such as furniture, postage, purchase and maintenance of office machines and equipments, liveries hot and cold weather charges (excluding wages of staff paid from contingencies), telephones, electricity and water charges, stationery, printing of forms, purchase and maintenance of staff cars and other vehicles for office use, as distinct from vehicles for functional purposes like Ambulance vans, etc., (vide 11).

3. *Payment for Professional and special services.*—will include charges for legal services, consultancy fees, remuneration to examiners, invigilators, etc., for conducting examinations, remuneration to casual artist by the All India Radio and all other type of remuneration for professional services. It will also include payment for services rendered, supplies made by other departments such as Railways, Police etc., a distinction being made in respect of supplies made, services rendered for the running of an officer is which case the expenditure will be recorded under “Offices Expenses”.

4. *Rent, rates and taxes/loyalty.*—will include payment of rent for hired buildings, municipal rates and taxes, etc. It will also include lease charges for land.

5. *Publications.*—will include expenditure on printing of office Codes and Manuals and other documents, whether priced or non-priced but will exclude expenditure on printing of publicity material. This will also include discount to agents on sales.

6. *Advertising, Sales and publicity expenses.*—will include commission to Agents and printing of publicity material.

9. *Hospitality expenses/Sumptuary allowances etc.*—Hospitality expenses will include entertainment allowance of high dignitaries, etc. Expenditure on refreshments served in inter-departmental meetings, conference, etc. will however, be recorded under ‘Office Expenses’.

10. *Machinery and equipments/Tools and Plants.*—will include machinery, equipment, apparatus, etc., other than those required for the running of an officer (vide 4) and special tools and plant acquired for specific works.

11. *Motor vehicles.*—will include purchase and maintenance of transport vehicles used for functional activities, as distinct from those used for sunning an office, e.g. Ambulance vans.

12. *Maintenance.*—will record expenditure on maintenance of works, machinery and equipment. It will also include repairs incidental to maintenance.

15. *Other charges.*—A residuary head. This will also include rewards and prizes.

APPENDIX 12

(See Paragraph 68)

SYSTEM OF LETTER OF CREDIT

Abstract

Budgetary Control—Regulation of drawings by the Drawing Officers
of the Public Works, Public Health Engineering and Forest
Department—System of issue of Letters of Credit—
Introduction of—Orders issued

FINANCE (ECONOMY) DEPARTMENT

G. O. (P) No. 46/74/Fin. Dated, Trivandrum, 27th February, 1974.

ORDER

The question of introducing a system of issue of Letters of Credit to drawing officers in departments authorised to draw on cheques, with a view to regulating the flow of expenditure from month to month and enforcing control over appropriation has been under the consideration of Government. The details of the scheme have since been discussed with heads of these Departments. Accordingly Government are pleased to issue the following orders:—

(i) Letters of Credit specifying the monthly limits of drawals on treasuries will be issued by Government in the Finance Department to the Divisional Officers in the Public Works Public Health Engineering and Forest Departments. The Divisional Officer should restrict the drawals from the Treasury/Bank, to the limits prescribed in the Letter of Credit. It will be the responsibility of the Treasury Officer/Bank to ensure that cheques issued in excess of the permitted limits are not cashed. Cheques issued in excess of the credit limits should be returned unpaid.

(ii) As soon as the budget for a year is presented to the Legislature, the Heads of the Departments covered by the scheme will furnish to the Finance Department a statement showing the funds required by each Divisional Office in each month of the year based on the total budget provision for that year. The requirements

should be given Major head-wise. The requisition for the Letter of Credit for each unit will be in Form No. 1 attached to this order. It should be supported by subsidiary statements showing division-wise break up of the funds under each Major Head. While furnishing a division-wise distribution of the budget provision, the need for keeping reserve any amount necessary for operation at Headquarters for Central purchases or for special and unforeseen needs should be taken into account. The month-wise allotment will be proposed taking into consideration the stage of works in each division, the favourable working conditions and other relevant factors.

(iii) After scrutinising the requisition for Letters of credit, Finance Department will issue Letter of Credit for each Divisional Officer with copies to the Head of Department, Circle Officer, Divisional Officer and the District Treasury. The District Treasury Officer will communicate the allocations to the concerned Bank doing Government business as well as the Concerned Sub Treasuries. The Treasury Bank will maintain a Register to note the Credit limits allowed to each officer and regulate the encashment of cheques on the basis of the Letter of Credit.

(iv) The scheme will take effect from 1st April 1974. Since the years 1974-75 in the first year of the introduction of the scheme and since only a Vote on Account for the first three months of the year will be passed before the end of March 1974, the requisition of funds will be made by the Departments concerned for the first three months of April, May and June 1974. Letters of Credit will be issued for these months, before March 31, 1974. The requisition for the remaining months of the year will be made before 1st June. Letters of Credit will be issued at a time for every subsequent three months.

(v) Unspent balances in a month can be carried over to the subsequent months in the quarter in which the month falls. But unspent balances at the end of a quarter will have to be specifically included in the Letter of Credit for the succeeding quarters. If for any unavoidable reasons, the limit for a month has to be exceeded the Divisional Officers are permitted to make excess draws upto 20 per cent of the credit limit for that month provided such excess is adjusted in the remaining month of that quarter. In case a Divisional officer exceeding the monthly limit in the above manner he should promptly report the fact to his superior officers in the Department, to the Finance Department and the concerned

treasury simultaneously, indicating how he proposes to adjust the excess.

(vi) If found necessary, the Circle Officer will be permitted to make re-allocation of the allotments of the Divisions in his jurisdiction in a month subject to the condition that the total allotment for all the divisions in that Circle in the month is not exceeded. The Circle Officer will promptly intimate the details of such re-allocation to the Head of the Department, the Finance Department and concerned Treasuries.

(vii) If a division is authorised to draw from more than one District Treasury, credit limits for the drawings on such district Treasury will be proposed and fixed separately.

(viii) 'Salaries' will be kept out the purview of the Letters of Credit for the present. Cheque representing salaries will be enfaced with a rubber stamp 'salaries' under the attestation of the Drawing Officers, to distinguish them. The requirements of funds for other purposes will be aggregated and the limit fixed for the total. Encashment of all cheques representing non-exempted items will be watched against the credit limit.

(ix) The Divisional Officers will further distribute their allotments among the various Subordinate Officers to the extent necessary and intimate the concerned treasuries of the distribution.

(x) Refund of deposits (earnest money, security and retention money) will be allowed outside the Letter of Credit limits. In the case of cheques representing refunds, rubber stamp 'refund of deposits' should be affixed under the attestation by the drawing Officers.

(xi) Cheques issued for works relating to National Highways will be outside the purview if Letter of Credit system since they are debited to Central Allocations. Accordingly they will be distinguished by affixing rubber stamp 'National Highways' under the attestation o the Drawing Officer.

(xii) Cheques issued on or before the last day of March which are encashed in April and subsequent months will not be taken against the credit limits, for these months, since the expenditure relates to the appropriation for the previous year. The Director

Of Treasuries will obtain from the Treasuries a statement of the cheques issued in the previous year but paid in the subsequent year and furnish the same to the Finance Department in due course. Attention is in this connection invited to the orders issued by Government from time to time to avoid rush of expenditure in March. The issue of cheques in March 1974 will be minimized and regulated in such manner that there will be no excess expenditure over the allotment placed under the control of the Drawing Officers.

(xiii) In the case of works under the Public Works Deposits done on behalf of outside agencies, the requirement of funds will be included in the Letter of Credit. The fact that the deposit has been received and accounted for in the books of the Division should be indicated while sending the requisition for Letters of Credit.

(xiv) The amounts required for works executed by the P.W. Department on behalf of other Civil Departments will be included in the letter of credit. The funds available in the budgets of such Civil Departments will form the basis for requisition of funds in respect of such works.

(xv) Sometimes works are carried out by a Division on behalf of other divisions. In such cases the executing division makes the payments and passes on the final debit to the regular Division. The executing Division will apply for and obtain increased allotments to cover the special payment furnishing full details. The Head of the Department should ensure that the overall appropriation for the d/department is not exceeded by such payments.

2. The Chief Engineers, the Chief Conservator of Forests and the Director of treasuries are requested to bring these orders to the notice of their Subordinate Officers and issue necessary further detailed instructions to them. They should be directed to comply with these orders strictly. Any practical difficulties noticed in the working of the scheme or any suggestions for improvement to the scheme may be reported to Government from time to time. A review of the scheme will be made towards the end of the financial year 1974-75.

3. The Director of Treasuries will issue further instructions to the Agents of the branches of the State Bank of India and State Bank of Travancore doing Government treasury business.

By order of the Governor,
P. VELLAYUDHAN NAIR,
Special Secretary to Government
(Finance).

To

The Accountant General
Chief Engineer, General & Postal
Chief Engineer, Buildings & Roads
Chief Engineer, Irrigation
Chief Engineer, National Highway
Chief Engineer, Public Health Engineering Department
The Chief Conservator of Forests
The Director of Treasuries
The General Manger, State Bank of Travancore, Trivandrum (with C.L.)
The Regional Manager, State Bank of India, Bangalore (with C.L.)
All Departments and Sections of the Secretariate

Abstract

Budgetary Control—Regulation of drawings by the Drawing Officers of the Public Works, Public Health Engineering and Forest Departments—System of issue of Letters of Credit—Modification of—Orders issued.

Finance (L.C.) Department

G. O. (M.S.) No. 220/74/Fin.

Dated, Trivandrum 2nd August, 1974.

Read—G. O. (P) No. 46/74/Fin., dated 27-2-1974.

ORDER

According to para I (v) of the G. O. read above, unspent balances under the letter of credit for a month can be carried over to the subsequent months in the quarter in which the month falls. It is however stipulated in this G. O. that the unspent balances at the end of a quarter should be specifically included in the Letter of Credit for the succeeding quarter. Requests have been received from Heads of departments concerned with Letter of credit for carrying over the unspent balance in a quarter to the subsequent quarter.

2. Having considered the matter in detail, Government are pleased to order, in partial modification of para I (v) of the G. O. read above, that the Divisional Officers will be authorised to carry forward unutilised amounts under the letters of credit from month to month as well as from quarter to quarter.

3. The Chief Engineers, the Chief Conservator of Forests and the Director of Treasuries are requested to bring these orders to the notice of their subordinate officers. The Director of Treasuries will also issue necessary instructions to the Agents of the branches of the State Bank of India and State Bank of Travancore doing Government treasury business.

By order of the Governor,
P. VELLAYUDHAN NAIR,
Special Secretary (Finance).

To

The Accountant General, etc., etc.

APPENDIX 13
[See Paragraph 94]

RULINGS ON NEW SERVICE

The orders issued by Government from time to time, based on the recommendations of the Public Accounts Committee, regarding the criteria to be adopted in the matter if treating as 'New Service' any item of expenditure are given below, vide G. O. (P) 486/59/Fin., dated 24th September 1959 and amendments thereto:—

Under Article 204 of the Constitution, no money shall be withdrawn from the Consolidated Fund of the State except under appropriation made by law, and, under Article 205 *ibid*, when a need has arisen during the current financial year for supplementary or additional expenditure upon some New Service not contemplated in the Annual Financial Statement for the year, funds will have to be got voted by the Legislature before incurring expenditure out of the Consolidated Fund.

2. The term 'New Service' has not been defined in any precise form. Each case has to be decided on its merits. A 'New Service' may be either a 'new form of service', which involves the adoption of a new policy, the provision of a new facility, etc., e.g. introduction of a State Trading scheme as a price support policy to help the producers, or a 'new instrument of service', which includes an important extension of previous specific commitment or facility such as the provision of a new jail, increase of professional staff in a collegiate institution, original work of any importance. It is necessary to draw a distinction between a 'New Form of service', i.e., an altogether new service, and a 'New instrument of service', i.e., expansion of an existing service. So far as 'altogether new services' are concerned, it is considered that, irrespective of their financial implications, if they were not contemplated in the Annual Financial Statement, vote of the Legislature is necessary before incurring expenditure from the Consolidated Fund. As regards 'New instrument of service', they have to be treated in the same way as a 'New Form of service', if the amount of expenditure involved is relatively large.

3. If any new proposal involving expenditure during the course of a year arises, an important question to be considered is whether

The expenditure has been contemplated in the Annual Financial Statement, or whether it forms part of a grant voted. If the proposal is outside the scope of the grant or if it has not been contemplated in the Annual Financial Statement presented to the Legislature, it is clearly a new service for which a demand for funds has to be placed before the Legislature. It may, in some cases, be that the extra expenditure on the new item can be met by savings within the Demand. Still, expenditure cannot be incurred on the item, as it will constitute a “New Service”, and it is necessary that a Supplementary Demand for a token sum should be presented before the Legislature. The essence of this requirement is that, without a vote of the Legislature, money shall not be spent beyond the scope of the grant sanctioned by the Legislature.

4. It is considered necessary that, in fixing the criteria for treating schemes as ‘New service’, monetary limits should be prescribed without abridging Legislative control over public expenditure and at the same time without fettering the freedom of the Executive Government in carrying on the day-to-day administration of the State in the best interest of the public Government, after carefully examining the whole questions, are pleased to accept the recommendations of the State Public Accounts committee that the following criteria be adopted in creating as ‘New Service’ any item of expenditure, and order accordingly:—

Item of expenditure

†Monetary limit

- | | |
|--|---|
| (i) Employment of additional staff when it arises out of the adoption of a new policy by the Government, i.e., the sanction or increase of the cadres of services or number of posts of a particular kind (either permanently or as a purely temporary measure), e.g. sanction of an additional Revenue Inspector or an Accountant in each of the Taluk Offices, consequent on the introduction of a new scheme of | } |
|--|---|

Item of expenditure

Monetary limit

Governmental activity like the Community Development Project	When the cost exceeds Rs. 30,000 per annum recurring or Rs. 1 lakh non-recurring, taking the scheme as a whole (The entire cost of establishment, buildings, equipments, other amenities, etc., will be taken into account for the purpose of this limit).
(ii) Employment of additional staff for the expansion of an existing service, i.e., expenditure on a new instrument of service, like the opening of a new school or the starting of a new scheme in the Industries Department, Animal Husbandry Department, etc., though similar schemes are already under operation.	
(iii) Employment of additional staff for reorganisation of an existing administrative unit, such as the bifurcation of a Revenue of a Police District, or the creation of a new administrative unit, etc., e.g. a new P.W. Circle.	
(iv) Works	When the cost of anew work exceeds *Rs. 2 lakhs. In regard to the expenditure on works relating to a new schemes which involve expenditure on staff, equipment, etc., the cost of the scheme as a whole should be taken into account for this limit.
(v) Purchase of additional machinery etc.	When the cost exceeds Rs. 1 lakh
(vi) Grants and contributions for existing purposes	When the amount involved exceeds Rs. 12,500 recurring or Rs. 50,000 non-recurring.

*G. O. (P) No. 646/79/Fin. dated 24th July 1979.

<i>Item of expenditure</i>	<i>Monetary limit</i>
(vii) Establishments and Committees for new objects and purposes	When the expenditure is estimated to exceed Rs. 10,000 recurring or Rs. 30,000 non-recurring. (This limits applies only to expenditure on new forms of service, the like of which has not been incurred in the post).
*(viii) Expenditure to be met from lump sum provision made in the budget for irrigation and other works/schemes	Irrigation and other works schemes costing more than **Rs. 2 lakhs, if the schemes are to be financed from the lump sum provision made in the Budget.
(ix) Revision of scales of pay	When the revision of a scale or scales of pay involves an extra cost of cover Ts. 25,000 per annum
+(x) Grants to private bodies for repayment of loans from Government	When the amount of grant is Rs. 50,000 or more.
+(xi) Write-off of irrecoverable loans	When the amount of loan to be written off in Rs. 50,000 or more.
+(xii) Loans and advances carrying interest	When the amount of loan or advance exceeds Rs. 1 lakh
@(xiii) Interest free loans given to Scheduled Castes and Scheduled Tribes	When the amount of loan exceed Rs. 1 lakh.

5. The following classes of expenditure need not be treated as 'New Service':—

- (i) Expenditure on items mentioned at (i) above, if it is not likely to extend beyond a single financial year, as it will be treated as arising out of a temporary need.
- (ii) Employment of additional staff for normal increase of work, not involving any change in policy or the sanctioning of any new scheme, e.g., if an extra clerk is

*Substituted as per G. O. (P) 499/70/Fin. dated 13-7-1970 with effect from 1-4-1970.

**G.O. (P) No. 646/79/Fin. dated 24-7-1979.

+Vide G. O. (P) 273/67/Fin. dated 13-7-1967.

++Vide G. O. (MS) 378/67/Fin. dated 23-8-1967.

@G. O. (P) 719/81/Fin. dated 30-10-1981.

given to each Taluk Office owing to increase in land revenue work, as this extra cost does not constitute either a new form of service or a new instrument of service, being obviously the result of normal increase in Government work.

(iii) Cases already approved by the Legislature, but where the expenditure is subsequently expected to exceed appreciably the amount originally intimated to the Legislature.

@*Exception*:—If by such additional expenditure as mentioned in this clause the character of the service originally intimated to the Legislature will change, such case will constitute 'New Service'.

Note:—Information regarding large variations should be given in the Budget Memorandum. Full information should be given to the Finance (Budget Wing) Department by the Departments of the Secretariat in time for incorporation in the Budget Memorandum.

(iv) Experiments, investigations and demonstrations.

Note.—All expenditure of this character incurred each year without fruitful result should be reported to the Accountant General for incorporation in the Appropriation Accounts with suitable explanations for report to the Public Accounts Committee in due course. For this purpose, each department of the Secretariate should send a consolidated statement of such expenditure to the Finance (Budget Wing) Department every year by the 31st Amy. If there are no such cases, 'Nil' returns should be sent to the Finance Department.

*(v) Miscellaneous non-recurring grants where the quantum of grant is below Rs. 12,500.

+(vi) Expenditure on existing service under one head but involving provision of funds under a different heads with the same section (Revenue or capital as the case may be) due to change in classification of expenditure.

@Added as per G. O. (P) 38/68/Fin. dated 23-1-1968.

*Added as per G. O. (P) 646/79/Fin. dated 24-7-1979.

+Added as per G. O. (P) 33/82/Fin. dated 23-1-1982.

APPENDIX 14

[See Paragraph 96]

THE KERALA CONTINGENCY FUND ACT, 1957

[As amended by the Kerala Contingency Fund (Amendment) Act, 1972]*

An Act to provide for the establishment and maintenance of Contingency Fund

Preamble.—Whereas it is expedient to establish and maintain a Contingency Fund for the State of Kerala;

BE it enacted in the Eighth Year of the Republic of India as follows:—

1. *Short title and commencement.*—(1) This Act may be called the Kerala Contingency Fund Act, 1957.

(2) It shall come into force at once.

2. *Establishment of the Contingency Fund of Kerala.*—(1) There shall be established a Contingency Fund in the nature of an imprest entitle “the Contingency Fund of the State of Kerala” and consisting of a sum of three hundred lakhs of rupees* withdrawn from the Consolidated Fund of the State of Kerala.

(2) Such Contingency Fund shall be held on behalf of the Governor of Kerala by the Secretary to the Government of Kerala in the Department of Finance and the Governor shall have authority to make advances therefrom for the purpose of meeting any unforeseen expenditure pending authorisation of such expenditure by the State Legislature by law under Article 205 or Article 206 of the Constitution.

(3) As often as nay such expenditure is authorised by law as aforesaid, the Government shall recoup to the Contingency Fund an amount equal to the advance taken from such Fund to meet the expenditure.

*Substituted as per the Kerala Contingency Fund (Amendment) Act, 1972, with effect from 28th August 1972.

3. *Power to make rules.*—For the purpose of carrying out the objects of this Act, the Government may, by notification in the Gazette, make rules regulating all matters connected with or ancillary to the custody of the payment of moneys into and the withdrawal of moneys from, the Contingency Fund of the State of Kerala.

4. *Repeal.*—The Contingency Fund Act, 1950 (Act XXXII of 1950), is hereby repealed.

KERALA CONTINGENCY FUND RULES, 1957

(As amended upto 21st July, 1971)

In exercise of the powers conferred by Section 3 of the Kerala Contingency Fund Act, 1957 (Act 6 of 1957) the Government of Kerala hereby make the following rules; namely:—

1. These rules may be called the Kerala Contingency Fund Rules.

2. The Contingency Fund shall be held on behalf of the Governor by the Secretary to the Government of Kerala in the Department of Finance.

3. Applications for advances from the Contingency Fund shall be made in triplicate, in Form A appended to these Rules, to the Secretary to the Government of Kerala in the Finance Department.

3A. While applying for an advance from the Contingency Fund, the actual requirements should be assessed accurately, and if, for any unforeseen reason, the advance already obtained in any case is found inadequate, the excess expenditure shall be incurred only after getting the original amount of advance enhanced to cover that excess expenditure.

4. Advances from the Fund shall be made for the purposes of meeting unforeseen expenditure, including expenditure on a new service not contemplated in the annual financial statement.

5. A copy of the order sanctioning the advance, which shall specify the amount, the grant or appropriation to which it relates and give brief particulars by sub-heads and units of appropriation

of the expenditure for meeting which it is made, shall be forwarded by the Finance Department to the Accountant General.

Explanation.—When an advance is sanctioned from the Contingency Fund, notwithstanding such sanction, the amount shall continue to form part of that Fund till it is actually withdraw and spent in the specific purpose for which the advance is sanctioned.

5A. The order authorising an advance from the Contingency Fund shall not lapse with the close of the year, but shall lapse only on the passing of the Supplementary Appropriation Act referred to in Rule 6.

6. Supplementary estimates for all expenditure so financed shall be presented to the State Legislature at the first session meeting immediately after the advance is sanctioned. As soon as the Legislature has authorised the additional expenditure by including it in and Supplementary Appropriation Act, the advances made from the Fund shall be resumed to the Fund.

Note.—(1) While presenting to the Legislature estimates for expenditure financed from the Contingency Fund, a Note to the following effect shall be appended to such estimates—
“A sum of Rs. has been advanced from the Contingency Fund in.
.and an equivalent amount is required to enable repayment to be made to that Fund”.

(2) If the expenditure on a new service not contemplated in the annual financial statement can be met, wholly or partly, from savings available within the authorised appropriation, the Note appended to the estimate submitted shall be in the following form:—

“The expenditure is on a new service. A sum of Rshas been advanced from the Contingency Fund inand an equivalent amount is required to enable repayment to be made to that Fund.
The amount, Viz. Rs. ,
-----can be found by
A part of the amount, viz. Rs.

reappropriation of savings the grant and a token vote only is now required
-----“

A vote is required for the balance, viz. Rs.only

- (3) If any expenditure has been incurred during any year by taking an advance from the Contingency Fund and a Supplementary Grant or appropriation is not obtained during the same year for meeting such expenditure, then the funds for such expenditure shall be provided in the next financial year either by means of a token Supplementary Grant, if savings are available from the Grants in the Annual financial statement, or by a Supplementary Grant or Appropriation for the full amount against the appropriate minor head for the service in questions under the major head concerned under which the expenditure was incurred in the previous year from the Contingency Fund.

Explanation.—The Grant of Appropriation under the major and minor head concerned shall be for a token amount or for that portion of the sum which cannot be met from savings in the sanctioned Grant, the amount which can be met from savings being clearly indicated in the Explanatory Memorandum. It shall also be indicated that the provision includes that the provision includes a sum which was met out of the Contingency Fund in the previous year. In the case of expenditure of a ‘New service’, it shall also be specifically stated in the Explanatory Memorandum that the expenditure is on a ‘New Service’.

6A. As soon as the Legislature has authorized additional expenditure by means of a Supplementary Appropriation Act, the advance or advances made from the Contingency Fund, whether for meeting the expenditure incurred before the Supplementary Estimates were presented to the Legislature or after they were so presented, shall be resumed to the Fund to the Full extent of the appropriation made in the Act.

7. If, in any case, after the order sanctioning an advance from the Contingency Fund has been in accordance with Rule 5 and before action is taken in accordance with Rule 6, it is found that the advance sanctioned will remain wholly or partly unutilised, an application shall be made to the sanctioning authority for cancelling or modifying the sanction as the case may be.

8. All advances sanctioned from the Contingency Fund to meet expenditure in excess of the provision for the service included in an Appropriation (Vote on Account) Act shall be resumed to the Contingency Fund as soon as the Appropriation Act in respect of the expenditure on the service for the whole year, including the excess met from the advances from the Contingency Fund, has been passed.

*8A. In cases of advances from the Kerala Contingency Fund drawn for expenditure on a 'New Service' during 'Vote on Account' period and for which adequate provision exists in the Appropriation bill for the year, the advance will stand resumed to the Contingency Fund after the Appropriation act for the whole financial year is passed. The details of such advances, in the following pro forma, will, however, be laid on the table of the Legislative Assembly before the Appropriation bill for the whole year is introduced in the Assembly.

Statement showing advances drawn from the Kerala Contingency Fund during the "Vote on Account" period for expenditure on 'New Service' for which necessary provision had been made in the Budget Estimates for. The advances will be recouped to the fund after the Appropriation Act is passed.

Particulars of service	Name of Department	Amount of advance from the Contingency Fund	No. and name if the Grant in which provision exists in the budget Estimates for. with amount of provision	Brief reasons why the expenditure could not be deferred till the demands for Grants were voted by Assembly
1	2	3	4	5

*Added as per G. O. (P) No. 427/71/Fin. dated 21st July 1971.

9. A copy of the order resuming the advance, which shall give a reference to the number and date of the order in which the original advance was made and to the Supplementary Appropriation Act referred to in Rule 6, shall be forwarded by the Finance Department to the Accountant General.

10. An account of the transactions of the Fund shall be maintained by the Finance Department in Form B annexed to these Rules.

11. A record of the amounts of advances sanctioned from the Contingency Fund and of the balances available in the Fund from time to time shall be maintained in Form C appended to these rules by the Spending authority. The Chief controlling Officers and their departmental subordinates shall keep proper record of the actual expenditure incurred against the advances from the Contingency Fund, in the same manner as for the expenditure out of the Consolidated Fund of the State. Proper reconciliation of the Departmental figures of expenditure out of the advances from the Contingency Fund with those booked by the Accountant General shall also be effected.

FORM A

Application for advances from the Contingency Fund of the State

(See Rule 3 of the Kerala Contingency Fund Rules, 1957)

1. Name of Department
2. Number and date of the Government Order in which sanction was accorded for the expenditure
3. Details of expenditure for which advance from the Contingency Fund is necessary
4. Circumstances in which provision could not be made in the budget
5. Why its postponement is not possible

6. The amount required to be advanced from the Contingency Fund, with full cost of the proposal for the year or part of the year, as the case may be
7. Major head, minor head, sub-head and detailed head of account under which the Supplementary Demand or Appropriation will eventually have to be obtained
8. Name of the controlling Officer at whose disposal the amount would be placed
9. Remarks

Note.—(1) In the ‘Remarks’ column, the fact whether the expenditure is in respect of an item included in the current Five Year Plan or not should also be indicated.

(2) The amount of advance applied for should not be for token provision.

(3) In the case of an advance for satisfaction of a Court decree, full particulars of the case, such as the circumstances leading to the suit, grounds on which Government contested the case, the number of suit and the Court (s) in which it was heard and disposed of, the details of amount decreed, the date on which the judgment was delivered, etc., should also be given in column 9.

In cases relating to award of compensation for lands acquired, additional particulars, such as the area of the lands acquired, purpose of the acquisition, the basis on which the original compensation was awarded, the amount of such compensation, etc., should also be clearly furnished].+

+Added as per G.O. (P) 157/66/Fin. dated 26-4-1966.

FORM B

Kerala Contingency Fund
(See Rule 10)

Amount of the Fund Rs.

Serial number	Date of transaction	No. and name if grant or appropriation	No. and date if the application for advance	No. and date of the order making the advance	Amount advanced	Supplementary Act Appropriation for the providing additional expenditure	Amongst if advance resumed	Balance after each transaction	Initials of officer-in-charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note:—1. The balance should be struck after each transaction

2. The amount of the advance should be entered in black ink when made and in red ink when resumed.

FORM C

Accounts of Transactions under the Contingency Fund

(See Rule 11 of the Kerala Contingency Fund Rules, 1967)

No. and date of the order sanctioning the advance	Amount if advance sanctioned	Head of Account	Expenditure during the month	Progressive total	Probable expenditure for the rest of the year	No. and date if G. O. resuming the advance and the Supplementary Appropriation Act providing for the additional expenditure	Initials of the officer	Remarks
1	2	3	4	5	6	7	8	9
			April					
			May					
			June					
			July					
			etc.					

Vide reference:—(1) Notification No. Fin. (BG) B2-1521/57, dated 27th August, 1957
 (2) Notification No. 10419/BG2/64/Fin., dated 13th November, 1964.

APPENDIX 15

(See Paragraph 108, 110 and 111)

**Instructions for the Guidance of the Departments of the
Secretariat and the Departmental Officers in matters
Pertaining to the Committee on Public Accounts**

Submission of notes/statements of action

Top priority should be given to requests for information received from the Public Accounts Committee. The information required should invariably be furnished within a period of one month, unless the circumstances in a case are such as to warrant a longer period. In such cases, the Committee should be apprised if the constraining circumstances necessitating extension of the deadline. Each Department should designate an officer not lower in rank than a Deputy Secretary for ensuring prompt attention in this regard.

All written notes/statements of action taken on the recommendations of the Public Accounts Committee should be got vetted by Audit before these are forwarded to the Legislature Secretariat. *[However, notes on paragraphs in the Report of the Comptroller and Auditor General of India, furnished by the Departments of the Secretariat before the paragraphs are examined by the Public Accounts Committee, need not be got vetted by Audit. Also, in respect of notes containing further information desired by the Committee while examining witnesses, 35 *advance copies, not seen by Audit*, clearly so marked, may be sent direct to the Legislature Secretariat, at the time 3 copies of the note are forwarded to /audit, for vetting. In such cases after vetting, a copy of the vetted note will be sent by Audit to the Legislature Secretariate.] The draft notes/statements were prepared. The draft should invariably be dated, and approved by an officer not lower in rank than a Joint Secretary to Government, who has ultimately to sign the final copies. Two spare copies of the draft should also be sent for use in the Audit Office. On receipt of the draft note/statement duly vetted by Audit, 15/40 final copies

*Vide Government Circular No. 61/73/PAC/Fin. dated 13th August, 1973.

of the notes/statement, each signed in ink by an officer not below the rank of a Joint Secretary, should be forwarded to the Accountant General, who will arrange to forward them to the Legislature Secretariat with his comments, if any, under advice to the Secretary to Government in the Administrative Department and the Finance Secretary to Government.

***Procedure for the regularisation of excesses over Voted
Grants/Charges Appropriations, disclosed in the
Appropriation Account**

As soon as the Appropriation Accounts of a year are finalised by Audit and sent to the press for first proof. Audit will inform the Administrative Departments concerned under intimation to the Finance Department, of cases of excesses over Voted Grants Charged Appropriations.

The Administrative Departments concerned will prepare and submit to Audit, WITHIN TWO MONTHS, notes explaining the reasons for or the circumstances leading to the excesses, after getting the notes scrutinised by the Finance Department. The notes should be accompanied by the relevant files based on which they were prepared.

Audit will return the notes, duly vetted, WITHIN A FORTNIGHT OF THEIR RECEIPT.

The notes will be submitted to the Committee immediately after presentation of the Appropriation Accounts to the Legislative Assembly or the 10th of April, whichever is later.

After the Committee has examined the notes and presented its report thereon, the Finance Department will take steps to present the demands for excess grants in the budget session of the Assembly, if possible, or in the next ensuing session.

Note.—The procedure prescribed above for submission of notes/statements of action to the Committee will apply to notes for the regularisation of excesses as well.

*Vide Government Circular No. 62/70/Fin. dated 1st June, 1970.

Tendering evidence

The Secretary to Government in the Administrative Department will represent Government and tender evidence before the Public Accounts Committee, as he will be in a better position to take a more objective and detached view of the transactions than the Head of the Department. He alone will normally answer the questions put by the members of the Public Accounts Committee, assisted by the Head of the Departments as regards details. In the case of autonomous bodies and Government companies, the Secretaries to Government can be assisted by the Chairman of the autonomous body or the executive Head of the Government Company concerned. The number of departmental witnesses appearing before the Public Accounts Committee should be restricted to the minimum.

The Public Accounts Committee examines the Secretary to Government in order to ascertain the full facts of the case covered by an Audit Para. The officer who is called upon to appear as a witness before the Committee should have studied thoroughly all the papers and files on the subject, including the original records relating to the case in the subordinate officers, as well as the file in which the draft para forwarded by the Accountant General was examined. (If necessary, the officer could also inspect the site of the project/scheme under examination, if this is practicable within the limited time at his disposal.) The officer should have these records with him at the time the Committee examines the Audit Para. A comprehensive note, covering all aspects of the case and indicating clearly the action taken in the chronological order, should also be prepared for ready reference while giving evidence before the Committee. It should also be seen whether a similar irregularity had found place in any of the earlier Audit Reports, and, if so, what action was taken by government at that time, based on the Committee's recommendations. The Committee expects the replies by witnesses to be precise and to the point. Every statement that is made by a witness should be capable of being proved with reference to the records. If information on any point raised by the Committee is not readily available, the fact should be admitted, and more time sought for furnishing the same. Vague and generalised replies and the expression of opinions and presumptions are not proper, and should be avoided.

Rules of conduct and etiquette for the guidance of witnesses

The witnesses should note the following points while appearing before the Public Accounts Committee:—

1. The witness should show due respect to the Chairman and other members of the Committee by bowing while taking his seat.
2. The witness should take the seat earmarked for him opposite the seat of the Chairman.
3. The witness should take the oath or make affirmation if so asked by the Chairman. The witness will take the oath or make affirmation standing in his seat, and bow to the Chair just before and after the act.
4. The witness should answer specific questions put to him either by the Chairman or by a member of the Committee or by any other persons authorised by the Chairman. He may, however, place before the Committee, if asked to do so, any point not so covered, which, in his opinion, is essential to be brought to the notice of the Committee.
5. All submissions to the Chair and the Committee should be couched in courteous and polite language.
6. When the witness has furnished giving evidence and is asked to withdraw, he should, while leaving, bow to the Chair.
7. The witness should not smoke or chew when he is seated before the Committee.
8. Subject to the provisions of the “Rules of Procedure and Conduct of Business in the Kerala Legislative Assembly”, the following shall constitute breach of privilege and contempt of the Committee:—
 - (a) Refusal to answer questions.
 - (b) Prevarication or willfully giving false evidence or suppressing the truth or misleading the Committee.
 - (c) Destroying or damaging a material document pertaining to the enquiry.
 - (d) Trifling with the Committee, giving insulting answers.

The expression 'refusal to answer question' is a technical term, used in connection with privileges of the Legislature and it has a special connotation in that context. It refers to cases where a witness willfully refuses to answer a question, with a view to obstructing the proceedings of the Committee. Normally, in the case of official witnesses, this term is interpreted in the light of the established parliamentary convention. Ordinarily, there should be no occasion for an official witness to question the relevance of any information asked for from him. If, however, the information sought relates to the contents of a document, the production of which has already been objected to on grounds of relevance and security, the witness is advised to follow the following instructions:—

- (i) Normally, it is not the practice for the officers appearing before the Committee to refuse point-blank, as it were to answer a question put by the Chairman or a member of the Committee. Such situations should be dealt with tactfully, and, if the Secretary or the Head of the Department finds it difficult to give the necessary information, he is advised to have a talk with the Chairman and take time to answer the question. Similarly, if any difficulty is felt in making available files or other documents, they may refer the matter to their Ministers, who can have a talk with the Chairman and hand over the files/documents, requesting him to use his own judgment. Therefore, whenever a Secretary finds it difficult to answer a question, whether in the interest of the State or considering the Minister's possible reaction, or for any other reason, it is always desirable to seek time to answer the question, and, in the meantime, acquaint the Chairman with the position. However, if a solution cannot be found through such personal contact, the Minister could also be brought into the picture, and the matter settled.
- (ii) Where an official witness wishes to withhold any information on grounds of relevancy or security, the proper course would be to give a polite interim reply, seeking time to look into the matter. The difficulty could then be explained to the Chairman. The officer should be very careful about the way he answers, as even a slip of the tongue could, at times, create a tense atmosphere. If the answer is couched in courteous language and the witness requests more time, he could always count on the Committee's indulgence.

Action to be taken on the Reports of the Public Accounts Committee

The Reports of the Public Accounts Committee, presented to the Legislature, contain various recommendations and observations, on which the departments have to take proper action. There should not be any delay in taking action on such recommendations and observations and issuing suitable orders. As soon as copies of a report are circulated, the Secretary to Government and the Head of the Department should personally examine whether any of the rules has to be amended or whether a change in procedure is called for to implement the recommendations of the committee. Expeditious action should be taken in all such cases, and the Secretary to Government should specially look into this while passing orders on files in which the recommendations and observations of the Committee are examined. The departments should furnish to the committee as early as possible, and, in any case, within two months, a statement, in the prescribed form (vide Annexures A and B), showing the action taken or proposed to be taken on the recommendations, after getting statements vetted by Audit.

Departments which are to take action on the recommendations

The names of the departments which are to take action on the recommendations will be specified in the Appendix to the Committee's Report, against each recommendation.

Recommendations of a purely administrative character, relating to a particular department, should be dealt with by the department concerned.

Recommendations having financial implications, but concerning only a particular department, should also be dealt with by the department concerned, in consultation with the Finance Department.

Recommendations of a general nature, concerning not only the department reported upon, but also a number of other departments or all other departments, will be dealt with as follows:—

(a) In the case of recommendation marked for action by all the departments, the Finance Department will specify which department is to take action and also act as the co-ordinating agency.

(b) Recommendations marked for action by a particular department, which, in the department's view, are of a general nature and cannot, therefore, be adequately dealt with by the department alone, should be brought to the notice of the Finance Department for appropriate action. The replies in respect of such general items will be sent either by the Finance Department or by the department concerned, as mutually agreed upon.

**Appointment by Government of Committees to consider matters
already under examination by a Committee of the Legislature**

The following convention should be observed in this regard:—

(i) If any department proposes to set up a committee to investigate or enquire into any matter, it should first ascertain from the Legislature Secretariat, whether any Committee of the Legislature is already engaged in examining the same matter.

(ii) If a Committee of the Legislature or a Sub-committee thereof is already so engaged, no other committee should be set up, unless the appointment of such a Committee is clearly unavoidable in the Public interest.

(iii) Where appointment of such a Committee is considered necessary, no member of the Legislative Assembly shall be appointed a member of such a Committee, except after previous consultation with the Legislature Committee already engaged in examining the matter, such consultation being made through the Legislature Secretariat.

(iv) The report of any committee so set up should not be published without prior consultation with said Legislature Committee. If any difference of opinion arises in this regard between the Department and the Legislature Committee, the guidance of the Speaker should be sought.

The above procedure does not, however, apply to purely Departmental Committees, comprised entirely of officials, which may be set up to examine specific questions and whose reports are not intended to be published.

General

The Administrative Department should work in close co-operation with the Finance Department in all matters concerning the Public Accounts Committee, e.g., while furnishing information to the Committee or while answering its questionnaire. The Finance Department shall be kept informed, from the very beginning, of any problem that may arise, and shall also be consulted before views in matters having financial implications are communicated to the Committee. The close association with the Finance Department shall be continued during the subsequent stages, when the Committee's report is considered and decisions are taken by the department on such matters.

ANNEXURE A

Government of Kerala
.....Department

**Statement showing the action taken or proposed to be taken
on the outstanding recommendations of the Public Accounts
Committee (. . . .th Kerala Legislative Assembly
contained in its. . . .th Report**

Sl. No.	Para No. of recommend -ation	Departme- nt concerned	Particulars of the recommendation	Remarks of the department
1	2	3	4	5

Date:

*Secretary/Additional Secretary/Joint
Secretary to Government.*

Points to be noted:

(i) In cases where the department wants to furnish a detailed note or memorandum, which cannot conveniently be incorporated in column 5, the note/memorandum may preferably be appended to the pro forma. In such cases, the following entry may be made in column 5:—

“A note is appended.”

The number of the relevant para and the number of the Report of the Committee should invariably be indicated at the top of each note, and the note should be signed by the Secretary or Joint secretary concerned.

(ii) 40 final copies of such notes/memoranda should be sent.

(iii) The notes should be got vetted by Audit.

(iv) In columns (2) to (4), particulars as given in the Appendix to the Report should be reproduced.

ANNEXURE B

Government of Kerala
.....Department

**Statement showing the progress of action on the Recommendations/Conclusions contained in the.....
Report of the Estimates Committee**

Sl. No. (as in the Appendix to the report)	Reference to Para No. of the report	Summary of recommendation/conclusion	Government's reply	Remarks
1	2	3	4	5

Date:

Secretary/Additional Secretary/Joint Secretary to Government.

Points to be noted:

- (i) The last column should be left blank, for the use of the Legislature Secretariat.
- (ii) 30 copies of the Statement (in foolscap size) should be furnished.
- (iii) Each report should be treated as a separate entity. Statement showing the action taken on the recommendations contained in each report should be forwarded separately.
- (iv) Ordinarily, a separate page should be set apart for each recommendation. If, however, a number of recommendations do not call for any specific action by Government, they may be dealt with on the same page.
- (v) There should be a title page attached to each set of statements, indicating the number of the Report and the Sl. Nos. of the recommendations dealt with.
- (vi) As far as possible, a comprehensive reply, covering all the recommendations in a report should be sent.

APPENDIX 16

List of Public Undertakings

(Referred to in para 1 1 1)

Sl. No.

Name of concern

STATUTORY CORPORATIONS, BOARDS, ETC.

1. Kerala Financial Corporation
2. Kerala State Warehousing Corporation
3. Kerala State Road Transport Corporation
4. Kerala State Electricity Board
5. The Kerala State Housing Board

GOVERNMENT COMPANIES

6. Kerala Fisheries Corporation Ltd. (Fully Government owned Company)
7. Kerala State Tourism Development Corporation Ltd. do.
8. Kerala State Industrial Development Corporation Ltd. do.
9. Kerala Premo Pipe Factory Ltd. do.
10. Kerala State Small Industries Corporation Ltd. do.
11. Plantation Corporation of Kerala Ltd. do.
12. Kerala Ceramic Ltd. do.
13. Trivandrum Spinning Mills Ltd. do.
14. Kerala Electrical and Allied Engineering Co., Ltd. do.
15. Kerala Soaps and Oils Ltd. do.
16. Travancore Plywood Industries Ltd. do.
17. Trivandrum Rubber Works Ltd. do.
18. Kerala Land Development Corporation Ltd. do.
19. The Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Ltd. do.
20. The State Farming Corporation of Kerala Ltd. do.
21. The Kerala State Industrial Enterprises Ltd. do.

<i>Sl. No.</i>	<i>Name of concern</i>	
22.	The Kerala Minerals and Metals Ltd.	(Fully Government owned Company)
23.	The Kerala State Drugs and Pharmaceuticals Ltd.	do.
24.	The Kerala State textile Corporation Ltd. (Subsidiary to Kerala State Industrial Development Corporation)	do.
25.	The Kerala State Electronics Development Corporation Ltd.	do.
26.	The Handicrafts Development Corporation of Kerala Ltd.	do.
27.	The Kerala State Bamboo Corporation Ltd. (Subsidiary to the Kerala Handicrafts Development Corporation)	do.
28.	Kerala State Cashew Development Corporations Ltd.	do.
29.	Kerala State Financial Enterprises Ltd.	do.
30.	Forest Industries (Travancore) Ltd.	(Majority shareholding Company)
31.	Travancore Titanium Products Ltd.	do.
32.	Travancore-Cochin Chemicals Ltd.	do.
33.	Kerala Water Transport Corporation (Under liquidation)	do.
34.	Pallathra Bricks and Tiles Ltd.	do.
35.	Traco Cables Ltd.	do.
36.	United Electrical Industries Ltd.	do.
37.	Transformers and Electricals (Kerala) Ltd.	do.
38.	Kerala Agro-Industries Corporation Ltd.	do.
39.	The Kerala Agro-Machinery Corporation Ltd. (Subsidiary to Kerala Agro-Industries Corporation)	do.
40.	The Chalakudi Potteries Ltd.	do.
41.	The Kerala Handloom Finance and Trading Corporation Ltd.	do.
42.	The Kerala Coir Corporation Ltd.	(Fully Government owned Company)

APPENDIX 17
(See Paragraph 6 of Preface to the Second Edition)

**Constitutional Provisions having a bearing on the budget,
Finance and Accounts**

148. *Comptroller and Auditor General of India.*—(1) There shall be a Comptroller and Auditor-General of India who shall be appointed by the President by warrant under his hand and seal and shall only be removed from office in like manner and on the like grounds as a judge of the Supreme Court.

(2) Every person appointed to be the Comptroller and Auditor-General of India shall, before he enters upon his office, make and subscribe before the President, or some person appointed in that behalf by him, an oath or affirmation according to the form set out for the purpose in the Third Schedule.

(3) The salary and other conditions of service of the Comptroller and Auditor-General shall be such as may be determined by Parliament by law and, until they are so determined shall be as specified in the Second Schedule:

Provided that neither the salary of a Comptroller and Auditor-General nor his rights in respect of leave of absence, pension or age of retirement shall be varied to his disadvantage after his appointment.

(4) The Comptroller and Auditor-General shall not be eligible for further office either under the Government of India or under the Government of any State after he has ceased to hold his office.

5. Subject to the provisions of this Constitution and of any law made by Parliament, the conditions of service of persons serving in the Indian Audit and Accounts Department and the administrative powers of the Comptroller and Auditor-General shall be such as may be prescribed by rules made by the President after consultation with the Comptroller and Auditor-General.

6. The administrative expenses of the office of the Comptroller and Auditor-General, including all salaries, allowances and

pensions payable to or in respect of persons serving in that office, shall be charged upon the Consolidated Fund of India.

149. Duties and Powers of the comptroller and Auditor-General.—The Comptroller and Auditor-General shall perform such duties and exercise such powers in relation to the accounts of the Union and of the States and of any other authority or body as may be prescribed by or under any law made by Parliament and, until provision in that behalf is so made, shall perform such duties and exercise such power in relation to the accounts to the Union and of the States as were conferred on or exercisable by the Auditor-General of India immediately before the commencement of this Constitution in relation to the accounts of the Dominion of India and of the Provinces respectively.

150. Power of Comptroller and Auditor-General to give directions as to accounts.—The accounts of the Union and of the States shall be kept in such form as the Comptroller and Auditor-General of India may, with the approval of the Provinces respectively.

151. Audit Reports.—(1) The reports of the Comptroller and Auditor-General of India relating to the accounts of the Union shall be submitted to the President, who shall cause them to be laid before each House of Parliament.

(2) The reports of the Comptroller and Auditor-General of India relating to the accounts of a State shall be submitted to the Governor of the State, who shall cause them to be laid before the Legislature of the State.

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199. Definitions of “Money Bills”.—(1) For the purposes of this Chapter, a Bill shall be deemed to be a Money Bill if it contains only provisions dealing with all or any of the following matters namely:—

(a) The imposition, abolition, remission, alteration or regulation of any tax;

(b) the regulation of the borrowing of money or the giving of any guarantee by the State, or the amendment of the law with

respect to any financial obligations undertaken or to be undertaken by the State;

(c) the custody of the Consolidated Fund or the Contingency Fund of the State, the payment of moneys into or the withdrawal of moneys from any such Fund;

(d) the appropriation of moneys out of the Consolidated Fund of the State;

(e) the declaring of any expenditure to be expenditure charged on the Consolidated Fund of the State, or the increasing of the amount of any such expenditure;

(f) the receipt of money on account of the Consolidated Fund of the State in the public account of the State or the custody or issued of such money; or

(g) any matter incidental to any of the matters specified on sub-clauses (a) to (f).

(2) A Bill shall not be deemed to be a Money Bill by reason only that it provides for the imposition of fines or other pecuniary penalties, or for the demand or payment of fees for licenses or fees for services rendered, or by reason that it provides for the imposition, abolition, remission, alteration or regulation of any tax by any local authority or body for local purposes.

(3) If any question arises whether a Bill introduced in the Legislature of a State which has a Legislative Council is a Money Bill or not, the decision of the Speaker of the Legislative Assembly of such State thereon shall be final.

(4) There shall be endorsed on every Money Bill when it is transmitted to the Legislative Council under Article 198, and when it is presented to the Governor for assent under Article 200, the certificate of the Speaker of the Legislative Assembly signed by him that it is a Money Bill.

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202. *Annual Financial Statement.*—(1) The Governor shall in respect of every financial year cause to be laid before the House of Houses of the Legislature of the State a statement of the estimated receipts and expenditure of the State for that year in this part referred to as the “annual financial statement”.

(2) The estimates of expenditure embodied in the annual financial statement shall show separately:—

(a) the sums required to meet expenditure described by this Constitution as expenditure charged upon the Consolidated Fund of the State; and

(b) the sums required to meet other expenditure proposed to be made from the Consolidated Fund of the State; and shall distinguish expenditure on revenue accounts from other expenditure.

(3) The following expenditure shall be expenditure charged on the Consolidated Fund of each State:—

(a) the emoluments and allowances of the Governor and other expenditure relating to his office;

(b) the salaries and allowances of the Speaker and the Deputy Speaker of the Legislative Assembly and, in the case of a State having a Legislative Council, also of the Chairman and the Deputy Chairman of the Legislative Council;

(c) debt charges for which the state is liable including interest sinking fund charges and redemption charges , and other expenditure relating to the raising of loans and the service and redemption of debt;

(d) expenditure in respect of the salaries and allowances of Judges of any High Court;

(e) any sums required to satisfy any judgment, decree of award of any court or arbitral tribunal;

(f) any other expenditure declared by this Constitution, or by the Legislature of the State by law, to be so charged.

203. Procedure in Legislature with respect to estimates.—(1) So much of the estimates as relates to expenditure charged upon the Consolidated Fund of a State shall not be submitted to the vote of the Legislative Assembly, but nothing in this clause shall be construed as preventing the discussion in the Legislature of any of those estimates.

(2) So much of the said estimates as relates to other expenditure shall be submitted in the form of demands for grants to the Legislative Assembly, and the Legislative Assembly shall have power to assent, or to refuse to assent, to any demand, or to assent to any demand subject to a reduction of the amount specified therein.

(3) No demand for a grant shall be made except on the recommendation of the Governor.

204. Appropriation Bills.—(1) As soon as may be after the grants under Article 203 have been made by the Assembly, there shall be introduced a Bill to provide for the appropriation out of the Consolidated Fund of the State of all moneys required to meet—

(a) the grants so made by the Assembly; and

(b) the expenditure charged on the Consolidated Fund of the State but not exceeding in any case the amount shown in the statement previously laid before the House or Houses.

(2) No amendment shall be proposed to any such Bill in the House of either House of the Legislature of the State which will have the effect of varying the amount of altering the destination of any grant so made or of varying the amount of any expenditure charged on the Consolidated Fund of the State, and the decision of the person presiding as to whether an amendment is inadmissible under this clause shall be final.

(3) Subject to provision of Articles 205 and 206, no money shall be withdrawn from the Consolidated Fund of the State except under appropriations made by law passed in accordance with provisions of this article.

205. Supplementary, additional or excess grants.—(1) The Governor shall—

(a) if the amount authorised by any law made in accordance with provisions of Article 204 to be expended for particular service for the current financial year is found to be insufficient for the purposes of that year or when a need has arisen during the current financial year for supplementary or additional

expenditure upon some new service not contemplated in the annual financial statements for that year,
or

(b) if any money has been sent on any service during a financial year in excess of the amount granted for the service and for that year, cause to be laid before the House or the Houses of the Legislature of the State another statement showing the estimated amount of that expenditure or cause to be presented to the Legislative assembly of the State a demand for such excess as the case may be.

(2) The provisions of Articles 202, 203 and 204 shall have effect in relation to any such statement and expenditure or demand and also to any law to be made authorising the appropriation of moneys out of the Consolidated Fund of the State to meet such expenditure or grant in respect of such demand as they have effect in relation to the annual financial statement and the expenditure mentioned therein or to a demand for a grant and the law to be made for the authorisation of appropriation of moneys out of the Consolidated Fund of the State to meet such expenditure or grant.

206. *Votes on account, Votes of Credit and exceptional grants.*—(1) Notwithstanding anything in the foregoing provisions of this Chapter, the Legislative Assembly of a State shall have power—

(a) to make any grant in advance in respect of the estimated expenditure for a part of any financial year pending the completion of the procedure prescribed in Article 203 for the voting of such grant and the passing of the law in accordance with the provisions of article 204 in relation to that expenditure;

(b) to make a grant for meeting an unexpected demand upon the resources of the State when on account of the magnitude or the indefinite character of the service the demand cannot be stated with details ordinarily given in an annual financial statement;

(c) To make an exceptional grant which forms no part of the current service of any financial year;

and the Legislature of the state shall have power to authorise by law the withdrawal of moneys from the Consolidated Fund of the State for the purposes for which the said grants are made.

(2) The provisions of article 203 and 204 shall have effect in relation in the making of any grant under clause (1) and to any law to be made under the clause as they have effected in relation to the making of a grant with regard to any expenditure mentioned in the annual financial statement and the law to be made for the authorisation of appropriation of moneys out of the Consolidated Fund of the State to meet such expenditure.

207. *Special provisions as to financial Bills.*—(1) A Bill or amendment making provision for any of the matters specified in sub-clauses (a) to (f) of clause (1) of Article 199 shall not be introduced or moved except on the recommendation of the Governor, and a Bill making such provision shall not be introduced in a Legislative Council;

Provided that no recommendation shall be required under this clause for the moving of an amendment making provision for the reduction or abolition of any tax.

(2) A Bill or amendment shall not be deemed to make provision for any of the matters aforesaid by reason only that it provides for the imposition of fines or other pecuniary penalties, or for the demand or payment of fees for licences or fees for services rendered, or by reason that it provides for the imposition, abolition, remission, alteration or regulation of any tax by any local authority or body for local purposes.

(3) A Bill which if, enacted and brought into operation, would involve expenditure from the consolidated Fund of a State shall not be passed by a House of the Legislature of the State unless the Governor has recommended to that House the consideration of the Bill.

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209. *Regulation by law of procedure in the Legislature of the State in relation to financial business.*—The Legislature of a State may, for the purpose of the timely completion of financial business, regulate by law the procedure of, and the conduct of business in, the House or Houses of the Legislature of the State in relation to any financial matter or to any Bill for the appropriation of moneys out of the Consolidated Fund of the State, and, if and so far as any provision of any

law so made is inconsistent with any rule by the House or either House of the Legislature of the State under clause (1) of Article 208 or with any rule or standing order having effect in relation to the Legislature of the State under clause (2) of that article, such provision shall prevail.

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258. *Power of the Union to confer powers, etc., on States in certain cases.*—(1) Notwithstanding anything in this Constitution, the President may, with the consent of the Government of a State, entrust either conditionally or unconditionally to that Government or to its officers, functions in relation to any matter to which the executive power of the Union extends.

(2) A law made by Parliament which applies in any State may, notwithstanding that it relates to a matter with respect to which Legislature of the State has no power to make laws, confer powers and impose duties, or authorise the conferring of powers and the imposition of duties, upon the State or officers and authorities thereof.

(3) Where by virtue of this article powers and duties have been conferred or imposed upon a State or officers or authorities thereof, there shall be paid by the Government of India to the State such sum as may be agreed, or, in default of agreement, as may be determined by an arbitrator appointed by the Chief Justice of India, in respect of any extra costs of Administration incurred by the State in connection with the exercise of those powers and duties.

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265. *Taxes not to be imposed save by authority of law.*—No tax shall be levied or collected except by authority of law.

266. *Consolidated Funds and Public Accounts of India and of the States.*—(1) Subject to the provisions of Article 267 and to the provisions of this Chapter with respect to the assignment of the whole or part of the net proceeds of certain taxes and duties to States, all revenues received by the Government of India, all loans raised by that Government by the issued of treasury bills.

loans or ways and means advances and all moneys received by that Government in repayment of loans shall form one consolidated fund to be entitled “the Consolidated Fund of India” and all revenues received by the Government of a State, all loans raised by that Government by the issue of treasury bills, loans or ways and means advances and all moneys received by that Government in repayment of loans shall form one consolidated fund to be entitled “the Consolidated Fund of the State”.

(2) All other public moneys received by or on behalf of the Government of India or the Government of a State shall be credited to the public account of India or the public account of the State, as the case may be.

(3) No moneys out of the Consolidated Fund of India or the Consolidated Fund of the State shall be appropriated except in accordance with law and for the purposes and in the manner provided in this Constitution.

267. Contingency Fund—(1) Parliament may by law establish a Contingency Fund in the nature of an imprest to be entitled “the Contingency Fund of India” into which shall be paid from time to time such sums as may be determined by such law, and the said Fund shall be placed at the disposal of the President to enable advances to be made by him out of such Fund for the purposes of meeting unforeseen expenditure pending authorisation of such expenditure by Parliament by law Article 115 or Article 116.

(2) The Legislature of a State may by law establish a Contingency Fund in the Nature of an imprest to be entitled “the Contingency Fund of the State” into which shall be paid from time to time such sums as may be determined by such law, and the said Fund shall be placed at the disposal of the Governor of the State to enable advances to be made by him out or such fund for the purposed of meeting unforeseen expenditure pending authorisation of such expenditure by the Legislature of the state by law under article 205 or article 206.

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280. Finance Commission.—(1) The President shall, within two years from the commencement of this Constitution and thereafter at the expiration of every fifth year or at such earlier time as the President considers necessary by order constitute a Finance Commission which shall consist of a Chairman and four other members to be appointed by the President.

(2) Parliament may by law determine the qualification which shall be requisite for appointment as members of the commission and the manner in which they shall be selected.

(3) It shall be the duty of the Commission to make recommendations to the President as to—

(a) the distribution between the Union and the States of the net proceeds of taxes which are to be, or may be, divided between them under this Chapter and the allocation between the States of the respective shares of such proceed;

(b) the principles which should govern the grant-in-aid if the revenues of the States out of the Consolidated Fund of India;

(c) any other matter referred to the Commission by the President in the interest of sound finance.

(4) The Commission shall determine their procedure and shall have such powers in the performance of their functions as Parliament may by law confer on them.

281. *Recommendations of the Finance Commission.*—The President shall cause every recommendation made by the Finance Commission under the provisions of this Constitution together with an explanatory memorandum as to the action taken thereon to be laid before each House of Parliament.

282. *Expenditure defrayable by the Union or a State out of its revenues.*—The Union or a State may make any grants for any public purpose, notwithstanding that the purpose is not one with respect which Parliament or the Legislature of the State, as the case may be, may make laws.

283. *Custody, etc., of Consolidated Funds, Contingency Funds and moneys credited to the Public Accounts.*—(1) The custody of the Consolidated Fund of India and the Contingency Fund of India the payment of moneys into such Funds, the withdrawal of moneys therefrom, the custody of public moneys other than those credited to such Funds received by or on behalf of the Government of India, and the withdrawal of moneys from such account and all other matters connected with or ancillary to matters aforesaid shall be regulated by law made

by Parliament, and, until provision in that behalf is so made, shall be regulated by rules made by the President.

(2) The custody of the Consolidated Fund of a State and the Contingency Fund of a State, the payment of moneys into such funds, the withdrawal of moneys therefrom, the custody of public moneys other than those credited to such funds received by or on behalf of the Government of the State, their payment into the public account of the State and the withdrawal of moneys from such account and all other matters connected with or ancillary to matters aforesaid shall be regulated by law made by the Legislature of the State, and, until provision in that behalf is so made, shall be regulated by rules made by the Governor of the State.

284. *Custody of suitors' deposits and other moneys received by public servants and courts.*—All moneys received by or deposited with—

(a) any officer employed in connection with the affairs of the Union or of a State in his capacity as such, other than revenues or public moneys raised or received by the Government of India or the Government of the State, as the case may be, or

(b) any court within the territory of India to the credit of any cause, matter, account of persons, shall be paid into the public account of India or the public account of the State, as the case may be.

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290A. *Annual Payment to certain Devaswom Funds.*—A sum of forty-six lakhs and fifty thousand rupees shall be charged on, and paid out of, the Consolidated Fund of the State of Kerala every year to the Travancore Devaswom Fund; and a sum of thirteen lakhs and fifty thousand rupees shall be charged on, and paid out, the Consolidated Fund of the State of Tamil Nadu every year to the Devaswom Fund established in that State for the maintenance of Hindu temples and shrines in the territories transferred to that State on the 1st day of November, 1956, from the state of Travancore-Cochin.

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293. *Borrowing by States.*—(1) Subject to the provisions of this article, the executive power of a state extends to borrowing

within the territory of India upon the security of the Consolidated Fund of the State within such limits, if any, at may from time to time be fixed by the Legislature of such State by law and to the giving of guarantees within such limits, if any, as may be so fixed.

(2) The Government of India may, subject to such conditions as may be laid down by or under any law made by Parliament, make loans to any State or, so long as any limits fixed under Article 292 are not exceeded, give guarantees in respect of loans raised by any State, and any sums required for the purpose of making such loans shall be charged on the Consolidated Fund of India.

(3) A state may not without the consent of the Government of India raise any loan if there is still outstanding any part of a loan which has been made to the State by the Government of India or by its predecessor Government, or in respect of which a guarantee has been given by the Government of India or by its predecessor Government.

(4) A consent under clause (3) may be granted subject to such conditions, if any, as the Government of India may think fit to impose.

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360. Provisions as to financial emergency.—(1) If the President is satisfied that a situation has arisen whereby the financial stability or credit of India or of any part of the territory thereof is threatened, he may by a Proclamation make a declaration to that effect.

(2) The provisions of clause (2) of article 352 shall apply in relation to a Proclamation issued under this article as they apply in relation to a Proclamation of Emergency issued under Article 352.

(3) During the period any such Proclamation as in mentioned in clause (1) is in operation, the executive authority of the Union shall extend to the giving of directions to any State to observe such canons of financial propriety as may be specified in the directions, and to the giving of such other directions as the President may deem necessary and adequate for the purpose.

(4) Notwithstanding anything in this constitution—

(a) any such direction may include—

- (i) a provision requiring the reduction of salaries and allowances of all or any class of persons serving in connection with the affairs of a State;
- (ii) a provision requiring all Moneys Bills or other Bills to which the provisions of article 207 apply to be reserved for the consideration of the President after they are passed by the Legislature of the State;

(b) it shall be competent for the President during the period any Proclamation issued under this article is in operation to issue direction for the reduction of salaries and allowances of all or any persons serving in connection with the affairs of the Union including the Judges of the Supreme Court and the High Courts.

(5) Notwithstanding anything in this Constitution—

(a) the satisfaction of the President mentioned in clause (1) shall be final and conclusive and shall not be questioned in any court on any ground;

(b) subject to the provisions of clause (2), neither the Supreme Court nor any other court shall have jurisdiction to entertain any question on any ground, regarding the validity of—

- (i) a declaration made by Proclamation by the President to the effect stated in clause (1); or
- (ii) the continued operation of such Proclamation.

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366. Definitions.—In Constitution, unless the, context otherwise requires, the following expression have the meanings hereby respectively assigned to them, that is to say—

(1) “agricultural income” means agricultural income as defined or the purposes of the enactments relating to Indian income tax;

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(4) “borrow” includes the raising of money by the grant of annuities, and “loan” shall be construed accordingly;

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(6) “Corporation tax” means any tax on income so far as that tax is payable by companies and is a tax in the case of which the following conditions are fulfilled:—

(a) that it is not chargeable in respect of agricultural income;

(b) that no deduction in respect of the tax paid by companies is, by any enactments which may apply to the tax, authorised to be made from dividends payable by the companies to individuals;

(c) that no provision exists for taking the tax so paid into account in computing for the purposes of Indian income tax the total income of individuals receiving such dividends, or in computing the Indian income tax payable by, or refundable to, such individuals;

* * *

(8) “debt” includes any liability in respect of any obligation to repay capital sums by way of annuities and any liability under any guarantee, and “debt charges” shall be construed accordingly;

(9) “estate duty” means a duty to be assessed on or by reference to the principal value, ascertained in accordance with such rules as may be prescribed by or under law made by Parliament or the Legislature of a State relating to the duty, of all property passing upon death or deemed, under the provisions of the said laws, so to pass;

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(12) “goods” includes all materials, commodities, and articles,

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(17) "pensions" means a pension, whether contributory or not, of any kind whatsoever payable to or in respect of any person, and includes retired pay so payable, a gratuity so payable and any sum or sums so payable by way of the return, with or without interest thereon any other addition thereto, of subscriptions to a provident fund:

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(26) "securities" includes stock;

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(29) "tax on income" includes a tax in the nature of an excess profits tax;

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FORMS

FORM K.B.M. 1
[See Paragraph 29A (5)]
Number of Government officers on different scales of pay

Major Heads	All India Service Officers	1400—1500	1150—1650	1050—1550	950—1450	850—1450	750—1250	750—1200	710—1200	700—1200	600—1200	560—1100	535—835	510—995	495—835	465—775	445—835	435—835	435—775
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

FORM K.B.M. 1—(Contd.)

Major Heads	410—715	405—660	345—580	330—575	325—660	285—550	285—540	275—525	255—455	240—540	240—445	235—395	230—385	215—370	210—340	200—285	196—265	Fixed pay	Others	Total
1	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

Note:—The scales shown above are subject to revision from time to time.

FORM K.B.M. 2
[See Paragraph 29 A (5)]
**Number of Government Officers drawing different
rates of Dearness Allowance**

Major Heads	53.5 per cent of pay (those who draw pay up to Rs. 300)	39.5 per cent of pay (subject to minimum of Rs. 158 and a maximum of Rs. 343) (Pay range Rs. 300-900)	Rs. 345 (those who draw above Rs. 900 up to 1600)	Rs. 303 subject to marginal adjustment so that pay plus D.A. shall not be less than Rs. 1943 or exceed Rs. 2400 (those who draw above 1600 upto Rs. 2250)	Total
1	2	3	4	5	6

*Note:—*The rate shown above are subject to revision from time to time.

FORM K.B.M. 3
[See Paragraph 29 A (5)]
**Number of Government Officers drawing different rate of
House Rent Allowance**

Major Heads	*6 per cent of pay subject to a minimum of Rs. 18 in Municipal areas, Taluk, Headquarters, Guruvayoor Township, etc.	*8 per cent of pay subject to a maximum of Rs. 30 in Municipal Corporation areas.	Total
1	2	3	4

*Subject to revision from time to time.

FORM K.B.M. 4
[See Paragraph 29 A (5)]
Contingent Establishment

Major Heads	Full-time	Part-time	Total
1	2	3	4

FORM K.B.M. 5
[See Paragraph 29 A (5)]
**Statement of sanctioned posts in each Permanent and Temporary
Establishment (Both Gazetted and Non Gazetted)**

Class or category of establishment	Details of appointments in each class or category	Scale of Pay	Number of persons at each rate of pay	Pay that will be drawn on 1st April next	Provision to be made in the budget estimates of the ensuing financial year on account of each class or category of officers or subordinates	Authority for charge in the strength or scale of pay as compared with the current year's budget estimate	Remarks
1	2	3	4	5	6	7	8

FORM K.B.M. 8
(See Paragraph 30)

List of Cases/Schemes where the expenditure is expected to exceed appreciably the amount originally intimated to the Legislature during.

Sl. No.	Name of the scheme and head of account	Amount of sanctioned original estimate	Amount of revised estimate	Increase	Reasons for increase
1	2	3	4	5	6

FORM K.B.M. 9
(See Paragraph 30)

Particulars or properties or assets proposed to be transferred free of cost or sold at concessional rates to outside bodies/Institution/parties

Sl. No.	Brief description of properties	Name of transferee	Purpose for which the transfer is made	Remarks
1	2	3	4	5

Instructions

1. As many columns as are required should be opened for the several units of appropriation under each minor head or sub-head. There should be separate columns for showing the total figures under each unit of appropriation and under each sub-head and minor head.

2. There should be a separate register for each grant head or, if only a single register is maintained, there should be separate pages for each grant head. Separate registers may also be opened for Plan and Non-Plan expenditure. If however, there is only one register, separate pages may be allotted for Plan and Non-Plan expenditure.

3. If no separate appropriation has been communicated to an officer for a particular head, no allotment should be entered for that head, but there should be a column with the appropriate heading so that the expenditure may be properly classified.

4. Any increase or decrease in the original allotment sanctioned by the competent authority should be entered in red ink below the original figure by means of a plus or minus figure.

5. An isolated payment in another district may be indicated in the remarks column. Where, however, a disbursing officer has to make frequent payments in a number of districts, separate portions of the same form may be set apart for recording the transactions in each district if a separate page may be opened for each district, with an additional page for the totals.

6. A disbursing officer should close the accounts for each month in accordance with the date of closing the sub-treasury accounts. If he has dealings with a number of sub-treasuries which close their accounts on different dates, he should close his accounts in regard to his transactions with each sub-treasury on the date on which that particular sub-treasury close its accounts. The same procedure applies to the closing of the accounts of transactions with a district treasury. In the month of March, all transactions of the month should be entered upto, and including, the last day of the month. Transactions of a month which take place in the month after the accounts of the month have been closed should be included in the accounts of the following month. Large

payments made after the closing of the accounts should, however, be indicated in the remarks column of the disbursing officer's monthly report to his immediate controlling officer.

7. A disbursing officer should include in his register the pay and allowances of gazetted officers subordinate to him who are not heads of offices and who draw from the treasury only their own pay and allowances.

8. The figures to be entered against serial number 2 of the monthly account will be those shown against serial number 6 in the previous month's account. Liabilities incurred during the month on account of supplies ordered and expected to be received and paid for during the year should be entered against serial number 7(b). Payments made on account of liabilities discharged should be posted against serial number 7(c) as soon as the liabilities are discharged with a corresponding plus entry against serial number 3 or 5.

FORM K.B.M. 13
[See Paragraph 70 (2)]
Liability Register for the year.

Office of the.
Grant No

Serial No.	Designation of Disbursing Officer	Month of Report	Serial No. in liability statement	Nature of liability	No. and date of indent or commercial letter	Agency on which indent is placed	Estimated cost	Permissible excess over the estimated cost (where applicable)
1	2	3	4	5	6	7	8	9

FORM K.B.M. 13—(Contd.)

Total liabilities (Cols. 3+9)	Probable month and year in which the expenditure will be accounted for in the departmental expenditure statement		Initials of the Branch Officer	Record of payment		Balance commitment [col. 10 minus col.14 (b)]		Initials of the Branch Officer	Remarks
	Month and year	Amount of expenditure likely to be incurred		(a)	(b)	(a)	(*b)		
				Month and year	Amount	Amount	Year(s) in which it is likely to be discharges		
10	11	12	13	14		15		16	17

Note:—Cols. 2, 3 and 4 will be used only in the Register of Liabilities maintained by) the Controlling Officers (in respect of cases reported by their Disbursing Officers)

*If the balance commitment is to be discharged during more than one financial year, the year-wise break-up of the amount should be indicated.

LIABILITY STATEMENT FOR THE MONTH OF
Part I—Statement of liabilities incurred during the month of report

Office of the.....
Grant No

Serial No.	Name of liability	No. and date of indent or connected letter	Agency on which indent is placed or demand is made	Estimated cost	Permissible excess over the estimated cost (where applicable)	Total liability (Col. 3 + Col. 6)	Probable month in which the expenditure will be accounted for in the departmental expenditure statement		Remarks
							Month	Expenditure likely to be incurred	
1	2	3	4	5	6	7	8	9	10

Part II—Payments made against liabilities and liabilities cancelled or finally paid off

Month in which included in Part I and Sl. No. therein		Record of payment		Balance commitment		Remarks
Month in which liability was reported	Serial No.	(a)	(b)	(a)	*(b)	
		Month and year	Amount	Amount	Year (s) in which the balance commitment is likely to be charged	
1	2	3		4	5	

Note:—1. In Col.2, the number to be entered will be the serial number of the liability in the liability statement in which it was first reported.

2. In the remarks column, the following information should also be given—

- (i) If payment against a liability is likely to be made, not in the month originally indicated, but in some other month, the latter should be indicated. If change in the month of payment is the only information to be given in respect of a liability, the columns to be used will be 1, 2 and 5.
- (ii) Similarly, if the whole or part of liability has been cancelled or otherwise extinguished, the fact may be mentioned and brief reasons given
- (*) If the balance commitment is to be discharged during more than one financial year, the year-wise break-up of the amount should be indicated.

Part III—Progressive amount of Outstanding Commitments

Month in which liability was reported	Serial No.	Balance Commitments	
		(a) Amount	(b)* Year(s) in which the balance commitment is likely to be discharged
1	2	3	
Total			

Note:—1. This is a list of liabilities which are pending. i.e. those which have not been paid off or otherwise extinguished or cancelled.

2. In column 2, the number to be entered will be the serial number of the liability in the liability statement in which it was first reported.

*If the balance commitment is to be discharged during more than one financial year, the year-wise break-up of the amount should be indicated.

FORM K.B.M. 14
[See Paragraphs 71 and 72 (3)]
**Subordinate of chief Controlling Officers consolidated Register of expenditure
and liabilities for the month of19.....**

Office of the
Demand No.
Major head

Sl. No.	Particulars	Minor head																			Remarks	
		Sub-head																				
		Units of appropriation/detailed heads																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	23	
1	Appropriation ..																					
2	Expenditure to end of preceding month ..																					
3	Disbursement during the month ..																					
	District of payment Account of																					
4	Total disbursement of the month ..																					
5	Accountant General's adjustments—																					
	Self as disbursing officer																					
	Officer X																					
	“ Y																					
	“ Z																					
6	Total adjustments ..																					
7	Progressive total of expenditure, including adjustments ..																					
8	Liabilities—																					
	Officer X ..																					
	“ Y ..																					
	“ Z ..																					
9	Total liabilities ..																					
10	Total progressive expenditure PLUS Liabilities (7 + 9) ..																					

Note:—Separate registers should be maintained for Plan and Non-Plan expenditure. When a single register is maintained, separate pages should be allotted for Plan and Non-plan expenditure.

FORM K.B.M. 18
[See Paragraph 79 (27)]
PUBLIC WORKS DEPARTMENT

Circle:

Major Head:

Statement of Progressive Circle Expenditure upto the end of..... 19.....

Number	Minor Head	Detailed heads of account	Circle appropriation up to end of the month	Change in appropriation	Modified appropriation	Circle expenditure to end of last month during the year	Expenditure during the month				Total expenditure up-to-date	Liabilities				Total liabilities and expenditure	Remarks
							Division					Division					
							A	B	C	Total		A	B	C	Total		
1	2	3	4	5	6	7	8				9	10				11	12

Note:—In the case of the Chief Engineer, the expressions ‘State’ and ‘Circle’ should be substituted ‘Circle’ and ‘Division’ respectively.

FORM K.B.M. 21
 [See Paragraph 80 (2) and 80 (3)]
FOREST DEPARTMENT

circle

**Register for consolidating-----reports of expenditure for the month of.....19.....
 subordinate officers**

Account heads major heads. (minor heads, sub-heads and units of appropriation)	Appropriation as modified from time to time	Expenditure to end of the preceding month	Expenditure during the month (as per reports)					Progressive total to end of the month	Remarks
			Officer A	Officer B	Officer C	Officer D	Total		
1	2	3	4					5	6

FORM K.B.M. 22
[See Paragraph 86]

Form of Application/Sanction for Reappropriation of Funds

Department or Office:

Item Number	Head of account (in full)	Existing modified appropriation	Actual expenditure up-to-date	Modification proposed/san- ctioned (+ for an increase) (- for a reduction)
(1)	(2)	(3)	(4)	(5)
		Rs.	Rs.	Rs.

Head to be increased

.....
.....

Head to be reduced

.....
.....

Note:—(1) In working out the “Existing modified appropriation” (column 3) besides the original appropriation and the supplementary appropriation (if any), only the amounts actually reappropriated (from/to the unit) and resumed should be taken into account.

(2) The reasons for the modifications proposed should be detailed overleaf.

(Overleaf)

Item Number
(1)

Reasons of modifications
(2)

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(Note: Unless otherwise specified, the numbers in the right hand side denote paragraphs)

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