



By Spl. Messenger

GOVERNMENT OF KERALA
Finance (Budget Wing - J) Department

CIRCULAR

No. 62/2013/Fin.

Dated, Thiruvananthapuram, 5th August, 2013

Sub: - Local Government Institutions - Utilisation of Funds Devolved - Details of Expenditure and Unspent Balance - Called for -Reg.

- Ref:- 1. G.O. (P) No.177/2006/Fin. dated 12.04.2006.
2. G.O. (P) No.603/2007/Fin. dated 22.12.2007.
3. G.O(Ms) No.103/2012/LSGD dated 16.04.2012.
4. Circular No.42/2012/Fin. dated 17.07.2012.
5. Circular No.56/2012/Fin. dated 29.09.2012.

As per the recommendations of State Finance Commission, Funds for Traditional Functions, Expansion & Development and Maintenance Expenditure (Road and Non-Road Assets) are being devolved to the Local Government Institutions. Local Governments have their own income/collections, which are also to be deposited in MCFA -I/ MFA - I/ DPFA - I/ BPFA -I /VPFA - I, as the case may be. In addition to the above, funds for the implementation of Centrally Sponsored Schemes, State Sponsored Schemes, Pension Schemes etc. are being released to Local Government Institutions. Certain Local Government Institutions are availing loan from Financial Institutions as per the norms prescribed by Government.

2. In order to evaluate the expenditure incurred by the Local Government Institutions during the financial year 2012-13 and the unspent balance as on 31st March, 2013 under the respective accounts, all the Secretaries of the Local Self Government Institutions are hereby directed to furnish online, the details (on the basis of figures as reconciled with the treasuries concerned) in the Proformae No. I to VII (as appended to the circular 4th referred) through the web portal www.sfc.kerala.gov.in/budget for which user ID and password issued for 2012-13 can be used. The brief instructions for filling the proformae are appended to this circular as Annex. The detailed instructions

can be downloaded from the help menu in the Home page. The details in Proforma No. I to VII have to be furnished online by all the Local Government Institutions **on or before 5th September, 2013** to the following Controlling authorities.

District Panchayats	-----	Local Self Government Department in the Government Secretariat
Block Panchayats	--- --	Commissioner for Rural Development
Grama Panchayats	-----	Deputy Director of Panchayats concerned
Municipal Corporations	-----	Director of Urban Affairs
Municipalities	-----	Director of Urban Affairs

3. The Controlling authorities will have to log into the web portal using the user ID and password already allotted and approve and forward the same online to the concerned Deputy Director, Local Fund Audit **before 30th September, 2013 after verification**. The Controlling authorities will have to simultaneously forward printouts of Proformae I to VII to Finance Department. The Deputy Directors of Local Fund Audit will scrutinise the details furnished by the Local Governments and forward the same to Finance Department online **before 19th October, 2013**.

4. While auditing the accounts of the Local Government Institutions, the Deputy Directors of Local Fund Audit will verify the details in the proformae received with reference to records/registers maintained by the Local Self Government Institutions and invariably report the discrepancies/deviations, if any, to Government in the Finance (Budget Wing -J) Department as early as possible without fail.

M.GIREES KUMAR
Officer on Special Duty
(Finance-Resources)

To

The Principal Accountant General (Audit/ A&E), Kerala, Thiruvananthapuram.
The Accountant General (LBA&A), Kerala, Thiruvananthapuram.

The Commissioner for Rural Development, Thiruvananthapuram.

The Director of Panchayats, Thiruvananthapuram.

The Director of Urban Affairs, Thiruvananthapuram.

The Director of Treasuries, Thiruvananthapuram.

The Director of Local Fund Audit, Thiruvananthapuram.

The Deputy Director of Panchayats, All Districts.

The Deputy Director of Local Fund Audit, All Districts

All Local Self Government Institutions.

The Principal Secretary, Local Self Government Department.

The Local Self Government (FM/ AA) Department.

~~The Finance (S.F.C-B/C) Department.~~

✓ The Nodal Officer, www.finance.kerala.gov.in

Stock File/Office Copy.

Forwarded/ By Order


Section Officer

ANNEX**Instructions for Data Entry**

- Data Entry User after logging in with his user ID and password may go to My Forms→ Proforma I → Add New and enter the data in Proforma I.
- In order to reduce data entry of Opening Balance, Receipts, Payments, Closing Balance in each of Proformae II to VII, the Local Government Institutions are requested to first enter the above details in Proforma I and then save.
- By saving the data in Proforma I, details of Opening Balance, Receipts, Payments, Closing Balance in respect of each category of funds will automatically be saved in Proformae II to VII.
- After saving the data, go to My Forms→ Form Actions→ Select Year→ submit for approval button (can take back if there is error or for correction).
- Then Approve User after logging in with his user ID and password may go to My Forms → Proforma I and verify the figures.
- If those are found correct go to Form Actions→ Select Year→ Approve/Reject.
- Only after approval of Proforma I by Approve User, Proforma II to VII will be available for data entry.
- The data entry user can enter details of break up in Proformae II to VII.
- If there is variation / error in break up details, message will be displayed on top of the page.
- Make corrections and save each Proforma and submit it to Approve User.
- The Approve User may approve the Proformae, take print out and send it to Finance Department and the Controlling authorities. Proforma I to VII will be available by online to each of the Controlling authority for verification/approval/rejection (separate User ID and password already provided to the Controlling authorities in the last year).