

Government of Jammu & Kashmir
Directorate of Rural Development Kashmir
Website:-drdk.nin.in/emailaddress:rddkashmir@gmail.com Fax No.0194-2310471

CIRCULAR

Matter Most urgent

Subject:- Submission of Monthly Drawl / Expenditure Statement and 0515-Revenue Component.

Attention of all subordinate offices is drawn towards instructions issued from time to time regarding submission of Monthly Expenditure statement and Revenue Component statement at the end of the month.

It has been observed that these instructions are not being strictly adhered to leading to various issues with consolidation of expenditure/revenue and subsequent forwarding of same to Administrative Department.

In this context, the following instructions are issued/reiterated for strict compliance and adherence:-

1. The consolidated Expenditure statement and Revenue component in respect of each Head of account should be submitted to this office within a maximum period of seven days of the month following the month to which these relate as per the instructions laid in Kashmir Budget Manual. Any expenditure statement received after said date shall not be accepted.
2. The expenditure figures of offices from whom the expenditure statement is not received by the said date will be presumed to be "Nil" and consequently excess budget allotment shall be withdrawn through BEAMS.
3. The expenditure and Revenue statements should reach this office both by post as well as by mail. The mailed copy should be in MS-Excel format and should be named in the below syntax
"Expenditure_(office name)_ (Month)_(Year)"
e.g. Expenditure_ Block Khag_May_2019. The subject of the mail should also be in the same syntax.
4. The Expenditure statement should be accompanied with drawal statement from concerned Treasury.
5. The expenditure/ drawal statement/ revenue component should be strictly, as per the format devised by this office enclosed as **Annexure-"A"** to this circular. The schemes/ Major Heads/Sub office not pertaining to particular office should be filled as **"0.00"** (Zero) and not left as blank.

No.DRDK/Acctts/Circular/ 58-70-6070

Copy to the:-

1. Director Finance, Department of Rural Development and PR J&K Jammu for information.
2. Project Officer SE/Accounts Officer DRDA _____ (All) for information.
3. Project Officer WE/ACD _____ (All) for information.
4. District Panchayat Officer _____ (All) for information.
5. Executive Engineer REW _____ (All) for information.
6. Block Development Officer _____ (All) for information.
7. P.A to Director DRDK Srinagar for information of the worthy Director.

07.05.19
Director
Rural Development Kashmir
Dated: 7 .05.2019