

No.10/1/2013-FR(LOC/NP)
GOVERNMENT OF MANIPUR
SECRETARIAT: FINANCE DEPARTMENT
(Resources Section)

JS/Singh

OFFICE MEMORANDUM
Imphal, the 15th June, 2013

Subject:- Procedure for drawal of non-salary funds under Non-Plan

Attention is hereby drawn to the Government order vide No.12/1/2012-FC dated 03/04-2012 whereby complete ban was placed, inter alia, on issue of Letter of Credit and drawal/encashment of funds in respect of items of non-salary expenditures under non-plan. The ban was partially relaxed on July 12, 2012 in respect of GPF Advance and Withdrawal, Medical Reimbursement, Gratuity, Reimbursement of TA/DA, Arrear of salary, on July 14, 2012 in respect of Electricity & Water charges, and on July 16, 2012 in respect of GPF Final Withdrawals, Cash in-lieu of unutilized leave, Group Insurance Scheme Death-cum-Retirement Gratuity, and payment of wages, remuneration and honoraria

2. The procedure regarding issue of drawal/encashment of funds for all non-plan expenditure has been further reviewed. It has been decided that no ad-hoc or case by case letters of credit and encashment permissions for drawal of funds in respect of such expenditures will, henceforth, be issued. Instead, the Departments will draw/encash funds for all non-plan non-salary expenditure upto a monthly limit of their total annual budgetary provisions (worked out by dividing the total yearly allocation for such items in 12 (twelve) equal parts) subject to a Quarterly Letter of Credit issued by the Finance Department. Funds can be drawn upto the limit provided the expenditure/drawal is covered by sanctions issued as per rules and within the delegated powers approved by the Government or with concurrence of the Finance Department.

3. Monthly allocation/provisions that remain unused/undrawn within a particular month can be carried over to the next month within the same quarter. However, no amounts/funds can be drawn beyond the Quarterly Letter of Credit, irrespective of the unspent monthly limit or provisions in the budget. The unspent amounts of a particular quarter will lapse and will not be carried over to the next quarter. Moreover, the Departments that do not furnish their expenditure statement of the previous quarter in the beginning of the next quarter will have their Letter of Credit for the subsequent quarter reduced by 10% of the annual provisions. In no case, carryover of any unspent funds will be allowed in the last quarter of the year.

4. All Treasuries/Sub-Treasuries Officers will keep an account of the monthly allocable limit in respect of non-salary non-plan budgetary provisions and will strictly ensure that drawal/encashment of funds by the Departments are in accordance with the sub-allocation