

No.41256/F2/A3/2016/
GOVERNMENT OF PUDUCHERRY
FINANCE DEPARTMENT

Puducherry, dt. 02/06/2016

CIRCULAR

Sub: Finance Department – Submission of Grants-in-aid proposals-
Instructions/Guidelines-Reg.


Ref.: Circular of even number dt. 01/06/2015 of Finance Department,
Puducherry.

It has been noticed that many Autonomous Bodies have not completed/furnished the Annual Reports & Audited Accounts for the previous year(s) with the proposal of grant-in aid, due to non-completion of the Audit Compliance Report in time and have not fulfilled the requirement of G.F.Rs, in regard to the sanction of GIA for various purposes.

2. Hence, it is reiterated that all the PSUs/Corporations/Societies/Boards etc. should follow the G.F.Rs provisions said below and the Annual Accounts should be completed within the prescribed time limit:-

- a) Under Rule 212(1) of G.F.Rs, the release of GIA in excess of 75% of the total amount sanctioned for the subsequent financial year shall be done only after the Utilization Certificate and Annual Audited Report relating to GIA released in the preceding year are submitted to the satisfaction of the Dept. Concerned.
 - b) Under Rule 212(2) (i) of G.F.Rs, the Annual Reports and Accounts of Private and Voluntary Organizations receiving /recurring grants-in-aid to the tune of Rs.25 lakhs and above, should be laid on the Table of the House within nine months of the close of the succeeding financial year of the Grantee Organization.
3. Moreover, it should be ensured that whether the Grants-in-aid proposals are in order containing the following as was instructed by Finance Department in the earlier Circular dt. 01/06/2015:-
- i) Audit Report for the Annual Accounts of previous year(s)
 - ii) Utilization Certificates of the previous due period in the prescribed formats duly countersigned.
 - iii) Check list for the release of GIA
 - iv) Salary statement in detail for the staff of the institutions and month wise requirement of funds.
 - v) Expenditure Statement in detail for office contingencies
 - vi) Revenue accrued/collected by the grantee institutions.
4. The above said instructions/rules should be scrupulously followed while presenting the proposals of GIA to Finance Department. Proposals deficient on the above requirements should not be entertained and referred to Finance Department by the Concerned Department.

-/By Order/-


(P. AUGUSTIN LUCIEN DIAGOU)
Under Secretary to Govt.(Finance)

To

1. All PSUs/Corporations/Societies/Boards(As per Mailing List)
2. All Head of Departments concerned
3. All SAOs/JAOs of Head of Departments/Institutions concerned.

Copy to:-

1. The Secretary to Govt. concerned
2. The Secretariat Depts. concerned- With a request to scrutinize the proposals of GIA thoroughly and ensure that the proposals are in complete shape, as per the guidelines issued
3. Budget Officer/DD(Ways& Means)
4. All Sections of Finance Dept.