

**GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT  
FINANCE DEPARTMENT  
(Budget Section)**

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**No.G.24011/2/2017-18/F1(B)**

Puducherry, dated 09.08.2018

**CIRCULAR**

**Sub:** Finance Department (Budget) – Expenditure management – Procedure for sanction & release of Grants-in-aid to Government institutions / Autonomous Bodies / Corporations / Societies / Boards etc.- Instructions – Issued.

**Ref:** This Department's Circular of even number dated 03.08.2018

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In pursuance of para 1(ii) of the Circular cited on the subject mentioned above, all the Heads of Departments / Secretariat Departments are advised to follow the procedure mentioned below, for drawal of Grant-in-aid provided in the budget under various schemes to Government institutions / Autonomous Bodies / Corporations / Societies / Boards etc..

- (a) The Heads of Departments shall submit proposal through Finance Department for scheme-wise block sanction for each Organization / Body receiving the grant for the entire amount of Grants-in-aid (Object head 31), Grants for creation of Capital Assets (Object head 35) & Grant-in-aid Salaries (Object head 36) allocated in the Budget for that Organisation.
- (b) After issue of block sanction, the department shall submit proposal to Finance Department for release of amount on quarterly basis or at periodical intervals according to necessity. The Finance Department, after ensuring availability of sufficient funds in the relevant head of account, shall issue release order to the extent of actual requirement sought for by the department, after taking into account the cash balance position.
- (c) The Grant-in-aid Salaries (object head 36) shall be released by Finance Department on quarterly basis. The Department shall present bill to DAT for Grant-in-aid Salaries on monthly basis. In case, if the release order covers Salary for past months, the bill may be presented including the claims of the past months covered by the release order. The Heads of Departments shall process the Grant-in-aid Salaries proposals expeditiously and ensure timely payment of Salary.

(d) In respect of CSS funds which are also released as Grants-in-aid, the departments shall follow the above procedure detailed in para (a) above by projecting the expected release from Gol in a particular year as well as the State Share, for obtaining block sanction. The departments shall submit proposal to Finance Department for issue of release order based on the communication from DAT confirming receipt of money under CSS under the particular scheme including the proportionate State Share then and there. In the event of any variation / reduction in receipt of money from Gol subsequently, necessary revised sanction shall be obtained by the department in the fourth quarter.

// By Order //

  
9/8/18

(V. RAVISANKAR)  
BUDGET OFFICER

To

The Heads of Departments / Secretariat Departments.

Copy to

1. The Director of Accounts & Treasuries, Puducherry.
2. The Under Secretary I & II (Finance), Chief Secretariat, Puducherry.
3. The Director, Planning & Research Department, Puducherry.
4. The Deputy Director (Ways & Means), Chief Secretariat, Puducherry.