



No.CSB-1(1)/2018 – 19/Budget/Accts.

Date : 07.03.2018

C I R C U L A R

Sub : Allocation of funds towards payment of Salaries during 2018 – 19 -
Revision of format of monthly GIA Indent - Reg.

With reference to the subject cited above, it is to state that the Ministry of Textiles / GoI had allocated funds towards payment of Salaries in the Budget Estimate [BE] 2018-19 in respect of CSB under the following Budget heads as detailed below :

Budget Heads	
01.02.36	Grants towards Admn. Expenses - GIA - Salaries
57.03.36	Grants towards Deve. Of Silk Industry – Special Component for Scheduled Caste [SP SC] – G I A – Salary
68.00.36	Grants towards Deve. Of Silk Industry – Tribal Area Sub Plan [T S P] – G I A – Salary
01.00.35	Grants towards Deve. Of Silk Industry in North Eastern Areas [NEA] - G I A - Salary

In this connection, it is requested that regular Employees, who belong to the category of **SC & ST** may be identified and the actual requirement of funds towards payment of monthly Salary & Allowances may be estimated and furnished for the year 2018 - 19 immediately. In the similar way Skilled Farm Workers [both Temporary status conferred & Other Labourers] belong to category of **SC & ST** may be identified and the actual requirement of funds towards payment of monthly Wages & Allowances may be estimated and furnished for 2018 – 19 to Central Office immediately. On receipt of the said information the allocation of approved Budget Estimates [BE] 2018 – 19 would be made for the Units.

In view of the above, the requirement of funds on monthly basis may be indented in the **revised format** enclosed herewith.

Expenditure towards payment of Wages in respect of Temporary Status conferred SFWs who belong to the General category may continued to be booked under the PLAN - Salary or NE- Salary heads as the case may be.

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Similarly, Expenditure towards payment of Wages in respect of **Non-conferred Temporary Status SFWs** who belong to the General category may continued to be booked under the PLAN-General or NE-General heads as the case may be.

Receipt of Grants and the Expenditure towards payment of Salary & Allowances & Wages to TS – SFWs are required to be accounted separately under the respective Budget heads – Plan-Salary, SC-Salary, ST-Salary & NE – Salary in the Books of Accounts for the financial year 2018 – 19. Accordingly the Monthly Accounts Statements & Annual Accounts / Annual Expenditure Statements are required to be prepared & submitted to Central Office.

It may be noted that the requisition for monthly Grants in respect of the Main Unit/Institute & its nested units are required to be furnished in the enclosed revised monthly GIA Indent commencing from the financial year 2018 – 19 & onwards, without fail.



[R. SATHISH KUMAR]
DIRECTOR [FINANCE]

Encl : As stated :

TO :

REQUEST FOR RELEASE OF GRANTS FOR THE MONTH OF :

ANNEXURE - A

NAME OF THE UNIT:

- Plan-Salary
- SCSP-Salary
- TSP-Salary
- NE-Salary
- Plan-General
- NE-General
- Plan-Capital
- NE-Capital

TOTAL

(Rs. In lakhs)

SL.NO	PARTICULARS	SALARY (36)				GIA-GENERAL (REVENUE) (31)				CAPITAL ASSETS (35)			GRAND TOTAL (5+10+13)	
		PLAN (1)	SCSP (2)	TSP (3)	NE (4)	TOTAL (5)	PLAN (6)	SCSP (7)	TSP (8)	NE (9)	TOTAL (10)	PLAN (11)		NE (12)
1	Budget Estimate/Revised Estimate communicated by CO													
2	Grants received from C.O.													
3	a) Expenditure upto end of previous month													
	b) Expenditure upto the date of indent													
4	GIA available at the beginning of the month (2-3a)													
5	GIA balance (approx.) available on the date of requisition for Grants (2-3b)													
6	GIA required to be released (in case GIA required for any special purpose, the same to be mentioned in detail)													

CERTIFICATE FOR RELEASE OF GRANTS

Certified that:

Date

- 1 Cash/Bank Book and Ledger books are updated
- 2 Bank Reconciliation Statement is done upto
- 3 Trial Balance for the month of
- 4 Computerisation of Accounts (FAS) has been done upto

SIGNATURE