

Endorsement on B2-5185/2021 dated 14.06.2021 of the District Court, Kozhikode.

Copy of OM. No. FW6-32256/2021(6) dated:03.06.2021 of the Hon'ble High Court of Kerala is communicated to the following Judicial Officers for information and necessary action. They are requested to furnish the details to this court, **in duplicate**, in the prescribed proforma **on or before 23.06.2021.**



(By Order)

Sheristadar.

To

1. The Special Addl. Sessions Court (Marad Cases), Kozhikode.
2. The Addl. District & Sessions Court for the trial of cases related to atrocities and sexual violence towards Women & Children, Kozhikode.
3. The Fast Track Special Court, Kozhikode/ Koyilandy.
4. The Sub Court, Kozhikode/ Vatakara / Koyilandy.
5. The Principal Munsiff Court-I / II, Kozhikode.
6. The Munsiff Court, Koyilandy / Vatakara / Nadapuram.
7. The Munsiff-Magistrate Court, Perambra / Payyoli/Thamarassery.
8. The Gram Nyayalaya, Kunnummal, Kuttiady.
9. The Gram Nyayalaya, Koduvally, Thamarassery.

Copy to:

1. The Court Manager, District Court, Kozhikode.
2. The Senior Superintendent, District Court, Kozhikode.
3. The Junior Superintendent- I/II/III/IV, District Court, Kozhikode.
4. Seat B1, B1(a), B1 (b), B3, B4, B5, A1, A2, District Court, Kozhikode.
5. The Official Receiver, District Court, Kozhikode
6. The Computer Section, District Court, Kozhikode(for publishing in the website)



THE HIGH COURT OF KERALA

Ernakulam – 682031
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Date: 03/06/2021

FW6- 32256/2021(6)

OFFICIAL MEMORANDUM

Sub: Subordinate Courts – Budget Estimates – 2022-2023 - Preparation of – instructions – reg.

Budget Estimates for the financial year 2022-2023 are to be submitted to the Government by August 2021. Hence all Subordinate Controlling Officers are directed to furnish the Budget Estimates in the prescribed proforma duly signed by the Controlling Officer, to the Finance Wing, High Court on or before 30th June 2021. The proforma can be downloaded from the website <https://hckerala.gov.in>. The estimates should be forwarded as **soft copy** from the official e-mail address of the courts, to the email address: financehcbud.ker@nic.in. **The time limit should be strictly adhered to.** The e-mail shall invariably accompany a scanned copy of covering letter, signed by the Sub Controlling Officer, along with the detailed budget estimates in the prescribed proformas in spreadsheet format (excel, libre office, open office etc). **Hard copies** of the budget estimates **should not be forwarded** to the High Court.

Care should be taken to ensure that the budget is not prepared in a routine manner and that the Budget estimates do not turn out to be either excessive or inadequate later on. **The requirements for the year should be assessed precisely with reference to all available data.** Reasons for significant variations with previous years estimates, if any, shall be furnished wherever required. The following instructions are issued for strict compliance regarding the preparation of Budget Estimates 2022-2023.

1. Consolidated statements for each head for all the courts under the concerned Sub Controlling Officer only should be furnished.
2. **The amount of HRA is not to be shown.** Instead, the classification of the place (i.e. A/B/C/D), as per Government notifications, wherein the incumbent is

working, should be indicated correctly.

3. **The amount of Bonus and Special Festival Allowances are not to be shown** in the fixed allowances column. It is noticed that the fixed allowances are not usually shown correctly. Hence it shall be ensured that the fixed allowance shown against each category is duly in agreement with the 11th Pay Revision Order and subsequent Government orders in this regard.
4. Estimates for posts remaining vacant temporarily, but likely to be filled up shall be included.
5. Detailed statements of Office Expenses – The requirement for each item shall be included exactly as in the proforma.
6. The estimates towards the Repair and Maintenance and POL charges of the cars purchased for the 1 Additional District Judges as per the recommendations of the First National Judicial Pay Commission also shall be included under the Heads of Account 800-93-21-Motor Vehicles-2-Repair and Maintenance and 800-93-45-POL respectively.
7. Detailed statement showing the requirement for computer-related expenditure including acquisition of hardware (computer spare parts, storage devices, etc.) / software as well as development and maintenance of software, maintenance of computer such as AMC of computers etc., shall be included under the sub head 99-Information Technology.
8. The Estimates relating to rent of residential building occupied by the Judicial Officers shall be shown under the head 800-93-06-RRT only.
9. A statement showing the departmental figures of actual expenditure from 01.04.2021 to 30.06.2021 shall be forwarded to this Office, in the first week of July 2021 itself.
10. Specific reasons shall be furnished if the variation between the proposal under each head for the year 2022-2023 and the actual expenditure for the year 2020-2021 exceeds by 15%.

11. The expenditure incurred for the operation of diesel generators shall be included under the head 45- POL as in the proforma.
12. Estimates for wages of part-time contingent employees, persons drawing consolidated pay and daily wages shall be shown in the separate proforma under the head 02-Wages.
13. The daily wages of drivers of pool cars shall be included under the head 800-93-02- 5-Daily Wages.

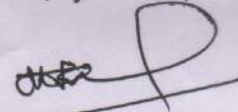
The budget estimates of the Judiciary are prepared by the High Court on the basis of the information furnished by the subordinate controlling Officers. Therefore, all the Officers are directed to personally see that the details furnished are correct and realistic.

In case of any doubt regarding the preparation of statements, the Finance Wing, High Court may be contacted for clarification. (Ph: 0484-2562989, 0484-2562991, 0484-2562996)

The budget estimates of Gram Nyayalayas, erstwhile Fast Track Courts, Official Receivers and the newly established Fast Track Special Courts for the Trial of POCSO Cases (Head of account "2014-00-103-96-01"), are to be furnished by the District Judges separately.

The Budget estimates of the Temporary JFCM Courts/Additional Chief Judicial Magistrate Courts established under the 13th Finance Commission Award are to be furnished by the Chief Judicial Magistrates separately.

(By Order)



Mathews K. Nelluvely

Registrar (Finance)

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To

1. All District Court Judges (14).
2. All Family Court Judges (28).
3. All Motor Accident Claims Tribunals (24).
4. The STAT, Ernakulam.
5. The Special Judges, Special Court (SPE/CBI)-I, II and III at Ernakulam (3).
6. The Special Judge, Special Court (SPE/CBI), Thiruvananthapuram.
7. Special Judge, Special Court for Idamalayar Investigations, Ernakulam.
8. Special Judges, NDPS Courts, Vadakara and Thodupuzha (2).
9. Wakf Tribunal, Kozhikode.
10. The Judges, Special Courts for the Protection for Civil Rights of SC/ST (POA Act Cases) Manjeri, Mananthavady, Mannarkkad & Kottarakkara (4).
11. All Chief Judicial Magistrates (14).
12. The Additional Chief Judicial Magistrate (for the trial of Economic Offences), Ernakulam.
13. The Additional Chief Judicial Magistrate for the trial of criminal cases against sitting & former MPs/MLAs at Ernakulam.
14. The Administrative Records Section, High Court.
15. The File.