

DISTRICT COURT, KOZHIKODE

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Court Complex,
Cherootty Road,
Kozhikode.
PIN : 673 032.

OFFICIAL MEMORANDUM**No. B2- 2623 / 2022****Date:14.03.2022**

Sub:- Estt. District Court, Kozhikode – Budget Estimate 2021-22- Demand No.III-
Surrender of savings- Reg.

Read: O.M. No. HCKL/175/2022- FW6 dated: 02.03.2022 of the Hon'ble High Court of
Kerala.

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The financial year is nearing completion and it has to be ensured that the Budget Grant for the year is utilised optimally. The surrender of savings at the end of the financial year should be kept at lowest possible level and unutilised funds, if any, under all heads of account are to be surrendered. Hence the following directions are issued to all Drawing and Disbursing Officers for strict compliance.

1. All Drawing and Disbursing Officers should ensure that the funds remaining with them are utilised in full, effectively, by 31.03.2022.
2. If the funds allotted to them are not likely to be fully utilised on or before 31.03.2022, they should retain only that portion which can be utilised before 31.03.2022, and the remaining amount shall be surrendered Immediately through BIMS along with reason , so that the funds can be redistributed to those in need.
3. All Drawing and Disbursing Officers shall furnish details of the allotment received, expenditure incurred and surrender of savings for the financial year 2021-22, to the District Court in the prescribed proforma, latest by 31st March 2022 (The Proforma can be downloaded from the website of the District Court, Kozhikode).
4. It may be noted that the expenditure from 01.04.2021- 31.12.2021 to be shown in column No. 3 of the Proforma is the **reconciled expenditure** for the first 9 months of the financial year.
5. The amount disbursed towards Onam Advance under each minor head of account shall also be furnished in the proforma. Amount disbursed in respect of part-time contingent employees and other employees shall be shown separately.
6. Soft copy of the statement of surrender of savings in spreadsheet format shall be

furnished to the District Court, Kozhikode through email (courtkkd.ker@nic.in), in addition to the hard copy)

7. All Drawing and Disbursing Officers are directed to ensure the correctness of the statements furnished.

To


DISTRICT JUDGE


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 Seat B1, District Court, Kozhikode.
2. The Computer Section, District Court, Kozhikode (for Publishing in the website)