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**FINANCE (BUDGET) DIVISION  
DEPARTMENT OF FINANCE,  
GOVERNMENT OF GOA,  
SECRETARIAT, PORVORIM – GOA- 403 521**

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No. 1/2/2018-FIN(BUD)/MISC/330

Dated: - 21/02/2022

**C I R C U L A R**

Central Government releases grants to States for specific purpose/activities. The provisions for these grants are done under respective budget heads of concerned departments. The unutilized grants are required to be returned back to the Central Government.

Therefore, all the Heads of Departments are hereby instructed to ensure full utilization of these funds in time so that no amount is left unspent. However, in case of unutilized amount, a detailed explanation be sent to the Budget Department while seeking approval for refund.

Henceforth, the order of refund of unspent amount shall be issued by concerned Head of Department/Head of Office, by obtaining the concurrence of Finance (Budget) Department. The refund order shall be as per the format prescribed overleaf.

This issues with the approval of Government and in consultation with Directorate of Accounts.

*P. Bhat*  
22/02/2022

(Pranab G. Bhat)

**Under Secretary Finance (Budget-I)**

To,

All Heads of Department, Government of Goa.

**Copy for information to:-**

- 1- The Dy. Accountant General, Indian Audit & Accounts Department, Office of Accountant General Goa, Audit Bhavan, Alto, Porvorim.
- 2- The Director, Directorate of Accounts, Panaji – Goa.
- 3- The Directorate of Planning, Statistics & Evaluation, Pundalik Nagar, Porvorim, Goa.
- 4- Guard File.
- 5- O/c.

25/02/22



(CONCERNED DEPARTMENT)

File No.

Date:

ORDER

Sanction is hereby conveyed to refund an unspent amount of Rs. \_\_\_\_\_ (In words and figures) out of the total amount of Grant in aid of Rs. \_\_\_\_\_ (In words and figures) received from the (name of Ministry from which funds were received) vide Sanction Letter No. \_\_\_\_\_ Dated \_\_\_\_\_. The said amount has been sanctioned, released and credited to the Consolidate Fund of India.

The Director of Accounts is hereby authorised to refund the amount to (Name of Ministry to which the amount is to be refunded to), Ministry Code \_\_\_\_\_, to the tune of Rs. \_\_\_\_\_ (In words and figures) by issuing necessary inter Government advice through Reserve Bank of India.

The expenditure may be classified under Demand No. \_\_\_\_ Head of Account \_\_\_\_\_ (along with nomenclature). An order for opening this Head of Account issued by Finance (Budget) Department is attached herewith. (If required)

This is issued with the concurrence of Administrative Secretary (Name of concerned Department) & Finance (Budget) Department vide U.O. No \_\_\_\_ Dated & U.O. No \_\_\_\_\_ Dated respectively.

s/d

(H.O.D)

Copy to:

1. The Director, Directorate of Accounts, Panaji-Goa.
2. The Accountant General Goa, Audit Bhavan, Porvorim.
3. The Concerned Department, Central Government.
4. Guard File.
5. Office Copy.