

Special Attention

**DEPARTMENT OF INDUSTRIAL TRAINING
(KERALA STATE)**

I.1/12783/2012

Thycaud, Thiruvananthapuram

Dated: 07/03/2013

From

The Director of Training

To

- 1 The Special Officer.
Staff Training Institute'
Kazhakuttom
- 2 The Additional State Project Director ,SPIU,
RI Centre, ITI Chackai
- 3 The Joint Director of Training,
Directorate of Training
- 4 The Joint Director(RDT), SIC (In charge),
Directorate of Training.
- 5 The Principal:
ITIs/BTC/AVTS

Sir,

Sub: - I.T.D- Planning – Spending Plan Fund- Directions issued- Reg

Ref: - (1) Government circular No.31/12/Fin dated-02-06-2012.

(2) Government circular No.10/13/Fin dated-21-01-2013.

Government have issued strict instructions vide Government circular cited, regarding the spending of plan fund. The detailed Circulars are available at www.finance.kerala.gov.in. Please note that 28th & 29th March.2013 are Public holidays and hence care should be taken to present all bills, related to Plan scheme, before 27th March. In this circumstance, all Project heads/Principals/DDOs under the Department are directed to adhere the instructions/directions issued by the Government.

It is decided to review the progress of expenditure under Plan scheme 2012-13 on a weekly and daily basis during the ^{remaining} period of this Financial Year. Plan expenditure henceforth, till the end of this financial year, should be reported in the prescribed format by last working day of every week at itdplanning@gmail.com. All Principals and DDOs are directed to report head wise expenditure daily, starting from 20-03-2013 onwards, to this office, by e-mail, at the above mentioned address, before 4 pm, till the end of the current financial year.

All Principals and DDOs are directed to report the expenditure over phone or at the e-mail address given below. Also the name and contact phone number of the Principal/DDOs or the official authorized to report the expenditure should be intimated immediately on receipt of this letter. All the Principals and DDOs should ensure, if someone else is authoraised, that the person is doing the job correctly and promptly.

On the last working day of the financial year, the Principal/DDOs and the other officer' authoraised to report expenditure, should not leave the office without ensuring that final expenditure details are reported to the Directorate. Any lapse in this regard will be viewed seriously and appropriate action will be taken.

Phone: 0471-2322490
Mob: 9895691731
e-mail – itdplanning@gmail.com

Yours faithfully,



Director of Training.


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