

## CHAPTER 10

### MISCELLANEOUS EXPENDITURE

#### I- GENERAL

**201.** The term 'miscellaneous expenditure' applies generally to all expenditure in the civil departments, which does not fall under the category of pay and allowances of Government servants, pensions, supplies & services and repairs & maintenance, grants-in-aid, contributions, stores or works.

The powers delegated to subordinate authorities to sanction items of miscellaneous expenditure as defined above, for which no special power, scale or limit has been prescribed by any rule, code or order are specified in the Delegation of Financial Power.

**Note:** Grants-in-aid and contributions have, however, been dealt with in this Chapter for the sake of convenience.

**202.** Miscellaneous expenditure is subject generally to the rules of procedure which apply to expenditure on supplies & services and repairs & maintenance, except in so far as it may be governed by any special rules or orders made by competent authority.

#### II- REFUNDS OF REVENUE

**203.** Refunds of revenue are broadly classified as –

- (i) refunds to which the claimants are legally entitled, and
- (ii) refunds which are made *ex gratia*, Government being under no legal obligation to make them.

**Note 1:** Refunds of revenues are not regarded as expenditure for purposes of grants or appropriations.

**Note 2:** Remissions of revenue allowed before collection are to be treated as reduction of demands and not as refunds.

**204.** Subject to the provisions of the relevant rules, the sanction necessary for refunds of revenue will be regulated by the orders of the competent authority and by departmental rules and orders contained in the departmental manuals, etc.

The sanction may either be given on the voucher itself or quoted in it, a certified copy being attached when such orders are not separately communicated to the Accounts Officer concerned.

**205.** Before a refund of any kind, otherwise in order, is allowed, the original demand or realisation as the case may be, must be traced and a reference to the refund should be so recorded against the original entry in the cash book or other documents as to make the entertainment of a double or erroneous claim impossible. Any acknowledgement previously granted should, if possible, be taken back and destroyed and a note of the repayment recorded on the counterfoil of the receipt.

### **III- GRANTS-IN-AID, CONTRIBUTIONS, ETC.**

#### **GRANTS TO PUBLIC BODIES, INSTITUTIONS, ETC.**

**206.** The sanction necessary for payment of grants-in-aid or contributions to educational and other institutions, local bodies and Co-operative Societies, and of educational scholarships is regulated by the orders contained in the Delegation of Financial Powers and detailed rules made by competent authority under the powers vested in them. The following instructions are issued for the guidance of sanctioning authorities in the matter of according sanctions for grants-in-aid.

**207.** (1) Unless in any case Government directs otherwise, every order sanctioning a grant should specify clearly the object for which it is given and the conditions, if any, attached to the grant. In the case of non-recurring grants for specified objects, the order should also specify the time limit within which the grant or each instalment of it is to be spent.

(2) Only so much of the grant should be paid during any financial year as is likely to be expended during that year. In the case of grants for specific works or services such as buildings, water supply schemes and the like, the sanctioning authority should use its discretion in authorising payments according to the needs of the work. The authority signing or countersigning a bill for grant-in-aid under SR. 256 of the Treasury Rules should see that money is not drawn in advance of requirements. There should be no occasion for a rush for payment of these grants in the month of June.

(3) Before a grant is paid to any public body or institution, the sanctioning authority should as far as possible insist on obtaining an audited statement of the account of the body or institution concerned in order to see that the grant-in-aid is justified by the financial position of the grantee and to ensure that any previous grant was spent for the purpose for which it was intended. Unless specifically required under provisions of the relevant Act, it is not essential for this purpose, however, that the accounts should be audited in every case by the office of the Comptroller & Auditor General and it will be sufficient therefore if the accounts are certified as correct by a chartered accountant or other recognised body of auditors. In the case of small institutions, which cannot afford to obtain the services of a chartered accountant or other registered body of auditors, the sanctioning authority may exercise its discretion of exempting any such institution from the submission of accounts audited in this fashion.

The authority sanctioning a grant, while communicating the sanction to the Chief Accounts Officer concerned should state whether the audited statement of accounts has been received when required, or whether the grantee has been exempted from submitting the statement.

*Note:* This order applies both to non-official institutions and to semi-official ones, such as Public Clubs, etc.

**208.** In cases in which conditions are attached to the utilization of a grant in the form of specification of particular objects of expenditure or the time within which the money must be spent, or otherwise, the departmental officer on whose signature or counter-signature the grant-in-aid bill was drawn should be primarily responsible for certifying to the Accounts Officer, where necessary, the fulfillment of the conditions attaching to the grant, unless there is any special rule or order to the contrary. The certificate should be furnished in such form and at such intervals as may be agreed between the Chief Accounts Officer and the head of the department concerned. Before recording the certificate, the certifying officer should take steps to satisfy himself that the conditions on which the grant was sanctioned have been or are being fulfilled. For this purpose he may require the submission to him at suitable intervals of such reports, statements, etc., in respect of the expenditure from the grant as may be considered necessary. Where the accounts of expenditure from the grant are inspected or audited locally, the inspection or audit report, as the case may be, will either include a certificate that the conditions attaching to the grant have been or are being fulfilled or will give details of the breaches of those conditions.



**209.** Unless it is otherwise ordered by Government, every grant made for a specific object is subject to the implied conditions:-

- (i) that the grant will be spent upon the object within a reasonable time, if no time limit has been fixed by the sanctioning authority; and
- (ii) that any portion of the amount which is not ultimately required for expenditure upon that object should be duly surrendered to Government.

#### **EXPENDITURE FROM DISCRETIONARY GRANTS**

**210.** When under orders of competent authority, an allotment for discretionary grants is placed at the disposal of a particular official, the expenditure from such grants will be regulated by general or special orders of the Government, specifying the objects for which the grants can be made and any other condition that should apply to them. Such grants must be non-recurring, i.e., not involving any future commitments.

#### **OTHER GRANTS**

**211.** Grants, Subventions, etc., other than those dealt with in the foregoing paras, can be made only under special orders of Government.

### **IV- COMPENSATION TO CIVIL OFFICERS FOR LOSS OF PROPERTY**

**212.** (1) All cases in which it is proposed to grant compensation to any civil officer for the accidental loss of his property should be referred to Government for orders through the Administrative Department concerned.

(2) Compensation will not ordinarily be granted to a Government servant for any loss to his property, which is caused by an act of God as, earthquake, floods, etc., or which is due to ordinary accident, which may occur to any citizen, e.g., loss by theft, or as the result of a railway accident, fire, etc. The mere fact that, at the time of the accident, the Government servant is technically on duty or is living in Government quarters in which he is forced to reside for the performance of his duties will not be considered as a sufficient ground for the grant of compensation. These points should be borne in mind while submitting proposals to Government.

### **V- SPECIAL POLITICAL EXPENDITURE**

**213.** The following rules have been prescribed for the regulation of expenditure incurred in connection with special political missions and, subject to such special orders as may be issued by Government in particular cases, these rules should be observed by all officers placed in charge of such missions.

(1) For the purposes of account and audit the expenditure should be broadly divided into two classes: -

Class I - Charges requiring the sanction of Government, either specific or general such as Pay and Allowances;

Class II - Charges which may be incurred by the officer-in-charge at his discretion within the amount of sanctioned appropriation such as initial and recurring charges for purchase of tents, camp furniture, stationery etc.

(2)(i) Officers entrusted with the expenditure under Class I are required to submit, as early as possible, detailed estimates of probable expenditure classified under 'Pay and Allowances'. No expenditure should be incurred under Class I in excess of the amount sanctioned.

- (ii) As regards expenditure under Class II, a fairly approximate estimate should be prepared. Expenditure under Class II may be incurred up to the limit of the estimates under concerned classification code when those have been approved and appropriations for recurring charges may be transferred from one classification code to another, provided the total amount is not exceeded.

(3) An officer-in-charge of a special political mission should supply himself with funds as laid down in clause (i) of SR.264 of the Treasury Rules and accounts of expenditure incurred by him should be rendered to the Chief Accounts Officer concerned in accordance with the procedure laid down in clauses (ii) to (iv) of that rule.

(4) Supply of stationery as well as of pay, travel expenses and supplies & services and repairs & maintenance bill forms should be obtained from the Controller of Printing, Stationery, Forms & Publications, and all charges should be drawn on the regular forms.

(5) Advances made for political expenditure will be held under objection until a detailed account duly supported by vouchers is furnished in adjustment of them.

(6) A store Account in form G.F.R. 16 should be kept of the articles purchased for the Toshakhana, which at the close of mission should be submitted through Government to the Accounts Officer concerned.