

No. II- 17018/Gen/2011-DGCD (CD)
Government of India
Ministry of Home Affairs
(Directorate General Civil Defence)

East Block-VII, Level-7,
R.K.Puram, New Delhi-66

Dated the May 27, 2011

To

The Chief Secretary,
Government of all States

Sub:-Timely submission of reimbursement claim in respect of authorized expenditure incurred on Civil Defence measures by the State Governments.

Sir,


I am directed to invite your kind attention to Para 4.1 to 4.10 of Civil Defence Compendium of Instructions on the subject mentioned above and to say that the Central Government reimburses 50% of the expenditure incurred by the State Government on the authorized items of Civil Defence for raising, training and equipping of Civil Defence Services etc for North- Eastern States excluding Assam and 25% for other States including Assam. In accordance with Existing financial policy as circulated vide MHA's letter No.II-17018/41/93-DGCD (CD) dated 03.02.1997, expenditure on all authorized items is first incurred by the State Governments and thereafter it is reimbursed, in the form of grants-in-aid, to the State Governments. The State Governments are required to furnish provisional (quarterly) claims for reimbursement of expenditure on authorized items till the end of each of the first three quarter i.e. June, September, and December on the basis of departmental figures of expenditure alongwith the supporting documentations such as Broad sheet statement, certificate of expenditure on authorized items and check-list etc. and the claim for the fourth quarter/ final claim is to be submitted alongwith audit certificate covering the whole year's expenditure issued by the Accountant General's Office of State concerned after the close of financial year. It has been noticed that while the provisional claims for the first three quarters are submitted more or less with in the concerned financial year, submission of final claims supported by audit certificate are inordinately delayed for years together resulting in accumulation of huge amounts of arrears payable to State Governments by the Centre. The details of pendency of provisional/ final claims of your State are annexed at annexure-'A'.

2. Due to huge pendency of re-imburement claim of the States- in some cases the claims have not been settled for more than ten years- Integrated Finance Division of MHA has taken a strong view with respect to allowing provisional reimbursement for first three quarters of any year, i.e. the provisional claim of any particular year are not being passed until the final claim (i.e. 4th quarter bill for the entire year alongwith Audit Certificate) of previous years have been settled.

3. In view of this, the State Governments are requested to make an all out efforts to prefer all pending final claims which must be duly supported by Audit Certificate from Accountant General's office of State concerned. It is also reiterated that timely submission of claims in the prescribed proforma for reimbursement is necessary for utilization of allocated funds in the Union budget each and every financial year.

This issues with the approval of DG NDRF & CD.

Yours faithfully,



(Raj Kumar)
Asstt. Director General (CD)
Tel. 011- 2671 2927