

Ref : MLA/GLA/OM-002/ITRA/2017

Date: 24/05/2017

**OFFICE MEMORANDUM NO. ITRA/002/2017**

**Sub: Utilisation of the unspent funds under ITRA-Ag&Food projects of the  
Financial Year 2016-17**

1. Based on the requests received from various institutions, it has been decided to permit the institutions executing projects under *ITRA-Ag&food* to utilise the unutilised funds lying with the institutions as on 31.03.2017, for meeting the project expenditure for the financial year 2017-18, but limited to the existing approved budget heads, provisions and limits for the project, and ensuring no overspending on any of the approved budget provisions provided in the initial budget outlay of the project.
2. In order to ensure that the funds are available for meeting the projected expenditure, institutions may take care and see to it that the demand for funds are made in advance by making appropriate timely reviews.
3. The ITRA Project Investigators (PIs) may carry out at least two project reviews every year and update us periodically and also inform us regarding the fund requirements within the approved budgetary outlay, well in advance.
4. It is necessary that we avoid any emergency situation where fund flow relating to ongoing projects is interrupted. Project Investigators (PIs) of the project and other concerned project officials are advised that the requests for subsequent releases may be made well in time, along with documents such as Progress Reports, Utilization Certificate, etc. so that such requests can be considered and processed at our end and releases made quickly.



  
George Arakal  
Director (Admin. & Finance)

Project PIs/Co-ordinators  
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