

Ref : MLA/GLA/OM-001/ITRA/2017

Date: 20/04/2017

**OFFICE MEMORANDUM NO. ITRA/001/2017**

**Sub: Utilisation of the unspent funds under ITRA projects during the extended duration of the project**

This is further to our Office Memoranda Ref. nos. GLA/MLAM/OM/006/2016 dated 17<sup>th</sup> October, 2016 & GLA/MLAM/OM/007/2016 dated 17<sup>th</sup> October, 2016, extending the duration of the projects under ITRA-Mobile & ITRA-Water until 31<sup>st</sup> July, 2017, without any enhancement in the approved total budget outlay of the Institutions executing the projects.

Based on the requests being received from various institutions and after scrutiny of utilisation of funds by the institutions as on 31.03.2017, it has been decided to permit the institutions executing projects under ITRA (Mobile & Water) to utilise the unutilised funds lying with the institutions as on 31.03.2017, for meeting the project expenditure of the extended period, but limited to the existing approved budget heads, provisions and limits for the project, and ensuring no overspending on any of the budget provisions under any head from the initial budget outlay of the project Approvals.

However, this approval is on the condition that the institutions carrying out the projects shall refrain from incurring any expenditure under SFCE (Capital expenditure) budget head during the extended period of the project by way of fresh commitments or purchases. If in any unavoidable circumstances, such an expenditure is to be inevitably incurred, this should be taken up with ITRA, on case to case basis, and explicit prior written permission taken.



  
**George Arakal**  
Director (Admin. & Finance)

To : Project PIs/Co-ordinators  
Senior Level Consultant (Techno-Commercial) / Programme Director, ITRA

Prof. N. Ahuja, Director, ITRA  
Senior Research Scientist, ITRA  
Principal Scientific Officer, ITRA  
Manager Accounts, Media Lab Asia  
ITRA-Admin.

cc : MD & CEO, Media Lab Asia  
Senior Director (Research), Media Lab Asia  
O/o. Director (Admin. & Finance), Media Lab Asia  
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