

**GOVERNMENT OF ORISSA
FINANCE DEPARTMENT**

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**No.28777(6) /F., Dt.24.06.2011
W&M(L.C.)-49/2010**

From

**Shri J.K. Mohapatra, IAS,
Principal Secretary to Government.**

To

**The Principal Secretary to Government,
Forest and Environment / Rural Development/
Water Resources Department.
**Commissioner-cum-Secretary to Government,
H & U D / Energy Department.
**E.I.C.-cum-Secretary to Government,
Works Department.******

**Sub: Online distribution of allotment relating to works expenditure
from 1st July, 2011.**

Sir,

I am directed to say that hitherto distribution of allotment for works expenditure drawn through Cheques was out of the purview of Integrated Orissa Treasury Management System (iOTMS) since the drawal were made through Cheques without the intervention of treasury. As such it was not possible to capture the distribution of budgetary allotment for works expenditure and prepare the periodic reports of works expenditure.

2. Since the system of online distribution of allotment relating to funds drawn through treasury has now been stabilized, Government have decided to extend the facility to works expenditure of Forest and Environment, Rural Development, Water Resources , Housing & Urban Development, Energy and Works Departments drawn through cheques without the intervention of treasury.

3. The proposed system will be made functional w.e.f. 1st July, 2011. The Officials of the respective budget Controlling Officers and the Divisions/Irrigation Projects have been provided hands on training with regard to distribution of allotment through iOTMS as well as checking availability of allotment prior to issue of Cheque for works expenditure and recording the particulars of the Cheque in the system.

4. The roles and responsibilities of the Administrative Department, Controlling Officers and the Divisional Officers/F.A.& C.A.Os of Irrigation Projects in operationalizing the proposed system is indicated below.

4.1 Administrative Department :

The Financial Advisor/Assistant Financial Advisor of the Administrative Department is required to apportion the budgetary provision at the disposal of each Controlling Officer under the Demand for Grant in terms of Rule 5(1) of the Delegation of Financial Power Rules, 1978, separately for the drawals to be made in shape of Bill through the treasury (treasury drawal) and works expenditure drawn through cheques (cheque drawal). They are required to make available the budgetary allocation relating to treasury drawal and cheque drawal separately in the Budget Interface and Works Expenditure Modules of iOTMS respectively. Then the authorized Officials of the Administrative Department are required to indicate the Controlling Officer-wise budgetary allocation from the budget data available in the Budget Interface and Works Expenditure Modules of iOTMS accordingly.

4.2. Controlling Officers :

4.2.1. There is no need to issue ink signed copy of allotment and Letter of Credit in Form-'A'. Distribution of allotment through Works Expenditure Module of iOTMS will substitute Letter of Credit for Works expenditure in Public Works Divisions and Irrigation Projects. Controlling Officers of Forest & Environment Department are required to issue allotment to the Forest Divisions through Works Expenditure Module of iOTMS.

4.2.2. From the budgetary allocation made available to the Controlling Officers in the Budget Interface and Works Expenditure Modules of iOTMS, the Controlling Officers will distribute the allotment separately among the Divisional Officers & FA & CAOs of Irrigation Projects in accordance with the Quarterly Expenditure Allocation (QEA) and Monthly Expenditure Plan (MEP) of the Controlling Officers based on the QEA and MEP for the Demand for Grant as fixed by the Administrative Department (*Para 6.(ii)(b) of Finance Department Circular No.17230(15)/F., dated 7.4.2011.*) **The iOTMS has also been enabled to facilitate re-distribution of allotment, giving effect to re-appropriation orders and generate a report relating to savings at the year end which is to be surrendered by the Controlling Officers.**

4.2.3. Now that all the Letter of Credit Controlling Officers have been declared as Budget Controlling Officers to facilitate online distribution of allotment, the budgetary allotment against which Letter of Credit has been authorized in their favour, by Finance Department, for the first quarter of the current Financial Year, is required to be distributed by them through iOTMS among the Divisional Officers and F.A. & CAOs commensurate with Letter of Credit allocated to them so as to keep the expenditure made against budgetary allotment and Letter of Credit within the limits of QEA approved for the Administrative Department as well as the Controlling Officer. The Controlling Officers of Forest & Environment Department will also issue allotment to the Forest Divisions through Works Expenditure Module of iOTMS within the QEA fixed for the 1st Quarter. **This exercise should be completed by 15th July, 2011.**

4.3 Divisional Officers/F.A. & C.A.Os :

The Divisional Officers and F.A.& C.A.Os are required to log in to the iOTMS so as to check the availability of budgetary allotment under various detailed Heads and Object Heads. Subject to the availability of budgetary allotment under the detailed Heads and Object Heads, they may issue Public Works cheques against claims/bills admitted by them for expenditure. **There**

is no need to wait for ink-signed copy of the allotment or Letter of Credit for issue of cheques. They would only be required to record the details of the cheque to be issued i.e. cheque number, date of issue, name of the payee and the amount payable in the works expenditure module of iOTMS. Thereafter, they are to link the amount payable to the budgetary allotment available against the detailed Heads and Object Heads under which the expenditure is provided for.

4.3.1. The Divisional Officers and F.A.& C.A.Os are to record the Cheque number, and amount through which the Letter of Credit as well as budgetary allotment allocated to them has been utilized till 30th June, 2011 on receipt of the Budgetary allotment through iOTMS against Letter of Credit for the first quarter of the Current Financial Year as indicated in para 4.2.3 . **This exercise should be completed by 15th July, 2011.**

4.3.2. If any cheque relating to works expenditure is issued without recording the particulars of the cheque and the budgetary allotment available in iOTMS or if any cheque is issued without allotment or against insufficient allotment; while accounting for the amount paid through cheque in the Treasuries, the iOTMS will generate an alert to the Controlling Officer, Administrative Department and the Accountant General (A & E) Orissa about such unauthorized cheque drawal. Any such unauthorized drawal will make the Cheque Drawing Officer liable for disciplinary action and his cheque drawing power may be withdrawn.

4.4 Treasuries/Sub-Treasuries :


In the treasuries and sub-treasuries, the paid Public Works cheques of the Divisions/F.A. & CAOs will be accounted for in iOTMS in the same manner as is being done at present. The Cheque Books should be issued through the iOTMS to the Divisional Officers and F.A.&C.A.Os so as to prevent any fraudulent drawal.

4.5 Nerve Centre of iOTMS located in Directorate of Treasuries & Inspection :

The Officials working in the nerve centre of iOTMS will ensure 24 x 7 website access, facilitate authorized access of all functionaries involved in the process to iOTMS, continuous processing of allotment distribution online on all the working days, attend to the queries and complaints of the users online as well as through a dedicated Toll free land line/Cell number, generate consolidated reports relating to distribution of allotment, utilization of allotment and expenditure made through the budget interface module and works expenditure module and make it available to all the functionaries in the hierarchy.

I would, therefore, request you to kindly instruct the Controlling Officers, Divisional Officers and F.A.& C.A.Os under your control to take advantage of the proposed web based system of distribution of allotment relating to works expenditure which will enable instant allocation of funds in a seamless and secure manner.


Yours faithfully,


24/6/11

Principal Secretary to Government

Memo No. 28778/F., Date 24.06.2011

Copy forwarded to the Director of Treasuries & Inspection, Orissa, Bhubaneswar for information and necessary action.

 24.6.11

Joint Secretary to Government

Memo No. 28779(40)/F., Date 24.06.2011


Copy forwarded to all Controlling Officers under Forest & Environment/Water Resources/Housing & Urban Development/Rural Development/Energy/Works Department for information and necessary action.

 24.6.11

Joint Secretary to Government

Memo No. 28780/F., Date 24.06.2011

Copy forwarded to the Accountant General (A&E), Orissa, Bhubaneswar for information and necessary action.

 24.6.11

Joint Secretary to Government

Memo No. 28781(2)/F., Date 24.06.2011


Copy forwarded to the Accountant General (CWRA), Orissa, Bhubaneswar/ Deputy Accountant General (Works), Puri for information and necessary action.

 24.6.11

Joint Secretary to Government

Memo No. 28782(170)/F., Date 24.06.2011

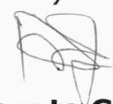
Copy forwarded to all Treasury Officers/ Special Treasury Officers/Sub-Treasury Officers for information and necessary action.

 24.6.11

Joint Secretary to Government

Memo No. 28783(100)/F., Date 24.06.2011

Copy forwarded to all Branches of State Bank of India/ UCO Bank/ United Bank of India/ Central Bank of India/ Bank of India/ Indian Bank/ Allahabad Bank/Andhra Bank/Canara Bank/Punjab National Bank carrying on cash business of Treasuries, Special Treasuries and Sub-Treasuries (list enclosed) for information.

 24.6.11

Joint Secretary to Government

Memo No. 28784(100)/F., Date 24.06.2011

Copy forwarded to All Officers of Finance Department / All Braches of Finance Department for information.

 24.6.11

Joint Secretary to Government

Memo No. 28785/F., Date 24.06.2011

Copy forwarded to Head Portal Group, Secretariat, Bhubaneswar with a request to host the above circular in the website of Finance Department.

 24.6.11

Joint Secretary to Government