

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

No. 38115 (205) /F., Dated 16.11.2012  
FIN-WM-BT-0001-12

From

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

To

**All Principal Secretaries /  
Commissioner-cum-Secretaries /  
Secretaries to Government /  
All Heads of Departments.**

Sub: ***Procedure for regulating release of funds from Civil Deposit during 2012-13.***

Sir / Madam,

I am directed to say that during the previous years budgeted funds were transferred to Civil Deposit for expenditure in the next financial year without going through the rigour of taking provision in the budget. Since it is an aberration of the Budgetary procedure it is no longer encouraged by Finance Department. It also distorts the expenditure reflected in the accounts.

2. The balances in Civil Deposit form a part of the financial liability of the State Government. These balances were being carried over from year to year without allowing the undrawn balance to lapse at the end of 3 years in relaxation of the relevant provisions of the Orissa Treasury Code. These carried over balances inflated the liabilities of the State Government.

3. It was, therefore, decided to phase out Civil Deposits undrawn for more than 3 years, the road map for which was communicated in Finance Department Memo No. 33337(225)/F., dated 30.07.2010.

i) **As per this road map, accumulated balance kept in Civil Deposit up to 31.03.2005 has been allowed to lapse and the same is no longer available for withdrawal.**

ii) **Deposits made upto 31.03.2009 which remained undrawn for more than three complete accounting years are deemed to have lapsed on 1<sup>st</sup> April 2012 in terms of Subsidiary Rule 436 of the Orissa Treasury Code, Volume-I .**

4. The amounts transferred to Civil Deposits during the year 2009-10 is now permitted to be withdrawn in the following manner.

- i) The Head of the Department may sanction withdrawal where the amount kept in Civil Deposit does not exceed Rs.10.00 lakh.
- ii) The Administrative Departments may allow withdrawal where the amount kept in Civil Deposit exceeds Rs.10.00 lakh without any reference to Finance Department.

**5.** Proposal for sanction of withdrawal from Civil Deposit shall in all cases be accompanied by detailed information as indicated in the **Annexure**. The details of receipt of Central Assistance in case of Central Plan and Centrally Sponsored Plan Schemes should be indicated i.e. Sanction/Release order number and date should be mentioned in the relevant column of the **Annexure**. The Drawing and Disbursing Officer while furnishing proposal must record a certificate to the effect that he has personally verified the correctness of deposit and that he shall be personally responsible for any double drawal or wrong drawal. Such certificate shall be recorded while furnishing information by the DDO in the **Annexure**, as well as on the body of the bill to be presented to the Treasury. In the sanction/release order, it is to be clearly mentioned as to whether the same has been duly concurred in by the Head of the Department/Administrative Department as the case may be, in which case the Letter No/Memo No is to be invariably quoted.

**6.** All proposals for release from Civil Deposit when referred to Finance Department should invariably have the detailed comments of the F.A./A.F.A. of the Administrative Department. They should always ensure that the amount proposed for withdrawal from Civil Deposit is to be utilized for the purpose for which it was sanctioned. No deviation should be made from this cardinal principle of public expenditure. The F.A./A.F.A. of the Department should indicate in the file, the amount lodged in Civil Deposit, the amount withdrawn earlier, the balance left un-drawn and urgency of release. Besides, it should be stated if the amount will be utilized for the purpose it was sanctioned. Similarly the delegation made vide para 4 (i) & (ii) may be exercised in consultation with the F.A./A.F.A. or F.A. and C.A.O./Accounts Officer as the case may be.

**7.** It may be noted that each deposit is a separate case for withdrawal from Civil Deposit and cases of deposits should not be clubbed together while referring the proposal to the Head of the Department/Administrative Department. Since each deposit is identified by a Treasury Challan Number and date, the amount to be withdrawn should always be mentioned with reference to the particular Treasury Challan Number and date in the proposal for withdrawal which should also be quoted invariably in the release order.

8. Withdrawal from Civil Deposit should not be made unless money is immediately required for disbursement. Heads of Departments and the Administrative Departments should permit release from Civil Deposit considering the urgency and necessity of withdrawal in each case and after ascertaining that all procedures necessary to be completed before incurring expenditure have been duly completed. If after drawing fund from Civil Deposit, the money has been kept idle for more than 7 days, the concerned DDO shall be personally liable for the loss sustained by Government, which will be recovered from his personal entitlements including his retirement benefits.

9. It is hereby made clear that it is the full responsibility of the authorities sanctioning withdrawal of funds from Civil Deposit with regard to its correctness, genuineness, necessity for drawal and observance of prescribed procedure.

10. This supersedes all previous instructions issued by Finance Department relating to release of funds from Civil Deposit.

11. All Drawing and Disbursing Officers under your administrative control may be instructed accordingly.

Yours faithfully,

  
15/1/12

**Principal Secretary to Government**


Memo No. 38116 (35) /F., Dated

16.11.12

Copy along-with Annexure forwarded to all Officers of Finance Department for information and necessary action.

Memo No. 38117 (65) /F., Dated


16.11.12

  
Deputy Secretary to Government

Copy along-with Annexure forwarded to all Branches of Finance Department for information & necessary action.

Memo No. 38118 /F., Dated

16.11.12

  
Deputy Secretary to Government

Copy along-with Annexure forwarded to the Director of Treasuries and Inspection, Odisha for information & necessary action.

Memo No. 38119 (175) /F., Dated

16.11.12

  
Deputy Secretary to Government

Copy along-with Annexure forwarded to all Treasuries/Special Treasuries/Sub-Treasuries for information & necessary action.

Memo No. 38120 /F

Date

16.11.12

  
Deputy Secretary to Government

Copy forwarded to the Head of Portal Group, IT Centre, Secretariat for information. It is requested to host the circular in website of Finance Department.

  
Deputy Secretary to Government

