GOVERNMENT OF ODISHA
FINANCE DEPARTMENT
***

NOTIFICATION
No. 10196 /F., Date 23.03.2019
FIN-TRY-MTN-0002-2017

Sub: Implementation of Integrated Financial Management System (IFMS) and Human Resources Management System (HRMS) in the office of Chief Resident Commissioner, New Delhi through Special Treasury, New Delhi.

Background:

The office of the Chief Resident Commissioner (CRC), Government of Odisha at New Delhi, functions under the administrative control of the Home Department, Govt. of Odisha. This works as an integrated office. It coordinates with various Ministries of the Central Government, Central PSUs, multi-lateral and bilateral agencies and various other organizations on behalf of the Government of Odisha. It looks into issues of residents of Odisha staying outside Odisha both within and outside the Country. It supervises the functioning of Odisha Bhawan, Odisha Niwas and Odisha Sadan to provide the best possible services to visitors in Delhi.

Allocation of funds is made for the functioning of CRC’s office through a process of Letter of Credit. Home Department issues the Letter of Credit in favour of Pay & Accounts Office (PAO) of the office of CRC under intimation to the Canara Bank, Koutilya Marg, New Delhi. Besides authorization of payments, Pay & Accounts Office is also responsible for preparation of accounts and submission to AG(O). The present process suffers from the following difficulties:

1. The entire payment process activity in the office of CRC operates on a manual mode.
2. As all payments are encashed through the Link Bank, there is delay in encashment for persons having their accounts other than the Link Bank.

3. Manual preparation and compilation of accounts is difficult and time consuming.

4. Access to IT systems such as Integrated Financial Management System (IFMS), Human Resources Management System (HRMS) of Government of Odisha is not available to the present establishment of CRC’s office.

5. Pensionary contributions in respect of employees enrolled under National Pension System (NPS) is transferred to the Fund Managers after a considerable delay due to lack of access to IT platforms such as IFMS and HRMS.

Considering the above difficulties, Principal Accountant General (A&E), Odisha have also recommended for implementation of IFMS and HRMS in the CRC’s office.

Pre-requisites for introduction of IFMS & HRMS in the CRC’s office:

IFMS provides facilities to cater to the needs of the Drawing & Disbursing Officers (DDOs) who receives online allotments from Budget Controlling Officers and the Treasury Officers who receive the claims from the DDOs for processing and approval. The existing system does not address the requirement of Pay & Accounts Office and payment process based on Letter of Credit.

Drawing & Disbursing Officers and Treasury Officers have access to IFMS through their login credentials. Implementation of IFMS would require that the DDOs of the establishment of CRC to get access to IFMS. Secondly a Treasury has to be established in the CRC’s office to entertain the claims of the DDO and undertake the responsibility for preparation and submission of accounts.

Codes for Controlling Officer, DDO and Treasury of the CRC’s establishment have to be obtained on requisition from the office of Accountant General (A&E), Odisha.
Creation of Special Treasury:

1. The Pay & Accounts Office (PAO) operating in the office of Chief Resident Commissioner will be replaced with creation of Special Treasury, New Delhi.

2. The Treasury will be manned by Treasury Officer in the rank of OFS, Senior Class-I. The Treasury Officer will be assisted by Additional Treasury Officer in the rank of OFS, Junior Class-I and Accountant from the Treasury cadre of the State. For the operational support and functioning of the Treasury, the CRC’s office will provide other officials of his establishment as per requirement. The provisions of the Odisha Treasury Code (OTC) and instructions of the Finance Department and Directorate of Treasuries & Inspection issued from time to time in respect of functioning of the Treasuries will be applicable to the newly created Special Treasury in New Delhi.

Major responsibilities of Special Treasury, New Delhi:

1. NDLS, Special Treasury will be responsible for processing the payments of the DDO of CRC’s office and any other New Delhi based offices of the State Government.

2. It will account for all receipts of the State Government offices made under New Delhi including the CRC’s office.

3. It will prepare the monthly accounts and submit it to the AG’s office.

4. NDLS, Special Treasury may also handle the pension payment for State Government pensioners residing or opting to draw from New Delhi.

Budget Preparation and Authorization:

Budget Preparation:

The estimation of the budget required both for the Annual as well as the Supplementary budget would be prepared and submitted online in the IFMS to the Home Department for further action at their end. The system provides facility for online preparation of the estimate along with required annexure. It would be approved online and transmitted online to the Department.
During supplementary budget process, savings can be located, proposal can be made for usage of the savings for other purposes as admissible and new proposals can also be created. Approval and onward transmission can be made online.

Further, facility has been provided to the appropriate authority for re-appropriation of the budget.

**Budget Authorization:**

Budgetary allotment to the Resident Commissioners’ office would be made in the online facility of IFMS through Budget Distribution module by the Home Department. The allocation can be made to the Resident Commissioner’s office all at once or in a phased manner as per the requirement and administrative decision of the Department.

**Sanction Order:**

As it has been made mandatory to generate Sanction Orders from the IFMS, Sanction Orders for expenditures to be made by the Resident Commissioner’s office is to be generated through the IFMS. CRC’s office will follow the instructions laid down in the Finance Department Office Memorandum No. 33639/F Dated 13.12.2016.

**Online Bill:**

Online bills would be prepared by the DDO with help of his/her section. Sanction Orders generated from the IFMS would be tagged to the online bill. Allocation available in the corresponding Head of account should be verified by the DDO prior to submitting the bill to the Treasury. Beneficiary details are required to be appended to the bill for direct transfer of funds to the beneficiaries account.

- After entering the common bill details, user needs to enter specific bill details for which a specific form is provided.

- At the time of submission of bill online to Treasury, a token number is generated at Treasury database. It would be available to the DDO in the online interface for further tracking of the status of bill in Treasury. After submission of bill at Treasury, it would be processed
as usual through Treasury bill processing module. In this regard, it may be mentioned that although the bill will be submitted in the online mode, the print copies generated from the IFMS will be sent in the Book of Drawal to the Treasury Officer under the physical signature of the DDO.

- This module would provide a facility to enter and view the bill specific document along with the bill details data.

- When a particular bill is objected from Treasury that bill is again available in Online Bill for resubmission. User needs to do the required modification as suggested from Treasury and again forward the bill to Treasury for review and reconsideration.

**Account Correction & reconciliation by Controlling Officer:**

- The Resident Commissioners’ office being a Controlling Officer will also reconcile the monthly and yearly accounts prepared by AG (O) and suggest corrections to the AG (O) in case of wrongful posting of accounts.

- The designated officer of the CO will have access right to the CO reconciliation module of IFMS for viewing the accounts prepared by AG (O) and accept or offer suggestion for correction, if any, as per the existing guidelines issued by the Finance Department.

- The DDO of the establishment of CRC can also offer correction suggestion through the DDO Interface to the Special Treasury, New Delhi before the closure of the Treasury account as per the extant process.

**Functions of the DDO of CRC’s establishment:**

- DDO will prepare the claims of the establishment as per the financial sanctions received using the DDO interface of IFMS.

- The salary claims of the establishment will be prepared in HRMS.

- The DDO shall maintain the registers, acquaintance roll, cash book and documents as required under the various codes, rules & instructions of the Government.
• DDO shall prepare the beneficiary Bank details against each claim in the IFMS.

• He/she shall monitor the cases of failed payment and make the modification in the Bank details as required after obtaining the correction information.

• He/she shall abide by the provisions of the Treasury Code and other manuals and codes meant for the DDOs attached to the Treasury of the State.

Functions of Special Treasury, New Delhi:

It would have all the functions of a special Treasury. The major functions would be as follows:

• It will process the bills generated from the RCs office.

• The approved bills would be advised for payment through the CePC.

• It will receive the details of the payments made.

• It will account for all receipts of the State Government offices made under New Delhi including the CRC’s office.

• It will prepare the monthly accounts for the transactions made through the Treasury.

• Submit the accounts to the AG (O).

• Special Treasury may also handle the pension payment for State Government pensioners residing or opting to draw from New Delhi. It will receive and periodic appearance/ life certificate from the pensioners of State opting to submit at New Delhi.

Activities to be performed by the CRC’s office:

• As a Controlling Officer, the CRC’s office will prepare its own Budget Estimates in IFMS

• It shall further distribute the Budget Authorization to the DDO of their establishment as per requirement and guideline issued by the Finance Department.
• It shall reconcile and accept or offer suggestions, if any in respect of the monthly & yearly expenditure and receipt account published by AG (A&E), Odisha.

• It shall follow the instructions issued by Government or other agencies responsible for implementation of IFMS and HRMS, as the case may be.

Training & Implementation:

The Directorate of Treasuries and Inspection (DTI), Odisha and Centre for Modernizing Government Initiative (CMGI), Odisha will provide training and support to the office of Chief Resident Commissioner and Special Treasury, New Delhi for operationalization of IFMS and HRMS respectively.

Time for Implementation:

The new process will be implemented w.e.f. 1st April, 2019.

By order of the Governor

Principal Secretary to Government
Memo No. 10197 /F., dtd. 23.03.2019
Copy forwarded to Secretary to Governor, Odisha / ACS to Chief Minister, Odisha / PS to Minister, Finance & Excise / all Departments of Government / All Heads of Departments / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar for information and necessary action.

Joint Secretary to Government

Memo No. 10198 /F., dtd. 23.03.2019
Copy alongwith copy of FDOM No. 33639/F dated 13.12.2016 forwarded to the O/o Chief Resident Commissioner, 4-Bordoloi Marg, Chanakyapuri, New Delhi-110021, e-mail: rc.odisha@gmail.com. It is requested to kindly supply a copy of the Notification to the Treasury link Bank, for drawal of the claims of newly created Special Treasury, New Delhi.

Joint Secretary to Government

Memo No. 10199 /F., dtd. 23.03.2019
Copy forwarded to the O/o Principal Accountant General (A&E) Odisha, Bhubaneswar for information. It is requested to kindly issue DDO code and Controlling Officer code in favour of O/o Chief Resident Commissioner, New Delhi for submission and drawal of their establishment claims.

Joint Secretary to Government

Memo No. 10200 /F., dtd. 23.03.2019
Copy forwarded to the Regional Director, Reserve Bank of India, Bhubaneswar for information.

Joint Secretary to Government

Memo No. 10201 /F., dtd. 23.03.2019
Copy forwarded to Director of Treasuries and Inspection, Odisha, Bhubaneswar for information and necessary action.

Memo No. 10202 /F., dtd. 23.03.2019
Copy forwarded & e-mail (Soft Copy) to the Director, Printing, Stationary & Publication, Odisha, Cuttack (deputydirectorpp@rediffmail.com) for information and necessary action with a request to publish the Notification in the next issue of Odisha Gazette and supply copy to Finance Department.

Joint Secretary to Government

Memo No. 10203 /F., dtd. 23.03.2019
Copy forwarded to all Officers of Finance Department / all Branches of Finance Department / for information and necessary action.

Joint Secretary to Government
Memo No. 10204/F., dtd. 23.03.2019

Copy along with copy of the enclosure forwarded to the Head, Portal Group, Secretariat, Odisha, for information and necessary action. It is requested to hoist this Memorandum in the website (www.odisha.gov.in/finance/index.htm) of Finance Department for general information.

Joint Secretary to Government
Sub: Online generation of Sanction Order using the Integrated Financial Management System (IFMS)

Authorization for expenditures is made through a process of financial sanctions. Competent Authorities issue the Sanction Orders as per the extant process and format outlined in Delegation of Financial Power, Odisha General Financial Rules & other such instructions. In the present process of preparation, approval & communication of sanction orders, the following difficulties are noticed:

1. Standard Sanction Order formats are not used as a result of which the terms and conditions as well as the purpose of the sanction is not completely expressed.

2. Delay and physical movement of the Sanction Orders to the authorities/persons concerned.

3. Preservation and retrieval of the sanction order for ex-post analysis by different agencies.

2. In order to remove these difficulties and as a part of the electronic governance initiative, the State Government after careful consideration have decided that henceforward all financial sanctions will be prepared online in Integrated Financial Management System (IFMS), Odisha. All Sanctioning Authorities would now be enabled to use the facility provided in the IFMS portal. At the first instance, electronic sanction orders would now be available for a few commonly used sanctions. Facility for the remaining types of sanctions will also be made available in due course. The process for preparation and approval of sanction orders in IFMS by the Sanctioning Authorities is outlined below:

3. Scheme in Brief:
3.1 Sanctioning Authorities will use the Odisha Treasury Portal or IFMS portal (https://www.odishatreasury.gov.in or https://www.ifmsodisha.gov.in) with their user credentials. The designated Authorities will log into the
system and will choose the type of Sanction order from the drop down menu.

3.2 For the purpose of preparation of an online Sanction Order, there will be an Operator who prepares the Sanction Order and an Approver who would approve and authenticate the Sanction Order.

3.3 The Sanctioning Authority can assign the role of Operator to a single or multiple users depending upon the nature and type of sanction orders. Similarly, the Approver is the authority above the Operator level to approve the Sanction Order and sign on the physical Sanction Order. There can be a single or multiple approving Authorities for various types of Sanction Orders.

3.4 Generation of electronic Sanction Order is not an alternative to the existing file processing system. The Administrative Departments, the Directorates and the field level Offices will continue to maintain their existing work flow pattern either electronically (OSWAS) or in physical file, as the case may be. They are to obtain the approval of the competent authority as required under the relevant rules and regulation for issue of the Sanction Order. Before generation for preparation of the Sanction Order in the IFMS, the approval of competent authority must be obtained for issue of the online sanction order. Otherwise, it would be deemed to be an unsanctioned charge which would be the personal responsibility of the officer concerned as mentioned in SR 98 (vii) of Odisha Treasury Code, Vol.-I.

4. Role of Operator:

The Operator will enter File Number of the sanction order. Select the Sanction type from the drop down menu. The drop down contains the types of sanction orders such as:

- **GPF**
  - Temporary Advance
    - Rule-15 of Odisha GPF Rules (Advance) read with Appendix-(B)
    - Rule-16 of Odisha GPF Rules (Recovery) read with Appendix-(B)
  - Part-final
    - Appendix-F of Odisha GPF Rules
- **Provisional Retirement Benefits**
  - Provisional pension
    - Rule-65(4)(a)(i) of OCS Pension Rules
• Provisional Family Pension  
  Rule-76(1) of OCS Pension Rules  
• Provisional Commutation  
  Rule-9 and Rule-15 of OCS Commutation of Pension Rules  
• Provisional Gratuity  
  Rule-65(4)(a)(ii) of OCS Pension Rules  
• Contingent Charges  
  • Fully-vouched contingencies  
    SR-258 of Odisha Treasury Code, Vol.-1 read with Rule-20 of DFPR  
  • Abstract contingencies/ countersigned contingencies  
    SR-260 of Odisha Treasury Code, Vol.-1 read with Rule-20 of DFPR  
• Grants-In-Aid  
• Loans given by State Government to Employees (LTA)  
  • House Building Advance  
    Rule-220 of OGFRs read with F.D.O.M. No. CS-IV-16/2009-4470/f, dt. 02.02.2010  
  • Motor Car Advance  
    Rule-237 of OGFRs  
  • Motor Cycle / Moped Advance  
    Rule-253 of OGFRs (Motor Cycle)  
    Rule-253(2) of OGFRs (Moped)  
  • Personal Computer Advance  
    Rule-238 of OGFRs read with F.D. O.M. No. 25997/F, dt. 05.06.1993, No. 42918/F, dt. 30.09.1993, No. 22542/F, dt. 03.07.2013 & No. 5807/F, dt. 01.03.2014  
• GIS Advance  
  • For credit to deposit account  
    Finance Department No. 14251/F & No. 14254/F, dt. 16.04.1994  
    Finance Department Resolution No. 8754/F, dt. 09.03.1999  
    (Government Employees)  
    Finance Department No. GIS-II/57/2011-34360/F, dt. 05.08.2011  
    (Autonomous Bodies and Urban Local Bodies)
• Expenditure sanction under Non-plan and State Plan Schemes for the purpose of release of funds under schemes such as Centrally Sponsored Schemes (CSS) & Central Sector Schemes for which funds are provided through New Demand Schedules and Expenditure sanction is required under Rule-17 of the Delegation of Financial Rules.

• Loans given by State Government to PSU and Local bodies etc.
  Rule-200 to 209 of OGFRs

• Share Capital Investment

• Short Term Advances
 ❖ Festival Advance


4.1 After selecting the type of the sanction order, Operator will be required to fill in the Sanction details in two stages. The 1st Form that will appear in the screen is common across all kinds of Sanction Orders. This form captures certain basic information relating to a Sanction. The 2nd input screen will capture the sanction specific details depending upon the nature & type of Sanction order selected from the drop down menu.

5. Preparation Sanction Order

5.1 The Operator will select the Purpose of the sanction from the drop down list. If the ‘Purpose of the sanction’ is not specifically mentioned in the drop down list, then the operator has to choose the purpose of sanction as 'others'.

5.2 The user will provide the Head of Account for Expenditure Booking with the help of List of Values against each field i.e. demand number, major head, sub major head, minor head, sub head, details head, object head, plan status, charged voted & sector code. The user will indicate the source of appropriation from the drop down menu.

5.3 Requirement of submission of Utilization Certificate should be indicated in the sanction. Default value for Utilization Certificate column is “No”. In case the Sanction requires submission of Utilization Certificate, then the due date for submission of Utilization Certificate may be filled in.

5.4 The amount of the sanction should be provided by the user. The amount of sanction indicated either in cash or kind or both. In case the same sanction order involves expenditures both in cash and kind, the system will calculate the total amount of Sanction taking into account both the components.
5.5 The Operator can enter any remarks against the sanction order, by selecting the link **Add/View Remarks**, in the pop box ‘enter remarks’ field and confirm the same.

5.6 The Operator can enter any specific terms and conditions against the sanction order, by selecting the link **Sanction Specific Terms and Condition**, in the pop box for ‘enter details’ and confirm the same.

5.7 The Operator can view predefined Terms and Conditions by clicking view option of the attached terms and condition.

5.8 The Operator will save the details and generate the Unique Sanction Order No. Here it may be noted that, every sanction will have unique number in the IFMS, Odisha which can be used for subsequent retrieval of information.

6. **Transmission of Draft Sanction Order for Approval**

6.1 After the Sanction Order No. is generated, the operator can take a printout of the draft Sanction Order for onward processing in the physical file & also forward the draft Sanction Order in the online mode to the approver. The Operator can view the sanction details before forwarding it to Approver.

6.2 System allows the Operator to select an Approver (in cases of establishments having multiple approving Authorities). He/She can forward the draft Sanction Order to the concerned approving Authorities available.

7. **Role of Approver:**

7.1 After successful login, the Approver will click on the task from the task list to view the Sanction order forwarded by the operator.

7.2 In case, the Approver wants to modify/edit the draft Sanction Order, she/he shall can click on “send to revision option” to revert the draft Sanction Order to the operator or may modify and approve at his/her level. Approver will click on “Approve option” to approve the Sanction Order.

8. **Generation of Sanction Order:**

8.1 The approved Sanction order will be made available automatically with the concerned Treasury as well as in the Drawing and Disbursing Officer Interface of IFMS.

9. **Communication of the Sanction Order:**

9.1 The Operator will take out the print of the approved Sanction Order and place the same before the Approver for signature and further communication to all
concerned after complying with the provisions of Rule 45 to 54 of OGFR Vol.-I read with Rule 350, 351, 353, 354, 354 A of Odisha Treasury Code, Vol.-I as well as other rules and regulations in force.

9.2 The process for use of e-signature/digital signature as per the provision of the Information Technology Act is being worked out. Till such time, the Sanction Orders prepared and approved in IFMS requires ink signature of the approving authority in the physical copy of the printout and the same may be communicated to all concerns as per the existing provisions under the physical signature of the Approving Authority.

10. Role of Drawing & Disbursing Officer:

The Drawing and Disbursing Officers (DDOs) will be communicated by the system about the Sanction of funds through mail notification and SMS alert. The DDO will attach the ink signed copy of the Sanction Order with the bill. In preparation of online bills where the DDO is required to provide the Sanction Order number, the unique Sanction Order number generated from the IFMS portal should be quoted.

11. Issue number for e-Sanction Orders:

The electronic Sanction Order generated from IFMS will have a unique Sanction Order number. However, the issue number of the Sanction Order may also be entered in the system prior to the generation of the final print. This issue number will be obtained from the Issue Section of the establishment by the user before taking the final print out of the Sanction Order. In case the final print has been taken before entering the Issue number, the issue number has to be written manually on the body of the Sanction Order in the appropriate place.

12. Role of Treasury:

Till the digital signature / e-Signature is used by the Sanctioning Authorities, the Treasuries will pass the claims on the basis of the ink signed copy of the sanction orders as required under the extant provision. However, in order to ascertain the authenticity of the ink signed copy of sanction order, the Treasuries can use the search facility provided in the IFMS portal to see the sanction order in the online mode. In other words, the physical print of the sanction order generated from IFMS will be appended to the bill and communicated to all concerns under the signature of the Approving Authority and the Treasury will have an additional
facility to verify the authenticity of the sanction order by using the search facility of IFMS.

13. **Automatic tracking of the expenditure incurred against e-Sanction Order:**

   The IFMS will automatically track and keep the information about withdrawal of fund with respect to a particular Sanction Order based on the unique Sanction order id and the unique bill reference number. Where a single Sanction Order authorizes withdrawal by multiple DDOs, the system will maintain the status of withdrawal by each DDO. However, if any sanction requires release order, the same shall be issued by the appropriate authority manually before presentation of the bill into the Treasury.

14. **Role of Accountant General:**

   The Sanction Order database of IFMS will be integrated with the VLC system of the Accountant General, Odisha. The Sanction Orders against which there have been expenditures shall be passed on to the Accountant General, Odisha. The Accountant General’s Office will use the data for the purpose of initial voucher level audit after submission of monthly Accounts by the Treasuries.

15. **Repository of Sanction Order:**

   The e-Sanction Order issued in IFMS will be stored in the IFMS and can be retrieved at any point of time by any user and stakeholders. The unique reference number of the Sanction Order will be the key search criteria. The Sanction Order which will contain e-Signature / digital signature will bear the name of the Sanctioning Authority.

16. **Implementation Plan:**

   The facility for issue of e-Sanction Orders is be available in the IFMS in respect of certain kinds of sanctions. The sanction order for other expenditures is to be made available in the IFMS Odisha portal shortly as soon as their development is complete. Trainings have also been imparted to all the DDOs under the jurisdiction of various Treasuries across the state. The post implementation handholding support will also be available in all the District and Special Treasuries.

   The DDOs will submit hardcopy of the e-Sanction Order along with their bill to the Treasuries in case of those sanctions for which facility has been provided in the IFMS portal.
17. Creation of Users for Sanction Order Module:

The Treasury Officers will have the privilege for creation of users (Approver and Operator) for preparation of e-Sanction Order in the IFMS by various offices under their jurisdiction with in a period of two working days on receipt of such request. In case of any difficulty faced, the matter may be escalated to the Directorate of Treasuries.

The Head of Offices are required to submit a list of Users along with their role (Approver or Operator) to the Treasury Officer as per the format enclosed in the Annexure.

The system has the inbuilt facility to create multiple approvers and operators within the same office. The Head of Office has to exercise due diligence in recommending the Treasury Officer while creating users.

In case of transfer, retirement, or any other occasion resulting in the cessation of duties in a particular office, the Head of Office will intimate the Treasury Officer for deactivation of the User.

18. Additions & Alterations in the Sanction Order form:

The Sanction Order prepared in IFMS will be ordinarily generated in the prescribed format under provisions of various rules & other regulations. Any additions/alterations in forms prescribed in relevant rules would be followed by formal amendment to the relevant rules.

19. The User Manual is attached to the Annexure.

Principal Secretary
Memo No. 33640 /F., Dated 13/12/2016
Copy forwarded to the Secretary to Governor/ Secretary to Chief Minister/ P.S. to Minister, Finance & P.E./ Principal Accountant General (A&E), Odisha, Bhubaneswar/ Accountant General (Audit), Odisha, Bhubaneswar/ Sr. Deputy Accountant General (Works), Odisha, Puri/ All Departments of Government/ All Heads of Departments/ Director General, Gopabandhu Academy of Administration, Bhubaneswar/ Director, MDRAFM, Bhubaneswar/ All F.As & A.F.As/ All Collectors/ All Treasury, Special Treasury and Sub-Treasury Officers/ Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.

Memo No. 33641 /F., Dated 13/12/2016
Copy forwarded to the Commissioner of Commercial Taxes, Odisha, Cuttack/ Director of Treasuries & Inspection, Odisha, Bhubaneswar/ Director, Local Fund Audit, Odisha, Bhubaneswar for information and necessary action.

Memo No. 33642 /F., Dated 13/12/2016
Copy forwarded to all Officers of Finance Department/ All Branches of Finance Department for information and necessary action/ 10 copies to Treasury Branch, Finance Department.

Memo No. 33643 /F., Dated 13/12/2016
Copy forwarded to the Head, State Portal Group, I.T., Centre Secretariat for hoisting in the Odisha Govt. Website “www.odisha.gov.in/Finance Department”.

Memo No. 33644 /F., Dated 13/12/2016
Copy forwarded to M/s Luminous Infoways Pvt. Ltd., & R.D. Central Monitoring Mechanism (CMM), Information and Public Relations Department, Govt. of Odisha for information and necessary action.
Annexure-I

Application for User ID and Password under Category ‘A’ of Sanction Order module (Offices with single Sanctioning Authority)

1. Name of the Office :-
2. DDO Code :-

Details of person to be assigned as ‘Operator’

3. Name :-
4. Designation :-
5. Date of Birth :-
6. Email ID :-
7. Mobile No.:-
8. Aadhar No.:-

Details of person to be assigned as ‘Approver’

9. Name :-
10. Designation :-
11. Date of Birth :-
12. Email ID :-
13. Mobile No.:-
14. Aadhar No.:-

Signature of Head of Office
With seal
Annexure-II

Application for User ID and Password under **Category 'B'** of Sanction Order module (Offices with multiple Sanctioning Authority)

[Offices with 'n' no. of Sanctioning Authority need to fill up for 1,2, and 'n' nos. of task]

1. Name of the Office :-
2. DDO Code :-
3. CO Code :-
4. Administrative Department :-

### Operator Details

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<th>Name</th>
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### Approver Details

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Signature of Head of Office
With seal