

Top Priority  
Deadline cases

GOVERNMENT OF ORISSA  
FINANCE DEPARTMENT

\*\*\* (225)  
No. 4535 /F Dated  
WM- 24/10

5.2.11

From

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

To

All Principal Secretaries/  
Commissioner-cum-Secretaries/Secretaries/  
Special Secretaries to Government/  
All Heads of Department.

*Sub: Deadline for submission of proposals relating to financial sanction and drawal of funds in the remaining part of the current financial year.*

*Ref: Finance Department Circular No.33613 (225)/F dt.02.08.2010 & 50415(225)/F dt.06.12.2010.*

Sir,

I am directed to say that Finance Department have issued instructions to avoid rush of expenditure towards the fag end of the current financial year in the circulars under reference and fixed deadlines for issue of allotment, surrender of budgeted provision and drawal of funds etc. In the meantime some deadlines have elapsed and references for sanction/release and re-appropriation of funds beyond the date fixed are being received by Finance Department from different quarters.

2. Rush of expenditure in the month of March defeats the objective of efficient and economic use of resources. It may also lead to unproductive and wasteful expenditure. However keeping in view the difficulties faced by different Departments it has been decided to further extend the deadline for completion of all formalities for issue of allotment, sanction and release of funds, Re-appropriation of funds, surrender of provisions and drawal of funds as

**stipulated below** . The Administrative Departments are therefore impressed upon to strictly adhere to these deadlines.

<b>Sl. No.</b>	<b>Items</b>	<b>Previous Deadline with Ref. to Para No. of F.D. Letter No. 50415(225)/F dt.06.12.2010</b>	<b>Revised Deadline</b>
1.	Issue of Sanction Orders for release of funds.	31.01.2011 { Para-2 (v) }	19.02.2011
2.	Re-appropriation of funds and issue of allotment.	31.01.2011 { Para- 2(iv) }	19.02.2011
3.	Online transmission of Allotment data to Treasury Portal (iOTMS)	31.12.2010 /31.01.2011 { Para-2(iv) & 3(ii) }	23.02.2011
4.	Surrender of un-utilized funds	31.01.2011 {Para- 2(v) }	28.02.2011

**3. Last date for submission of bills in Treasury :- 10<sup>th</sup> March/15<sup>th</sup> March, 2011.**

The last date for submission of bills to the Treasuries in the financial year 2010-11 would be **10<sup>th</sup> March, 2011 for claims under Other Contingency, Machinery, Equipment, Vehicle, Share Capital, Subsidy, Loan** and **15<sup>th</sup> March, 2011** for other claims. These deadlines are to be followed scrupulously. Accordingly, necessary expenditure sanction for these items /claims should be issued on or before the dead line for submission of bills.

**4. Last date for Requisition for Letter of Credit: - 23<sup>rd</sup> February, 2011.**

Requisition for Letter of Credit in respect of the Controlling Officers of the Engineering Departments should be furnished to Finance Department by the respective Administrative Departments by **23.02.2011** indicating the requirement of additional funds over and above the L.C. already authorized on the basis of approved Cash Management Plan after taking into consideration, augmentation/reduction of funds at the Supplementary stage or through re-appropriation. **No request for issue of Letter of Credit will be entertained in**



**Finance Department after 23.02.2011**, except in very exceptional cases for which the concerned Departments are to furnish convincing reasons.

**5. (i) Budgeted funds shall not be allowed to be transferred to Civil Deposit under any circumstances and transfer of money drawn from Treasury to Civil Deposit is banned at all levels.** The concerned Controlling Officers/ DDOs will be held personally liable for unauthorized transfer of funds to Civil Deposit. The Treasury Officers/Sub-Treasury Officers will also be liable for disciplinary action for violation of Government orders in this regard.

(ii) As stipulated in Finance Department letter No. 33355/F dated 30.7.2010 the undrawn balance of Civil Deposits made during 2000-2005 will lapse on 01.04.2011. The manner of withdrawal from Civil Deposits during the period from 2000-2001 to 2009-2010 has been prescribed in paragraphs 5 & 6 of the aforesaid Finance Department circular. In case concurrence of Finance Department is necessary for withdrawal of money from Civil Deposits, **the Administrative Departments should submit the proposal to Finance Department before 15.02.2011. Finance Department will not accept any proposal for sanction of funds and release from Civil Deposit after 15.02.2011.**

6. Under the Orissa Treasury Management System (OTMS), all the Treasuries are connected to the Central Location at the Directorate of Treasuries & Inspection, Orissa, Bhubaneswar and the transactions are controlled by the System itself. The OTMS does not provide for any backlog processing of transactions at any stage. As such exactly after **12.00 Midnight of 31<sup>st</sup> March 2011, which is technically the end of the current financial year 2010-11, the system would automatically disable all the allotments for 2010-11 across the State as a whole for the financial year 2010-11 and it would not be possible at all to carry out any transaction, relating to the budget of 2010-11 after that. Besides the centralized and computerized payment procedure of the Agency Banks under the Core Banking System may not accept last minute transactions. Hence, the Controlling Officers and D.D.Os are advised to avoid submission of bills in the**

**Treasury after the deadlines and ensure encashment of all claims presented in the Treasury/Bank before 31<sup>st</sup> March, 2011**

7. Budgetary Allocation pertaining to **Central Plan and Centrally Sponsored Plan** schemes may not be surrendered in a routine manner where there is likelihood of receipt of Central Assistance and scope for expenditure towards the end of the financial year. In case of late receipt of central assistance beyond the deadline stipulated in para 2 above, the Administrative Departments may immediately move Finance Department to facilitate expenditure.

8. The Budgetary provision for **Relief Expenditure** should be released fully in time by issue of allotment according to the deadline fixed i.e. **19.02.2011**. Drawal of funds as per the allotment issued should be ensured by presentation of bills in the Treasury (**by 15.03.2011**) and filing of requisition for LC (**by 23.02.2011**) as per the deadlines stipulated above.

9. **Money after drawal from Bank/Treasury should not be kept outside Public Account.**

I would, therefore, request you kindly to take timely steps for sanction, allotment, re-appropriation, surrender and drawal of funds by the deadlines stipulated above in the interest of fiscal discipline and effective financial management.

Yours faithfully,

  
H. S. J.

**Principal Secretary to Government**



Memo No. 4536<sup>(8)</sup> /F Dt 5.2.11

Copy forwarded to the Registrar, Orissa High Court/Special Secretary, Orissa Public Service Commission/Secretary, Orissa State Election Commission/Secretary, Staff Selection Commission/ Registrar, Orissa Administrative Tribunal/Secretary, State Human Rights Commission/ Secretary, Orissa Electricity Regulatory Commission/Resident Commissioner, Orissa, New Delhi for favour of information & necessary action.

 ndws  
05/02/11  
Deputy Secretary to Government

Memo No. 4537<sup>(45)</sup> /F Dt 5.2.11

Copy forwarded to all PSUs/Co-operative Institutions for information and necessary action.

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05/02/11  
Deputy Secretary to Government

Memo No. 4538<sup>(170)</sup> /F Dt 5.2.11

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

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05/02/11  
Deputy Secretary to Government

Memo No. 4539<sup>(100)</sup> /F Dt 5.2.11

Copy forwarded to all Officers and Branches of Finance Department for information and necessary action.

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05/02/11  
Deputy Secretary to Government

Memo No. 4540 /F Dt 5.2.11

Copy along with a soft copy forwarded to the Head, Portal Group, NIC, Orissa Secretariat for information. He is requested to hoist a copy of this Circular in the Website of Finance Department.

 ndws  
05/02/11  
Deputy Secretary to Government