

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

* * *

NO.TRB-56/2011 / 75 71 (227) / F Dated 27/2/12

From

Shri J.K.Mohapatra, I.A.S
Principal Secretary to Government

To

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

Sub: Measures to prevent rush of expenditure towards the fag end of the financial year 2011-12.

Sir,

I am directed to say that Finance Department have earlier intimated all Departments of Government/all Heads of Department to avoid rush of expenditure towards the fag end of the financial year and stick to the deadlines fixed for sanction, issue of allotment, re-appropriation and surrender of funds, submission of bills in the Treasuries and reference of proposal to Finance Department for release of funds in letter No.5341 (225)/F dt.15.02.2012.

2. The Administrative Departments were requested to take timely steps for sanction, release, re-appropriation and surrender of funds by the revised deadlines so as to ensure submission of bills in the Treasuries in time as per the deadlines stipulated vide Finance Department Circular No. 17235 (255)/F dt.07.04.2011 , No. 55281 (225)/F dt. 31.12.2011 and No. 5341 (255)/F dt. 15.02.2012.

3. Presentation of bills in the Treasuries :-

The last date for submission of bills in the Treasuries has been intimated in advance in Finance Department Circular No. No.5341 (225)/F dt.15.02.2012. In view of administrative conveniences and the necessity to regulate the submission of different kinds of bills/claims in the Treasuries in a phased manner, the deadlines so fixed for presentation of bills/claims in the Treasuries are now revised as enumerated below , which should be strictly adhered to.

Sl.	Item	Deadline now prescribed
(i)	All bills pertaining to claims under the unit "Other Contingencies" and purchase of Machinery, Equipment & Vehicles, Share Capital Investment, Budgetary support in favour of Cooperatives, Industrial Enterprises, Public Sector Undertakings in shape of loan or Share Capital Investment and subsidy.	12.03.2012. No Treasury shall entertain any of these Bills, after 12.03.2012 on any account.

Sl.	Item	Deadline now prescribed
(ii)	Resubmission of bills/cheques after due compliance, in respect of items as mentioned at (i) above which were objected to earlier.	17.03.2012
(iii)	All other bills/cheques except the categories enumerated at (i) above.	17.03.2012. Extension of this deadline would not be allowed on any account whatsoever.
(iv)	Resubmission of bills/cheques, after due compliance except those mentioned at (i), which were objected to earlier.	22.03.2012
(v)	Presentation of fresh bills involving payment in cash/bank draft relating to :- ➤ <i>Relief expenditure,</i> ➤ <i>Energy charges,</i> ➤ <i>Telephone charges,</i> ➤ <i>House Building Advance,</i> ➤ <i>Vehicle Advance,</i> ➤ <i>Medical Advance,</i> ➤ <i>Old age pension,</i> ➤ <i>Mid-day meal,</i> ➤ <i>Police Organisation,</i> ➤ <i>Fire Service Organisation,</i> ➤ <i>Jails,</i> ➤ <i>Home Election (Department),</i> ➤ <i>State Election Commission and other Election related bills</i> ➤ <i>13th Finance Commission Grants</i>	26.03.2012
(vi)	Claims relating CP/CSP Schemes the Central Assistance for which is received on after 15.03.2012	26.03.2012
(vii)	Bills relating to SGRY, IAY, SGSY and ITDP to be paid by transfer credit to the P.L. Account of the concerned DRDAs/ ITDAs and all other bills which are passed for payment by transfer credit to deposit heads.	26.03.2012

4. (i) Budgetary funds should not be transferred to Civil Deposit.

(ii) No bill/ cheque/ claim of any kind should be presented to the Treasury/ Spl. Treasury/Sub-Treasury if the money to be withdrawn cannot be spent on or before 31.3.2012. Where the provision is not likely to be spent by 31.3.2012, the provision shall be surrendered under appropriate intimation to Finance Department in time. **Un-spent balance of funds drawn out of the budget provision for the year 2011-12 should be deposited in Government Account within 31.3.2012. Such un-spent balances should, on no account, be carried over to the next financial year, as it will deflate the expenditure of the subsequent year on its refund to Government Account.**

(iii) **Sufficient care should be taken to present the bills relating to Energy Charges, Expenditure on Relief, Schemes funded by ACA for KBK, Externally Aided Projects, Rural Electrification i.e. (Biju Gramya Jyoti, Biju Saharanchala Bidyutikaran Yojana), BKVY, Dietary charges of Hospitals and Jails, Old Age Pension and 13th Finance Commission Grants before the deadline.**

(iv) Under no circumstances should money be drawn and kept in D.C.R., Term Deposit, Bank Draft or in sealed bag or in any other form. Any such instance coming to notice would be treated as temporary misappropriation except when specifically authorized by Finance Department in writing.

5.(i) The time schedule set out above must be adhered to without any deviation. Under no circumstances shall the accounts of any Treasury/Spl. Treasury/Sub- Treasury be kept open beyond 31.3.2012 with a view to accommodating transactions of the current financial year. Under the Integrated Odisha Treasury Management System (iOTMS), all the Treasuries are connected to the Central Location at the Directorate of Treasuries & Inspection, Odisha, Bhubaneswar and the transactions are controlled by the System itself. The iOTMS does not provide for any backlog processing of transactions at any stage. As such exactly after 12.00 Midnight of 31st March 2012, which is technically the end of the current financial year 2011-12, the system would automatically disable all the allotments for 2011-12 across the State as a whole for the financial year 2011-12 and it would not be possible at all to carry out any transaction, relating to the Budget of 2011-12 after that time, which is to be accounted for in the financial year 2011-12. **Collectors as heads of the Treasury administration in the Districts will enforce these restrictions in the interest of financial discipline** as any deviation from the prescribed time schedule will cause undue delay in submission of the accounts to the Accountant General, Odisha.

(ii) On 31st March, 2010 and 2011, a number of Bills/ Cheques which were passed by the Treasuries/Sub-Treasuries in the late hours and sent to the respective Banks for payment could not be encashed as their computerized system did not admit the last minute transactions. The concerned Departments should, therefore, take advance action in this regard and advise the Controlling Officers & DDOs to avoid submission of bills in the Treasuries after the deadlines and ensure encashment of all claims presented in the Treasury/Bank before 31st March, 2012 as the centralized payment procedure of the Banks under the Core Banking System may not accept the last minute transactions.

6. As envisaged under S.R. 242 of O.T.C. Vol-I, money should not be drawn from the Treasury unless it is required for immediate disbursement. Instances have come to the notice of Govt. that money drawn by the D.D.Os is being kept unutilized for indefinite period. This adversely affects the Ways and Means position of the State. Drawal and retention of funds results in deferment/deprivation of the expenditure on priority items which are linked with developmental activities. In order to prevent drawal of money and retention thereof in shape of cash/bank draft, the D.D.Os must record a certificate on the body of the bills presented after 31st March, 2012 as follows:

- (i) That “the money drawn in cash/bank drafts upto the period 31.03.2012 has been disbursed by now except Rs. _____ which would be disbursed by 30.04.2012 at the latest. Similarly, while presenting the pay bill for April, 2012 to be paid on or after 01.05.2012, the D.D.O. must record a certificate that “all money drawn in cash/bank draft up to the period 31.03. 2012 have been fully disbursed and no amount is lying un-disbursed with him”.
- (ii) While presenting the pay bill for the month of **May, 2012** onwards, the D.D.O. must record a certificate to the effect that “the money drawn in shape of cash/bank draft through the bills presented during the previous months has been disbursed except the money drawn in A.C. bills and the amount now proposed for withdrawal in this bill in shape of Cash/Bank draft shall be disbursed within a period of 15 days from the date of actual drawal from the Bank/Treasury”.

7. It is observed that the cash balance Certificate is being furnished in a routine manner although huge amounts remain un-disbursed for a long period, which seriously affects the Ways & Means position. **The DDOs shall therefore furnish a cash balance report as on 16.04. 2012 in the enclosed proforma (at Annexure-‘A’) to the Collector of the District by 21.04. 2012 and the Collector in turn will report directly to Finance Department (Ways & Means Branch) the name of DDOs who have drawn money up to 31st March 2012 but have not disbursed it by 16.04. 2012. A copy of such report should also be endorsed to the concerned Heads of Department.**

8. Instruction issued vide F.D. letter No. 27397 (425)/F dt.25.6.92 and Memo No.53931 (442)/F dt.19.12.92 regarding restrictions on heavy withdrawal of money at a time and its retention in unauthorised Bank accounts must also be strictly followed. It is reiterated that in case any D.D.O. is found to have kept Govt. money in the Bank or Post office after drawal

from Treasury/Bank without specific prior approval of the Govt. in Finance Department, he/she shall be held personally liable. While scrutinizing the bills to be presented during 2012-13, the Treasury Officers must check and ensure that a certificate is recorded on the body of the bill by the D.D.O. concerned to the effect that no amount of money drawn from Treasury/Bank has been kept in deposit account without specific prior approval of Finance Department.

9. The D.D.Os under the administrative control of the Departments may be instructed to strictly follow these instructions.

10. Treasury Officers of District Treasuries /Special Treasuries are requested to furnish to the Finance Department, the balance in Civil deposits as at the end of 2011-12 in the proforma enclosed, as in **Annexure-I & II** by 21st April, 2012. The amount lapsed in terms Finance Department Memo No. 33337(244)/F, dated 30.07.2010 and letter No 31335(225)/F, dated 15.07 2011 is to be indicated separately in the proforma.

11. I would, therefore, request you kindly to take timely steps for drawal of funds by the deadlines stipulated above in the interest of fiscal discipline and effective financial management. It should be noted that there will not be further relaxation in the deadlines indicated above under any circumstances whatsoever.

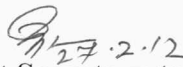
Yours faithfully,

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27/2/12

Principal Secretary to Government

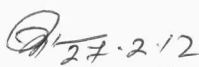
Memo No. 7572 (48) /F., dt. 27/2/12

Copy forwarded to All Revenue Divisional Commissioners/All Collectors/Director of Treasuries and Inspection, Odisha, Bhubaneswar/Financial Adviser and Chief Accounts Officer, Balimela/ Rengali (Left Bank)/Rengali (Right Bank)/Upper Kolab/ Indravati/ Subarnarekha/ Samal/ Mahanadi-Birupa Barrage Project/ Kanupur Irrigation Project/Lower Indra/ Lower Suktel/ Anandapur Barrage Project/ Asst. Financial Adviser & Chief Accounts Officer, Hirakud for information and necessary action.

 27.2.12
Joint Secretary to Government

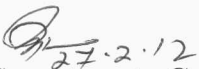
Memo No. 7573 (4) /F., dt. 27/2/12

Copy forwarded to Principal, Secretariat Training Institute, Bhubaneswar/Principal, Odisha Shorthand & Typewriting Institute, Bhubaneswar/ Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/ Director General, Gopabandhu Academy of Administration, Bhubaneswar for information and necessary action.

 27.2.12
Joint Secretary to Government

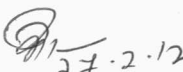
Memo No. 7574 (100) /F., dt. 27/2/12

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

 27.2.12
Joint Secretary to Government

Memo No. 7575 (17) /F., dt. 27/2/12

Copy forwarded to Chief General Manager, State Bank of India, Local Head Office, 111/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar/ Regional Manager, State Bank of India, Bhubaneswar/ Berhampur/ Sambalpur/ Chief Regional Manager, United Bank of India, Zonal Office, 13, Forest Park, Bhubaneswar/Regional Manager, UCO Bank Building, 3rd Floor, C-2, Ashok Nagar, Unit-II, Bhubaneswar/ Regional Manager, Central Bank of India, 94, Janapath, Unit-III, Bhubaneswar/ Zonal Manager, Bank of India, Odisha Zone, Zonal Office, 98 Kharvel Nagar, Ground Floor, Keshari Talkies Complex, Bhubaneswar/ Regional Manager, Indian Bank, Regional Office, 117/118 Station Square, Bhubaneswar/ Chief Managing Director, Allahabad Bank, Regional Office, 3/1B, IRC Village, Nayapalli, Bhubaneswar/ Deputy General Manager, Andhra Bank, Zonal Office, M/14, Baramunda, Bhubaneswar/ Divisional Manager, Canara Bank, Red Cross Bhawan, Sachivalay Marg, Bhubaneswar/ Regional Manager, Indian Overseas Bank, Regional Office, B/2, West Sahid Nagar Bhubaneswar/Deputy General Manager, Panjab Nation Bank, Circle Office, Deen Dayal Bhawan, 4th Floor, Ashok Nagar, Bhubaneswar/Regional Manager, Union Bank of India, Regional Office, 3/1A, Civic Centre, IRC Village, Bhubaneswar for information and necessary action.

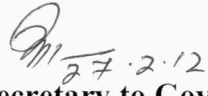
 27.2.12
Joint Secretary to Government

Memo No. 7576 (1170) /F., dt. 27/2/12

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

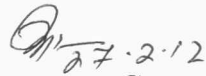
The instructions and stipulations indicated above should be enforced strictly and any deviation noticed will be viewed seriously.

Further, they are requested to furnish the information in the enclosed Proforma-I & II (Department wise) by 21.4.2012 positively concerning Civil Deposit only. The Special Treasuries will furnish their information directly to Finance Department. The District Treasuries will furnish their information incorporating the information of Sub-Treasuries under their control.


27.2.12
Joint Secretary to Government

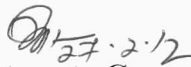
Memo No. 7577 /F Dated 27/2/12

Copy forwarded to the Head, State Portal Group, IT Centre, Odisha, Secretariat for hosting in the Odisha Govt website www.Odisha.gov.in- Finance Department.


27.2.12
Joint Secretary to Government

Memo No. 7578 /F Dated 27/2/12

Copy forwarded to the M/s Luminous Infoways Pvt. Ltd., C/o RTI Central Monitoring Mechanism (CMM), Information & Public Relations Department, Government of Odisha for information and necessary action.


27.2.12
Joint Secretary to Government

ANNEXURE-I

K-Deposits and advances-(b) Deposits not bearing Interest-8443-Civil Deposits-800-other Deposits (Information be furnished Department-wise)

Name of the Department	Balance as on 1.4.2011	Amount deposited from 1.4.2011 to 29.2.2012	Amount deposited during March, 2012	Total deposit during 2011-12 (3+4)	Total deposit up to the end of 2011-2012 (2+5)	Released * /lapsed during 2011-12	Balance of Civil Deposit as on 1.4.2012 (6-7)
1	2	3	4	5	6	7	8

* Indicate the amount lapsed in terms of para 3 of F.D. memo No. 33337(225)/F dtd 30.07.2010 and letter No 31335(225)/F, dated 15.07 2011 separately in column No. 7

ANNEXURE-II (Information be furnished Department-wise)

Name of the Department	Name of the D.D.O.	Head of Account from which amount drawn and kept in Civil Deposit.	Amount	Nature of Claim	Whether drawn in A.C. Bill or D.C. Bill	Challan No. & Date of Credit to Civil Deposit
1	2	3	4	5	6	7

Treasury Officer
District Treasury / Special Treasury

ANNEXURE-III

**Details of Civil Deposits Lapsed on 01.04.2012 in terms of para 4 of Finance Department Memo No. 33337(225)/F dated 30.07.2010 and letter No 31335(225)/F, dated 15.07 2011
(Information be furnished Department-wise)**

Name of the Department	Balance as on 1.4.2012 as per col- 8 of Annexure -I	Amount lapsed on 1.4.2012 in terms of para 4 of Finance Department memo No. 33337(225)/F dated 30.07.2010 and letter No 31335(225)/F, dated 15.07 2011	Balance of Civil Deposit as on 1.4.2012 after lapse of Deposits(2-3)
1	2	3	4

**Treasury Officer
District Treasury / Special Treasury**

Annexure-‘A’
Cash Balance Report of DDOs. As on 16.04.2012

Name & Designation of the D.D.O.	Name of the Heads of Department/Administrative Department	Un-disbursed amount out of money drawn before 1.3.2012	Un-disbursed amount out of money drawn in March 2012	Total amount of un-disbursed money	Break up of the un-disbursed amount i.e. whether kept in cash/B.D./Banker's Cheque/DCR or in unauthorized Bank Account.	Reasons for drawal & retention of the un-disbursed amount in violation of SR 242 of OTC Vol-1.
1	2	3	4	5	6	7

Signature
Designation of D.D.O