

URGENT COVID-19

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 10494 /F,

Dt. 26/03/2020

FIN-TRY-MISC-0002-2020

OFFICE MEMORANDUM

**Sub: Electronic/Online processing of Bills during Lock Down period of Covid-19.**

To prevent the spread of Covid-2019, social distancing has become inevitable. Although, there has been a complete lock down of the State w.e.f. 24.3.2020 all the Treasuries in the state are working to facilitate the Government disbursement and receipts. However, the Drawing & Disbursing Officers of different Government establishments are facing difficulties to commute to their respective offices for preparation of bills and the subsequent submission of the hard copies under their signature to the concerned Treasuries.

2. Considering the difficulties and to ensure social distancing, DDOs are hereby allowed to submit online bills with or without DSC to concerned Treasuries attaching the necessary supporting documents in the electronic form using the DDO interface of IFMS.

3. The bills for which online submission facility is not available in IFMS, for instance claims pertaining to RCM, Travel Allowance, Salaries of Hon'ble Members of Legislative Assembly, Salary Bill for Hon'ble Speaker & Deputy Speaker, the DDOs can submit the scanned copies of the manual bills prepared by them to the Treasury Officer in their designated emails.

4. Treasury Officers will process the bills received through the online DDO interface of IFMS directly without waiting for the physical bills and their supporting documents which would have been normally presented in the Book of Drawal.

5. Treasury Officers will download and print scanned copies of the manual bills received by the DDOs in their designated emails. Further processing of the claims will be made in the Treasuries on the basis of printed copies.

6. In order to avoid any possibility of over-drawal/wrong drawal, DDOs will furnish a list of the bills as per the format enclosed to the designated email of the Treasury

Officers as available in the IFMS Portal (<http://www.odishatreasury.gov.in>) with copy to the Central location of Directorate of Treasuries & Inspection, Odisha, Bhubaneswar in the mail "[email-dtcentrallocation@gmail.com](mailto:email-dtcentrallocation@gmail.com)".

7. This arrangement will be purely for an interim period till the lock down continues. DDOs will submit physical copies of the bills submitted online (either through DDO interface or by email) to the Treasury under their signature dated on which online bill was submitted to the Treasury earlier. **Treasuries will not process any further claim of the concerned DDO if he fails to submit the physical copies of the bill after the lock down period is over.**

8. On receipt of the physical bill, Treasury Officers will also put their signatures as per the hierarchy of online processing and submit the vouchers to the Principal Accountant General, Odisha along with the accounts.

9. This process will be operational immediately even for the claims which are likely to be processed during the remaining days of the current Financial Year. DDOs may submit the physical copies of such bills under their signature preferably in the first week of April, 2020 in order to enable the Treasuries to submit the closing accounts for the month of March, 2020 immediately after the lock down period is over.

10. The above online process of drawal may also be followed for the month of April, 2020 (till the end of lock down period). The accounts for the month of April will be submitted by the Treasuries to the Principal Accountant General (A&E), Odisha after obtaining the physical vouchers from their respective DDOs by 08<sup>th</sup> May, 2020.

11. The approval of the Principal Accountant General (A&E), Odisha in this matter has been obtained vide email dated 26<sup>th</sup> March, 2020.

*Johok*  
*26/3/2020*

Principal Secretary to Government

Memo No. 10495 /F, dated 26/03/2020

Copy forwarded to the Private Secretaries to Chief Minister / Minister, Finance for kind information of Hon'ble Chief Minister/ Minister, Finance.

  
Under Secretary to Government

Memo No. 10496 /F, dated 26/03/2020

Copy forwarded to the Private Secretaries to Chief Secretary/D.C.-cum-Additional Chief Secretary/Principal Secretary, Finance Department for kind information of Chief Secretary/D.C.-cum-Additional Chief Secretary/Principal Secretary, Finance Department.

  
Under Secretary to Government

Memo No. 10497 /F, dated 26/03/2020

Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar for information and necessary action (email-dagacctae.od@nic.in).

  
Under Secretary to Government


Memo No. 10498 /F, dated 26/03/2020

Copy forwarded to all Departments/ all Heads of Departments for information & necessary action.

  
Under Secretary to Government

Memo No. 10499 /F, dated 26/03/2020

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

  
Under Secretary to Government

Memo No. 10500 /F, dt. 26/03/2020

Copy forwarded to All Revenue Divisional Commissioners/All Collectors/ 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.

  
Under Secretary to Government

Memo No 10501 Date 26/03/2020

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

He is requested to kindly issue necessary instructions to all Treasury/Sub-Treasury/Special Treasury Officers and prepare a standard operating procedure in the matter and upload it in the IFMS portal for information of all DDOs.

  
Under Secretary to Government


Memo No. 10502 /F, dated 26/03/2020

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

  
Under Secretary to Government

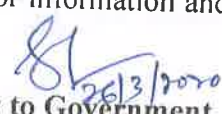
Memo No. 10503 /F, dt. 26/03/20

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/ Director, Revenue officers' Training Institute, Bhubaneswar for information and necessary action.

  
Under Secretary to Government

Memo No. 10504 /F, dated 26/03/2020

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

  
Under Secretary to Government

Memo No. 10505 /F, dated 26/03/2020

Copy forwarded to State Head Portal, Secretariat with a request to upload the copy of the circular in Finance Department website ([www.odisha.gov.in/finance](http://www.odisha.gov.in/finance)).

  
Under Secretary to Government

