

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 6688 /F.,
PT1-FIN-TRY-MISC-0002-2020

Dt. 02/03/2023

OFFICE MEMORANDUM

Sub:- Paperless processing of financial transactions for generation of electronic voucher and accounts in all the treasuries of the Government of Odisha.

Treasury prepares the primary account for the government transactions i.e., both Receipt and Payment. Currently, the claims are prepared using the online platform of IFMS where the Drawing and Disbursing Officers have to take a printout of both the Bill and Sanction Order copy generated from IFMS along with other related documents for necessary submission and processing at treasury for disbursement. Similarly, in respect of the receipts, Cyber Treasury accounts for all the online receipts of the State which is already paperless, however, physical challans are accounted for manually after receipt of scroll from the treasury linked bank. Treasury after accounting for all these receipts and payments at its level transmits the hard copy of vouchers and challans to the O/o the Principal Accountant General, (A&E), Odisha for preparation of the monthly accounts for the State.

In order to migrate from a paper based transaction system to a complete electronic transaction system, Treasury Automation was introduced in 2001 leveraging the cutting edge technology. In adherence to 5T principles of Government, processes have been re-engineered from time to time to achieve end to end digitization in preparation, processing of claims, accounting of Receipt, Payment and Pension administration of the State.

In the initial phase, electronic bill format for most of the bill types have been developed and deployed in IFMS. Subsequently, provisions have been made for generation of electronic sanction order. In order to further streamline the process and ensure correctness of data, systemic validation has been imposed for tagging the electronic sanction order with corresponding bill types and Head of Accounts. However, there are certain mandatory documents and certificates that are required to be submitted along with the claims for processing which are not generated electronically in IFMS. Facility has been developed to attach electronic images of these documents along with the claims in IFMS. Digital Signature Certificate (DSC/e-Sign) has also been introduced at all levels of Approval with reference to processing and accounting of the claims, receipt and pension.

As a precursor to a complete electronic processing of Government payment and receipts, instructions were issued vide Letter No. 18611 dated 25.07.2022 for mandatory use of digital signature on all the Sanction Orders, Bills generated in IFMS and the other electronic images of the supporting documents submitted along with the claims. The Sanctioning Authorities, DDOs and the Treasuries are already transacting in a digital platform using DSC / e-Sign. However, as per the mandate of the Principal Accountant General, (A&E), Odisha, physical documents were also being moved along with the electronic data between DDOs to Treasury and subsequently to the Principal Accountant General, (A&E), Odisha. The movement of physical paper-based documents between the above mentioned stakeholders will be dispensed with and the electronic process to be adopted is as follows:

- All Government payments made through the Treasury will be processed using the electronic platform of IFMS. Sanction orders, bills and other documents which can be prepared and generated in IFMS will be mandatorily used for payment processing.
- Only those documents that cannot be generated using IFMS should mandatorily be uploaded to the system.
- All electronic Sanction Orders generated in IFMS are required to be digitally signed by the Sanction Issuing Authority
- Electronic Bills prepared in IFMS are required to be signed by the DDO using DSC/e-Sign.
- Scanned images/copies of sub vouchers are required to be cancelled and superscribed with Bill No. and date, before uploading and attaching the same with the bill. DDOs are required to sign the images using DSC/e-Sign.
- Any other relevant documents/certificates required for the purpose of processing any claim should also be signed by the DDO using DSC/e-Sign.
- Beneficiary list is also required to be digitally signed by the DDO
- After approval of the bill, the Treasury Officer will sign the Pay order using the DSC/e-Sign.
- PL Administrators are required to sign the electronic PL Cheques and the respective beneficiary list are required to be signed using DSC/e-Sign.
- On approval, the Treasury Officer will issue the pay order using DSC/e-Sign.
- The Treasury Officer will submit the periodic accounts to the A.G(A&E), Odisha along with the required reports and documents using DSC/e-Sign.

The operational procedure for achieving the objective of end to end digitization of financial transactions in the electronic transaction system is outlined in **Annexure**.

Implementation Plan:

The procedure contained in the memorandum will be effective from **01st of April, 2023**. The e-Vouchers processed during the pilot implementation will be deemed to have been covered under the provisions of the above memorandum.

Necessary training for the DDOs to operate in the new process has been provided by the concerned drawing treasuries. Treasuries will also set up dedicated Helpdesk for support and handholding of the DDOs in preparation and submission of their claim in e-Voucher system. The Directorate of Treasuries & Inspection will work as the Nodal Office for the purpose of implementation of e-Voucher in the State.

Deemed Amendment:

The existing provision of Odisha Treasury Code and other codes and instructions issued by State Government from time to time is deemed to be amended to operationalize the new process of electronic processing of financial transactions for generation of electronic Voucher and Accounts in all the Treasuries. Formal amendment to Odisha Treasury Code will follow.

By orders of the Governor,



Principal Secretary to Government

Operational procedure for implementation of paperless transaction:

To achieve end to end digitization across all the treasuries, DSC/e-Sign for both the DDOs & Treasury Officers is required. In this regard, a detailed guideline in respect of obtaining DSC/e-Sign and its subsequent registration in IFMS has been issued vide FD OM No-37122 dated 01.11.2019 and subsequent instruction vide Letter No-18611 dated 25.07.2022. Directorate of Treasuries and Inspection is responsible for providing necessary sensitization and support to DDOs in procurement of DSC/e-sign.

Pre-Requisites:

The following preparatory activities have been undertaken for authenticating documents in IFMS using DSC/e-Sign:

- I. All the DDOs/Sanction Issuing Authorities in IFMS have been provided with DSC/e-Sign through their drawing treasuries.
- II. In case of subsequent requirement of DSC arising out of transfer/retirement of the incumbent authority, the concerned office will procure additional Class-III DSC from any of the certifying authorities (C.A). However, in case of requirement of e-Sign, existing process of procurement through treasury will be followed since **e-Sign procured through channels other than treasury will not work in IFMS application.**
- III. All the electronic documents should be authenticated using the **signature properties** only and not the **encryption property** contained in the Dongle based signature (DSC).
- IV. If any digital signature (DSC/e-sign) appended to an electronic document is showing **cross mark (x) in red colour**, it is an invalid signature. This shall not be accepted for use in the electronic transaction system and is to be objected immediately.
- V. Implementation support for the use of DSC/e-Sign will be provided by the local treasury.

Role of Sanction Issuing Authority

- I. The Authority competent to issue the sanction orders in IFMS should ensure that e-sanction orders are generated in IFMS using the appropriate Sanction Type and Sub-Type.
- II. Sanction order should be prepared using correct combination of Heads of Account.

Role of DDO

- I. To ensure correctness of data, systemic validation has been imposed for tagging of sanction order with corresponding bill types and Heads of Account. (***The detail list is uploaded in the IFMS portal. Any change in the tagging would be updated in the portal as and when developed in the system).***)
- II. IFMS will not allow any manual entry of sanction details at the time of preparation of a bill for which such mapping is available. The DDO shall choose the appropriate sanction order made available in the system.
- III. Once a sanction order is selected/chosen and tagged to the bill, it will be automatically available in the 'Attachment' section of online bill format. The DDO concerned should not upload it again.
- IV. There is a Common Bill Format in IFMS with respect to the bills for which e-bill format is yet to be developed and deployed in IFMS. These bills will be prepared by using "Common Bill Format" available in IFMS (***The detail list is uploaded in the IFMS portal. Any change in the tagging would be updated in the portal as and when developed in the system).***)
- V. All the bills, other than the Pay/ Arrear Pay Bills prepared in HRMS, along with the sanction order and other relevant documents submitted by the DDOs must be mandatorily signed digitally by using DSC/e-Sign.
- VI. In case of salary and arrear salary bill prepared in HRMS, DDO will continue to upload the e-bill to IFMS without DSC/e-Sign till HRMS application is DSC/e-Sign enabled.
- VII. Since document uploading facility is not available in HRMS, DDO shall submit hardcopy of required sanction orders, certificates, LPC etc as the case may be on request of the treasury for verification. However, this practice will be dispensed with when HRMS will develop facility for such verification.
- VIII. It is to be ensured that the Sub Voucher is required to be 'cancelled' and 'Passed for Payment'. The 'Bill No.' and 'Bill Date' must be super-scribed on the Sub Voucher before being scanned and uploaded as an attachment to the Bill.
- IX. Any relevant scanned document uploaded and tagged to a bill must be in **non-editable format** before signing it digitally. In case any editable pdf document is uploaded and signed digitally, such digital signature is invalid (showing Cross **x** mark in red colour).
- X. Physical signature on each of the sub-vouchers is not required since it is uploaded & digitally authenticated by the DDO using DSC/e-sign.
- XI. Tagging of Bills to e-Book of Drawal for submission to Treasury has been made mandatory in IFMS and the use of Manual Book of Drawal has been dispensed with.

- XII. The DDO is required to generate an e-Book of Drawal only for those bill / bills which she/he intends to submit to the treasury. Once an e-book of drawal is generated by the DDO against any bill/bills, it implies final submission of the bill/bills to treasury for necessary processing.
- XIII. **DDOs will not submit the physical copy of the bills including the pay bill in the treasuries/sub treasuries. However, DDOs will preserve the copy of the bills along with its supporting documents at their end for inspection/audit purpose.**
- XIV. Electronically generated PL cheques are to be digitally signed by the respective PL Administrators for submission to treasury. On approval by the Treasury, the Treasury Officer shall digitally countersign the P.L. Cheques submitted by the Administrator. The beneficiary list tagged to the PL cheque should also be digitally signed by the administrator.

Role of Treasury:

- I. The Treasury shall not receive any physical document from any DDO. All required documents to be submitted to the Treasury by a DDO towards processing of a claim will be available electronically in the IFMS.
- II. In case, the treasury receives request from the DDO desiring to submit a claim/bill manually, treasury should first seek clarification from the Directorate of Treasuries in this regard prior to receipt.
- III. Treasury should continue to maintain the signature guard files of the current DDOs. It is the responsibility of the Treasury to verify that the name of the incumbent DDO is reflected in the digitally signed bill and tally it with the record maintained in the guard file.
- IV. E-Book of drawal is available at all levels of Treasury users. Treasuries will process the bills on receipt of e-Book of Drawal at their level. They shall not ask the DDOs to submit the physical copy of the bills or e-Book of drawal.
- V. Systemic validations are imposed in IFMS for generation and approval of Pay Orders with reference to all bills including Pay/Arrear Pay bills prepared in HRMS by the Treasury Officer using DSC/e-Sign.
- VI. The Treasury Officer will mandatorily use DSC/e-Sign while approving and submitting the Monthly Accounts to Principal Accountant General, (A&E), Odisha.
- VII. Treasury at the time of scrutiny must ensure that the bill, sanction order and other relevant documents required for processing of the claim are available in specified electronic format in IFMS. In case of any deviation in this regard or un-availability of a required document in IFMS, Treasury should object the bill clearly mentioning the reason.
- VIII. Treasury will continue to submit to the O/o the Principal Accountant General, (A&E), Odisha the hardcopy of receipt account along with

physical challans for instances where the deposit has been made manually.

- IX. The vouchers in respect of payment of pension made for the first time should contain the provisional drawal particulars and system generated calculation sheet. However, till such facility is developed in IFMS, Treasury will continue to submit the physical copies.
- X. Further, Treasury will also continue to submit to the O/o the Principal Accountant General, (A&E), Odisha hardcopy of challan against recovery from gratuity and other pensionary benefits booked under different expenditure/receipt heads as by-transfer till facility/provision for generation of such BT challan is made available in IFMS.
- XI. In the new environment, the Treasury Officers will not issue any manual objection memo. In case a bill is objected, the reason/s for the objection should either be selected from the available 'list of objections' or entered in simple and clearly understandable language with reference to the relevant codal provision in IFMS.
- XII. Any incorrect digital signature on the documents and bills submitted by the DDO should be objected by the Treasury. (For example: A document signed by a wrong officer, an invalid signature etc).
- XIII. Provisions mentioned above are made in IFMS for a smooth migration to paperless transaction system. However, these systemic interventions are no way an alternative to the scrutiny measures exercised at treasury level. Treasury will continue to verify the e-bills as per the prevailing provisions and rules.

Account Correction Procedure:

Since the digitally signed document cannot be updated/modified, correction to the electronic voucher cannot be made. However, the electronic data of the accounts can be modified following the process as explained in Para-7 of Finance Department Letter No. 28812 dated 10.10.2014.

Before Closure of Treasury Accounts:

Before closure of Monthly Account at Treasury level, DDO may send online request to Treasury with reference to any correction in voucher level data using the DDO-Treasury Account Correction Module of IFMS. Such request can be initiated by the DDO latest by **1st of the succeeding month** (Month succeeding to the Account Month). Treasury will carry out the corrections before sending accounts to the Principal Accountant General, (A&E), Odisha.

After Closure of Treasury Accounts:

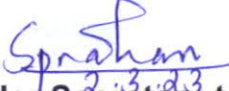
The request for correction in accounts after the Treasury has closed the monthly accounts will be made through the CO Reconciliation Module

of IFMS. In other words, the DDO will request the Controlling Officers to suggest changes in accounts of expenditure uploaded by the Principal Accountant General, (A&E), Odisha. On approval from the Principal Accountant General, (A&E), Odisha, the correction to the data of the voucher can be effected at the Treasury level.

After necessary correction of the voucher level data is made in IFMS, it is the responsibility of the concerned Controlling Officer and the drawing Treasury to communicate the same to the respective DDO.

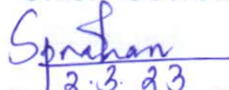
Memo No. 6689 /F, dated 02/03/2023

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


2.3.23
Under Secretary to Government

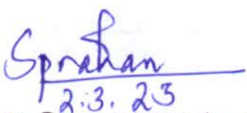
Memo No. 6690 /F, dated 02/03/2023

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.


2.3.23
Under Secretary to Government

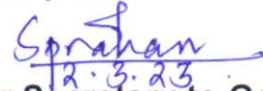
Memo No. 6691 /F, dated 02/03/2023

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


2.3.23
Under Secretary to Government

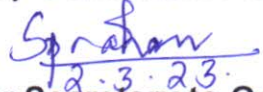
Memo No. 6692 /F, dated 02/03/2023

Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar/ D.A.G, Puri for information and necessary action.


2.3.23
Under Secretary to Government

Memo No. 6693 /F, dated 02/03/2023

Copy forwarded to the 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 & necessary action.


2.3.23
Under Secretary to Government

Memo No. 6694 /F, dated 02/03/2023

Copy forwarded to Director of Treasuries and Inspection, Odisha, Bhubaneswar for information and necessary action. It is requested to necessary instructions to all Treasuries/Sub-Treasuries/all DDOs for implementation of e-Voucher.

Sprathan
2.3.23

Under Secretary to Government

Memo No. 6695 /F, dated 02/03/2023

Copy forwarded to All Revenue Divisional Commissioners/All Collectors for information and necessary action.

Sprathan
2.3.23

Under Secretary to Government

Memo No. 6696 /F, dated 02/03/2023

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.

Sprathan
2.3.23

Under Secretary to Government

Memo No. 6697 /F, dated 02/03/2023

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

Sprathan
2.3.23

Under Secretary to Government