

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 7015 /F.,  
FIN-TRY-BT-0001-2024

Date- 16.03.2024

From

Anil Kumar Purohit  
Joint Secretary to Government

To

The DC-cum-ACS to Government/  
Additional Chief Secretaries to Government/  
Principal Secretaries to Government/  
Commissioner-cum-Secretaries to Government/  
Secretaries to Government/  
All Departments

Sub: **Regarding proposal for extension of bill submission date in Treasury for the month of March, 2024.**

Ref: Finance Department Letter No-5295 dated 29.02.2024

Madam / Sir,


In inviting a reference to the subject cited above and in continuation of the instructions referred to, I am directed to say that in order to ensure hassle-free, timely processing of Government claims and accounting of the receipts of Government taxes and dues, the following arrangements have been made in Treasuries for the month of March, 2024:

1. All Treasuries will remain open on 23rd, 24th, 25th, 29th and 31st of March, 2024
2. DDOs can approach the Treasuries for availing any kind of operational support to prepare the bills and Sanction Orders in IFMS.
3. The support of the Help Desk of IFMS will be available from 08.00 AM to 08.00 PM on all working days in the last fortnight of March, 2024 including the specially declared working days to provide support to the DDOs and other stakeholders.

A detailed SOP for submission of request for extension of bill submission date is enclosed at **Annexure-A** for kind reference.

It is, therefore, requested that necessary instructions may kindly be issued to all concerned to submit their bill extension proposals as per the process described in the SOP.

Yours faithfully,

  
Joint Secretary to Government

Memo No 7016 /F, Date 16.03.2024

Copy forwarded to PS to Principal Secretary, Finance Department for kind information of Principal Secretary.

*CK/2/16.03.24*

Under Secretary to Government

Memo No 7017 /F, Date 16.03.2024

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

*CK/2/16.03.24*

Under Secretary to Government

Memo No 7018 /F, Date 16.03.2024

Copy forwarded to all Expenditure branches, Finance Department for information and necessary action.

*CK/2/16.03.24*

Under Secretary to Government

Memo No 7019 /F, Date 16.03.2024

Copy forwarded to The Treasury Officer of All Special Treasuries / District Treasuries / Sub-Treasuries for information and necessary action.

*CK/2/16.03.24*

Under Secretary to Government

Memo No 7020 /F, Date 16.03.2024

Copy forwarded to Sri Tapan Pattnaik, FID for information and necessary action. He is requested to upload the circular regarding distribution of Budget Allotment for incurring expenditure for the financial year 2024-25 in the Website ([www.Odisha.gov.nic.in/financelindex.htm](http://www.Odisha.gov.nic.in/financelindex.htm)) of Finance Department for information of all Administrative Departments and Controlling Officers.

*CK/2/16.03.24*

Under Secretary to Government

Detailed Process for Submission of Dateline Extension Proposals:

I. **Transmission & Processing of Request for Approval**

- DDOs who seek dateline extension should send/mail their proposals directly to the linked Treasury in prescribed format (**Excel File only**) from their designated official Mail Id.
- After receipt of such request from DDOs, concerned Treasury will book call in Mantis for further processing of such request. However, such Mantis Call will be booked on the principle of **One DDO-One Call**. One call may accommodate request for dateline extension sought for multiple claims/bills w.r.t. one DDO only.
- For booking of such call in Mantis, Treasury has to choose Project Category as "**Extension of Bill Submission Dateline**".
- There is a newly created field in the Mantis Call Log Screen to enter detailed information on Dateline Extension Requests such as:
  - **DDO Code**
  - **Select Parent Treasury (District/Special) from Drop Down Menu**
  - **Select Treasury (District/Special/Sub Treasury)**
  - **No of Bills for which permission is sought**
  - **Token No of Bills (Multiple Token Nos. can be entered with , separator)**
  - **Total Bill Gross Amount**
- After entering the above mentioned information in the specified field, Treasury should **mandatorily upload** the request proposals received in **Excel File only** from the DDO.
- Such Mantis Call will be landed at DTI User **Sri Dillip Kumar Satpathy, ADTI** who will be the **Nodal Officer** to assign/forward all such calls to one of the Approver (User) of Finance Department (*F.D. User Login **akp***). The F.D. Approver will seek approval from the competent Authority and add note to the call as per the approval by the Authority in F.D. Then, the F.D. Approver will revert back the call to DTI User (Sri D.K. Satpathy) who will update the status of Mantis Call as Resolved with a Note indicating the status as "Approved" or "Rejected" as per F.D. approval order.
- The Team in charge of processing Dateline Extension Mantis Calls at DTI will upload the Dateline Extension Order approved by F.D. in IFMS Portal for the information of the concerned DDOs/Treasury
- Treasury after booking a Mantis Call in this regard will have a watch on the resolution status of the Call and allow acceptance of Bill till the approved date of extension which would be reflected in the Mantis Call Resolution Note. The DDO concerned should be immediately intimated for submission of Bills within the allowed dateline.
- In case, F.D. indicates "Rejected" in the status Note, Treasury will communicate to the DDO and take action accordingly.

II. Copy of the Prescribed Format:

SL No	Name of Office	DDO Code	Drawing Treasury	Bill No with Date	Token No with Date	Bill Amount		Nature of Claim	Reason of Non-Submission within the prescribed Dateline
						Gross Amt	Net Amt		