

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 11608 /F,  
FIN-PF-CA-0001-2021

Date 9.04.2021

From

**Shri D. Biswal,**  
**Joint Secretary to Government**

To

**The Additional Chief Secretary to Government,**  
**Principal Secretary to Government,**  
**Commissioner-cum-Secretary to Government,**  
**Special Secretary to Government**  
**All Departments**

Sub: **Procedure for release of funds under the Centrally Sponsored Schemes (CSS) and monitoring utilization of the funds released.**

Ref: **Office Memorandum F. No.1(13)PFMS/FCD/2020, dated 23<sup>rd</sup> March, 2021 issued by Department of Expenditure, Ministry of Finance, Government of India.**

Madam/Sir,

In inviting a reference to the subject and Office Memorandum cited above, I am directed to say that, Department of Expenditure, Ministry of Finance, Government of India have issued detail procedure for release of funds under the Centrally Sponsored Schemes (CSS) and monitoring utilization of funds released (**copy enclosed**). It is laid down that the procedure issued in the said OM will be followed by all the State Governments and Ministries/Departments of Government of India regarding release and monitoring utilization of funds under CSS **with effect from 1<sup>st</sup> July, 2021.**

It is, therefore, requested to kindly take appropriate action to follow the procedure laid down in the aforesaid Office Memorandum relating to the subject cited above. In case of issues, if any, the same may be brought to the notice of Finance Department so that the matter can be taken up with Government of India.

Yours faithfully,

*D. Biswal*  
**Joint Secretary to Government**  
9.4.2021

Memo No. 11609 /F, date 9.04.2021

Copy along with the copy of the enclosure forwarded to the Director, Small Savings in charge of Treasury Branch of Finance Department for favour of kind information and necessary action.

*Mem 9/4/21*

Memo No. 11610 /F, date 9.04.2021  
**Deputy Secretary to Government**

Copy along with the copy of enclosure forwarded to Additional Secretary to Government in charge of SPMU, PFMS, Finance Department for favour of kind information and necessary action.

*Mem 9/4/21*

Memo No. 11611 /F, date 9.04.2021  
**Deputy Secretary to Government**

Copy along with the copy of enclosure forwarded to Joint Secretary to Government (Sri S. P. Rath), Finance Department for favour of kind information and necessary action.

*Mem 9/4/21*

Memo No. 11612 /F, date 9.04.2021  
**Deputy Secretary to Government**

Copy along with the copy of enclosure forwarded to the FAs/AFAs of all Departments for favour of kind information and necessary action.

*Mem 9/4/21*

Memo No. 11613 /F, date 9.04.2021  
**Deputy Secretary to Government**

Copy along with the copy of enclosure forwarded to Sri S. S. Panda, Sr Accounts Officer, PFMS State Directorate, SPMU, 2<sup>nd</sup> Floor, Treasury & Accounts Bhawan for favour of kind information and necessary action.

*Mem 9/4/21*

Memo No. 11614 /F, date 9.04.2021  
**Deputy Secretary to Government**

Copy along with the copy of enclosure forwarded to all Expenditure Branches of Finance Department for favour of kind information and necessary action.

*Mem 9/4/21*

**Deputy Secretary to Government**

**F. No. 1(13)PFMS/FCD/2020**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**PFMS Division**

Block No.11, 5<sup>th</sup> Floor,  
CGO Complex, Lodhi Road,  
New Delhi, dated 23.03.2021

**OFFICE MEMORANDUM**

**Subject: Procedure for release of funds under the Centrally Sponsored Schemes (CSS) and monitoring utilization of the funds released**

The General Financial Rule 232(v) prescribes the release of funds to the State Governments and monitoring utilization of funds through PFMS. For better monitoring of availability and utilization of funds released to the States under the Centrally Sponsored Schemes (CSS) and to reduce float, the Department of Expenditure vide letter of even number dated 16.12.2020 had shared a draft modified procedure for release of funds under CSS with all the State governments and Ministries/Departments of the Government of India to seek their comments. The comments received from the State governments and Ministries/Departments of the Government of India were considered and the procedure has been suitably modified.

With a view to have more effective cash management and bring more efficiency in the public expenditure management, it has been decided that the following procedure will be followed by all the State Governments and Ministries/Departments of the Government of India regarding release and monitoring utilization of funds under CSS with effect from 1<sup>st</sup> July, 2021:

1. Every State Government will designate a Single Nodal Agency (SNA) for implementing each CSS. The SNA will open a Single Nodal Account for each CSS at the State level in a Scheduled Commercial Bank authorized to conduct government business by the State Government.
2. In case of Umbrella schemes which have multiple sub-schemes, if needed, the State Governments may designate separate SNAs for sub-schemes of the Umbrella Scheme with separate Single Nodal Accounts.
3. Implementing Agencies (IAs) down the ladder should use the SNA's account with clearly defined drawing limits set for that account. However, depending on operational requirements, zero-balance subsidiary accounts for each scheme may also be opened for the IAs either in the same branch of the selected bank or in different branches.
4. All zero balance subsidiary accounts will have allocated drawing limits to be decided by the SNA concerned from time to time and will draw on real time basis from the Single Nodal Account of the scheme as and when payments are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.

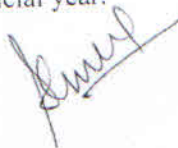
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5. For seamless management of funds, the main account and all zero balance subsidiary accounts should preferably be maintained with the same bank. However, State Government may choose different banks for opening Single Nodal Accounts of different CSS.
6. Only banks having a robust IT Systems and extensive branch network should be chosen for opening the Single Nodal Account of each CSS. The bank chosen should have the facility to open the required number of subsidiary zero balance accounts and a robust MIS for handling accounting and reconciliation at each level. The bank should also provide a user friendly dashboard to officers at various levels to monitor utilization of funds by IAs.
7. The bank's software system should be able to monitor the drawing limits of the IAs who should be able to draw funds on real time basis from the SNA's account as and when payments are to be made. The selected bank should ensure proper training and capacity building of branch managers and other staff for smooth operation of these accounts.
8. The Ministries/Departments will release the central share for each CSS to the State Government's Account held in the Reserve Bank of India (RBI) for further release to the SNA's Account.
9. Funds will be released to the States strictly on the basis of balance funds of the CSS (Central and State share) available in the State treasury and bank account of the SNA as per PFMS or scheme-specific portals fully integrated with PFMS in consonance with rule 232(V) of the General Financial Rules, 2017.
10. The SNAs shall ensure that the interest earned from the funds released should be mandatorily remitted to the respective Consolidated Funds on pro-rata basis in terms of Rule 230(8) of GFR, 2017. Interest earned should be clearly and separately depicted in PFMS, scheme-specific portals integrated with PFMS and in MIS provided by the banks.
11. Except in case of schemes/sub-schemes having no State share, States will maintain separate budget lines for Central and State Share under each CSS in their Detailed Demand for Grants (DDG), and make necessary provision of the State share in the State's budget. While releasing funds to SNA, State's Integrated Financial Management Information System (IFMIS) should provide these budget heads and the same should be captured in PFMS through treasury integration.
12. In the beginning of a financial year, the Ministries/Departments will release not more than 25% of the amount earmarked for a State for a CSS for the financial year. Additional State share (not more than 25% at a time) will be released upon transfer of the stipulated earlier (both Central and State share) and utilization of at least 75% of the funds released. However, this provision will not be applicable in case of schemes where a different quantum of release has been approved by the Cabinet.
13. After opening of Single Nodal Account of the scheme and before opening zero balance subsidiary account of IAs or assigning them drawing rights from SNA's account, the IAs at all levels shall return all unspent amounts lying in their accounts to the Single Nodal Account of the SNA. It will be the responsibility of the State government concerned to ensure that the entire unspent amount is returned by all the IAs to the Single Nodal Account of the SNA concerned. For this, the State Governments will work out the modalities and the timelines and will work out Central and state share in the amount so available with IAs.



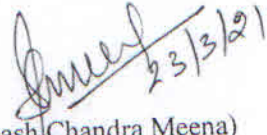
SNA's will keep a record of unspent balance lying in the account of IAs and the amount refunded by IAs.

14. Refund of balance amount by IAs and the amount available in the SNA's account should be taken into account by the Program Division of the Ministry/Department while releasing funds under the scheme. Concerned SNA's shall keep a record of the unspent amount lying in the account of IAs to be deposited in the Single Nodal Account while assigning drawing rights to IAs.
15. Ministries/ Departments will ensure that releases under all CSS are made strictly as per the actual requirement on the ground, without resulting in any material float with the implementing agencies at any level.
16. The State Government will transfer the Central share received in its account in the RBI to the concerned SNA's account within a period of 21 days of its receipt. The Central share shall not be diverted to the Personal Deposit (PD) account or any other account by the State Government. Corresponding State share should be released as early as possible and not later than 40 days of release of the Central share. The funds will be maintained by the SNA in the Single Nodal Account of each CSS. State Governments/SNA's/IAs shall not transfer scheme-related funds to any other bank account, except for actual payments under the Scheme.
17. State Governments will register the SNA's and all IAs on PFMS and use the unique PFMS ID assigned to the SNA and IAs for all payments to them. Bank accounts of the SNA's, IAs, vendors and other organizations receiving funds will also be mapped in PFMS.
18. Payments will be made from the zero balance subsidiary accounts up to the drawing limit assigned to such accounts from time to time. Transactions in each Subsidiary Account will be settled with the Single Nodal Account daily through the core banking solution (CBS) on the basis of payments made during the day.
19. SNA's and IAs will mandatorily use the EAT module of PFMS or integrate their systems with the PFMS to ensure that information on PFMS is updated by each IA at least once every day.
20. SNA's will keep all the funds received in the Single Nodal Account only and shall not divert the same to Fixed Deposits/Flexi-Account/Multi-Option Deposit Account/Corporate Liquid Term Deposit (CLTD) Account etc.
21. The State IFMIS should be able to capture scheme component-wise expenditure along with PFMS Scheme Code and Unique Code of the Agencies incurring the expenditure. State Governments will ensure daily uploading/sharing of data by the State IFMIS/Treasury applications on PFMS. PFMS will act as a facilitator for payment, tracking and monitoring of fund flow.
22. Release of funds by the Ministries/Departments to States towards the end of the financial year should be avoided to prevent accumulation of unspent balances with States. Ministries/Departments will arrange to complete the release well in time so that States have ample time to seek supplementary appropriations from their respective legislatures, if required, and account for all the releases in the same financial year.



23. In case of CSS having no State share and where as per the scheme guidelines, funds are released by the Central Ministry/Department directly to the districts/blocks/Gram Panchayats/Implementing agencies, the requirement of notifying a single Nodal Agency and opening of a Single Nodal Account at the State level may be waived by the Secretary of the Central Ministry/Department concerned in consultation with the Financial Adviser.
24. UTs without legislature work directly in PFMS. Therefore, there is no need for them to open a Single Nodal Account. They will ensure that the funds are released to the vendors/beneficiaries 'just in time'. In case funds are to be released to any agency as per scheme guidelines, provision of Rule 230 (vii) of GRF 2017 will be strictly followed to avoid parking of funds, with agencies.
25. Ministries/Departments shall undertake monthly review of the release of funds (both the Central and State Share) from the State treasury to the SNA, utilization of funds by SNAs and IAs and outputs/outcomes vis-à-vis the targets for each CSS.

This issues with the approval of Secretary (Expenditure) and shall supersede all earlier guidelines on this subject.

  
(Subhash Chandra Meena)  
Director (FCD)  
011-24368543  
E-mail: [subhash.meena@nic.in](mailto:subhash.meena@nic.in)

To,

1. All Secretaries to the Government of India
2. All Financial Advisors to the Government of India
3. All Pr. CCAs/CCAs of all Ministries/Departments

Copy to:

1. PSO to Secretary (Expenditure)
2. PPS to CGA
3. Sr.PPS to Addl. Secretary (Expenditure)
4. PSO to Addl. Secretary (Pers)
5. Sr. PPS to JS (PFC-II)
6. Sr. PPS to JS(PF-S)