

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. FIN-TRY-MISC-0007-2024 - 7719 /F, Dt. 06<sup>th</sup> March, 2025

OFFICE MEMORANDUM

**Sub: Mandatory use of PL Accounts to avoid parking of government funds outside State Exchequer – regarding**

Subsidiary Rule-242 of Orissa Treasury Code, Volume-I stipulates that money should not be drawn from Treasury unless it is required for immediate disbursement. Also, it is stipulated in Rule-25 (i) of OGFR, 2023 that unless otherwise expressly authorized by any law or rule or order having the force of law, money may not be removed from the Government Account for investment or deposit elsewhere without the consent of Finance Department. Besides, guidelines to avoid parking of fund outside the government account had been issued vide Finance Department letter No. 23583/F dated 10.07.2019. However, in contravention to the above-mentioned stipulations, State Government funds are still getting parked in bank accounts of Scheme Implementing Agencies, badly affecting the State Government's fund liquidity.

2. In order to address this issue, Government of Odisha has recently introduced Just-in-Time Funding System (JIT-FS) in IFMS, which is similar to SNA-SPARSH developed by the Government of India for release of fund under Centrally Sponsored Schemes. JIT-FS will be implemented in phased manner. In the first phase, JIT-FS has been made mandatory for 13 PSUs / Societies w.e.f., 01.04.2025 vide Finance Department OM No-338/F, dated 04.01.2025.

3. **Pending full roll out of JiTFS, the State Government has decided to make it mandatory, w.e.f., 01.04.2025, for 149 selected organisations (Annexure-A) under various Departments to use PL Accounts for handling State Government funds.** Whenever any of these 149 organisations draws funds from State Exchequer, the drawn fund has to be mandatorily kept in the PL Account of the organisation and nowhere else. In case the drawn fund is required to be placed with sub-ordinate organisations / establishments, the fund shall be transferred by the Mother Organisation from its PL Account to the PL Account(s) of its subordinate organisations /establishments.



4. At the time of incurring expenditure, the PL Account Administrator of the organisation / establishment concerned will transfer fund to the payee by issue of an e-Cheque through IFMS and the amount will be credited directly to the payee's bank account as it happens in normal banking system.

**Example 1: Now** : MSME Department draws budgeted fund from State Exchequer and transfers it to Bank Account of Startup Odisha, a Section 8 company fully owned by State Government. Startup Odisha makes payment to various payees from its bank account as and when need for incurring expenditure arises.

From 01.04.2025 : Startup Odisha will open a PL Account in Special Treasury No-I or District Treasury Khurdha, Bhubaneswar before 01.04.2025. MSME Department will draw budgeted fund from State Exchequer and transfer it to the PL Account of Startup Odisha. Startup Odisha cannot transfer the fund from its PL Account to its Bank Account. Only at the time of incurring expenditure, PL Account Administrator of Startup Odisha will transfer funds to the payee by issuing PL Account e-cheque through IFMS.

**Example 2 : Now**: Higher Education Department draws budgeted fund from State Exchequer and transfers it to Bank Accounts of Universities, who in turn make payments to payees as and when required.

From 01.04.2025: Universities have to open PL Accounts in their respective Treasuries before 01.04.2025. Higher Education Department will draw budgeted fund from State Exchequer and transfer it to the PL Accounts of Universities. The Universities cannot transfer these funds from their PL Accounts to their Bank Accounts. Only at the time of incurring expenditure, the PL Account Administrators of these Universities will transfer funds to the payee by issuing PL Account e-cheque through IFMS.

**Example 3 : Now**: Panchayati Raj Department draws budgeted fund from State Exchequer and transfers it to Bank Account of CDO-cum-EO Zilla Parishads who in turn transfer the fund to Bank accounts of Block Development Officers as and when required. Final disbursement is made to beneficiaries by the BDOs from their respective Bank accounts.

From 01.04.2025: Zilla Parishads or BDOs, who do not have a PL Account, have to open PL Account in their attached Treasuries before 01.04.2025. Panchayat Raj Department will draw the budgeted fund from State Exchequer and transfer it to the PL accounts of CDO-cum-EO Zilla Parishads. Zilla Parishads can subsequently transfer the fund to the PL accounts of BDOs. Zilla Parishads or BDOs cannot transfer these funds from their PL Accounts to their Bank Accounts. Only at the time of incurring expenditure, BDOs will transfer the funds to the payee by issuing PL Account e-cheque through IFMS.

5. Personal Deposit/ Ledger Account (PL Account) is like a banking account maintained in Treasury. Transactions in PL Account can be made in IFMS like Internet Banking. The online PL Account facility in IFMS provides a lot of operational flexibilities to the PL Account.

6. Standard Operating Procedure of PL Account is given at **Annexure-B**.

7. **Any of these 149 enlisted Government organisations who has to use a Bank Account for intermediate parking of State Government funds (like W&CD Department does for implementation of Subhadra Scheme in DBT mode) shall seek prior approval of Finance Department for exemption from this PL Account stipulation.**

8. This has been concurred in by Principal Accountant General (A & E), Odisha vide letter No TM-II-F293/PL/2024-25/540 dated 04.03.2025.

By order of the Governor

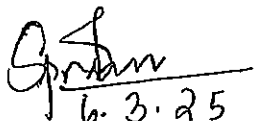


06.03.2025

Principal Secretary to Government

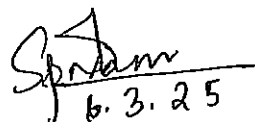
Memo No. 7720 /F, dated 06.03.2025

Copy forwarded to OSD to Chief Minister, O/o the Chief Minister for kind information of Hon'ble Chief Minister.

  
6.3.25  
Deputy Secretary to Government

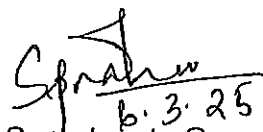
Memo No. 7721 /F, dated 06.03.2025

Copy forwarded to Private Secretaries to Chief Secretary/D.C.-cum-Additional Chief Secretary/ Additional Chief Secretaries/ Principal Secretaries/ Commissioner-cum-Secretaries (All Departments) for kind information of Chief Secretary/D.C.-cum-Additional Chief Secretary/ Additional Chief Secretaries/ Principal Secretaries/ Commissioner-cum-Secretaries.

  
6.3.25  
Deputy Secretary to Government

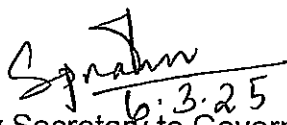
Memo No 7722 /F, dt. 06.03.2025

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

  
6.3.25  
Deputy Secretary to Government

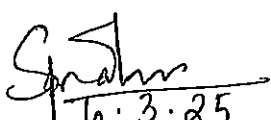
Memo No. 7723 /F, dated 06.03.2025

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

  
6.3.25  
Deputy Secretary to Government

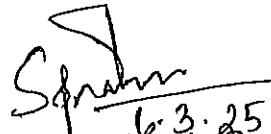
Memo No. 7724 /F, dated 06.03.2025

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

  
6.3.25  
Deputy Secretary to Government

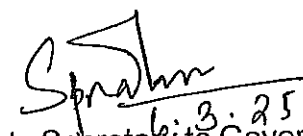
Memo No. 7725 /F, dated 06.03.2025

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

  
6.3.25  
Deputy Secretary to Government

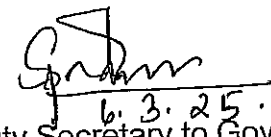
Memo No. 7726 /F, dated 06.03.2025

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

  
6.3.25  
Deputy Secretary to Government

Memo No. 7727 /F, dated 06.03.2025

Copy forwarded to Sri Tapan Pattnaik, FID, Finance Department 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 IFMS.

  
6.3.25  
Deputy Secretary to Government

**List of organization for opening up of PL Account**

SI No	Department	Agency Name
1	A & FE	IMAGE
2		Organic Seed Certification Agency
3		Odisha State Seed and Organic Products Certification Agency (OSSOPCA)
4		Odisha Agro Industries Corporation (OAIC)
5		Odisha State Cashew Development Corporation Ltd.
6		Odisha State Seed Corporation
7		OUAT
8	Commerce & Transport	Crew Training Institute at Chandabali
9		Odisha road safety society
10		OSRTC
11		Odisha Maritime Board
12	Co-operation	Odisha State Warehousing Corporation
13		OSAM Board
14		MARKFED
15	E & IT	IIIT
16		OCAC
17		SDC
18		Odisha Virtual Academy
19	F & ARD	Society for Prevention of Cruelty to Animals
20		State Animal Welfare Board
21		OMFED
22		Utkal Gomangal Samiti
23	Forest & Env.	Odisha Forestry Sector Development Society
24		Regional Plant Resources Centre
25		Chilika Development Authority

SI No	Department	Agency Name
26		Kendu Leaf Development Board
27		Odisha Forestry Sector Development Society
28		Odisha Bio-Diversity Board
29		Odisha Wetland Development Authority
30		State Medicinal Plant Board
31		GA&PG
32	CMGI	
33	H & FW	Spinal Injury Centre, Cuttack
34		State Blood Transfusion Council
35		Acharya Harihar Post Graduate Institute of Cancer (AHPGIC), Cuttack
36		IRCS
37		St. John Ambulance
38		State Blood Transfusion Council
39		Veer Surendra Sai Institute of Medical Science and Research(VIMSAR), Burla
40		Odisha University of Health Sciences
41		DMET--> Medical Colleges
42		H&UD
43	ORERA	
44	Bhubaneswar Metro Rail Corporation	
45	OUIDF	
46	OWSSB	
47	CDA	
48	BDA	
49	State Urban Development Agency (SUDA)	
50	HTH	
51		Odisha State Textile Corporation (BTM)
52		State Agency for Development of Handloom Cluster (SADHAC)

SI No	Department	Agency Name
53		State Institute for Development of Arts and Crafts (SIDAC)
54		Sambalpur Bastralaya
55		Boyanika
56		SERIFED
57		Utkalika
58	Higher Education	Berhampur University
59		Dharanidhar University
60		Fakir Mohan University
61		Gangadhar Meher University
62		Jagannath Sanskrit University
63		Kalahandi University
64		Khallikote Unitary University
65		Madhusudan Law University
66		Maharaj Sri Ram Chandra Bhanja University
67		National Law University
68		Odia University
69		Odisha State Higher Education Council
70		Odisha State Open University
71		Rajendra University
72		Ramadevi Women's University
73		Ravenshaw University
74		Sambalpur University
75		Utkal University
76		Vikram Deb University
77	Home	Odisha State Legal Service Authority
78	Industries	Odisha Film Development Corporation
79	Labour & ESI	State Labour Institute
80	Law	Sri Jagannath Temple
81		State Human Rights Commission

SI No	Department	Agency Name
82	MSME	Odisha Khadi and Village Industries Board
83		Startup of Odisha
84		Odisha Small Industries Corporation
85		Odisha Rajya Talgur Samabaya Sangha
86	OLL & C	Odia Bhasa Pratisthan
87		Odisha Lalitkala Academy
88		Odisha Sahitya Academy
89		Odisha Sangeet Natak Academy
90		Odissi Research Centre
91		State Council of Culture
92		Utkal University of Culture
93		Odisha Institute of Maritime and South East Asian Studies
94	P&C	Institute of Social Science
95		Nabakrushna Choudhury Centre for Development Studies
96		Poverty and Human Development Monitoring Agency (PHDMA)
97		WODC
98	PR & DW	Madhubabu Legal Assistance Centre
99		DRDAs
100		Zilla Parishads
101		SIRD
102		ORMAS
103	RD	Odisha State Rural Road Agency
104	Revenue	OSDMA
105	S & M Education	Board of Secondary Education, Odisha
106		CHSE
107		Odisha State Board of Madrasa Education
108		Odisha State School Sports Association
109		Sainik Schools
110		State Institute for Language and Teachers Training

Sl No	Department	Agency Name
111		State Institute of Open Schooling
112		Youth Red Cross
113		Panchasakha Sikshya Setu
114	Sc & Tech.	Odisha Bigyan Academy
115		Odisha Space Applications Centre
116		State Council on Science and Technology
117		Director BioTech
118	SD & TE	Institute of Management and Information Technology, Cuttack
119		Odisha School of Mining Engineering
120		Biju Patnaik Film and TV Institute at Cuttack, Odisha
121		BPUT
122		Indira Gandhi Institute of Technology, Sarang
123		Odisha University of Technology and Research (OUTR), Bhubaneswar
124		VSSUT
125		ITT Chowdar
126		Parala Maharaja Engineering College Berhampur
127		Government College of Engineering, Kalahanadi
128	Sports & YS	Hockey Promotion Council
129		Odisha Council of Sports
130		Youth Welfare Board
131		Odisha Sports Development Fund
132	SS & EPD	State Institute for Disability Rehabilitation (SIDR)
133	ST & SC Dev.	Haj Committee
134		Odisha State Commission for Backward Classes
135		Odisha Tribal Development Society (OTDS)
136		Special Development Council in Tribal Dominated Districts
137		Tribal Research Institute
138		Wakf Board

SI No	Department	Agency Name
139	Tourism	OTDC
140	W & CD	Odisha Social Welfare Board
141		State Commission for Women
142		State Council for Child Welfare
143		State Commission for Protection of Child Rights
144		Mahila Vikas Samabaya Nigama (MVSN)
145		Subhadra Society
146		Odisha State Child Protection Society
147		Works
148	Road Connectivity Project for LWE Affected Areas (RCPLWEA)	
149	WR	Water and land management institute (WALMI)

**Standard Operating Procedure of Personal Ledger / Personal Deposit Account**

**1. Personal Ledger Account:**

Personal Deposit/Ledger Account is in nature of a banking deposit account operated in the Treasuries. Like a banking account, funds can be deposited in the Personal Ledger Account from various sources either through transfer credit (transfer of budgetary provision through Treasury drawals) or Treasury challans.

Payments can be made directly from Personal Ledger Account to bank account of beneficiary using the online platform of IFMS. Funds can also be transferred/paid from PL account to single or multiple PL accounts, to Forest and Works Division/s and to statutory authorities such as GST and Income Tax (TDS). Payments from PL account can be made using e-cheque drawn by the Administrator concerned. These payments require authorization by PL Administrator, who has to use his/her user credential and digital signature as are normally done in an internet banking transaction.

**2. Facilities available in online PL Account:**

All facilities available with a banking account like electronic drawal, fund transfer, generation of account statement /passbook etc. are also available with the online PL Account maintained in IFMS. The online PL functionality of IFMS provides facility for tracking of Head of Account-wise and scheme-wise status of fund. Scheme-wise balance of fund is maintained in PL Account for the convenience of accounting, reconciliation and monitoring. Unlike the earlier practice, the online PL Account facility has a lot of operational flexibilities. Hence, PL Account can be used instead of a bank account for transfer of fund to any organization such as State PSUs, State Autonomous Bodies, Developmental Authorities, Local Bodies, Colleges, University, Grantee Organizations.

**3. Advantages:**

The advantages of maintaining and administering government funds through Personal Ledger Accounts are:

- a) Fund in P.L. Account being maintained in Public Account, does not lapse at the end of the financial year and is available for expenditure in the subsequent financial year.

- b) Fund can be withdrawn from PL Account by means of electronic cheque generated from IFMS for direct disbursement to payees account with utmost ease and convenience.
- c) Administrators can get instant information on all transactions (Both Debit & Credit) made in P.L. Accounts in IFMS
- d) Provision for keeping and maintaining funds w.r.t. multiple schemes in a single P.L. Account makes the task easy and PL Administrators will have access to scheme-wise transactional information in IFMS.
- e) Scheme Implementing Departments can centrally draw and transfer credit fund into PLAccounts of different Implementing agencies across the state.
- f) P.L Account can be integrated with other Government IT applications for Bulk disbursement.
- g) Various reports like Plus-Minus Memo (Debit/Credit), P.L. Passbook, Encashed cheque register, Register of Receipt, Annual Balance Certificate etc. are available in IFMS for information and monitoring purpose.
- h) Online Facility for correction in accounts and reconciliation.

#### **4. Process for opening of Personal Ledger Account:**

(i) Administrative Department concerned will issue an office order mentioning the necessity or the purpose for opening of a Personal Ledger Account. In the said order, the name and designation of the officer who will be the Administrator of the Personal Ledger Account should be mentioned along with the Treasuries in which it will operate. If there is a DDO code available for the proposed PL Administrator, the same may be mentioned in the order to be issued by the Administrative Department. In case no DDO code is available for the proposed PL Administrator, the office order should mention the same and request for issue of DDO code only for the purpose of PL transactions. These DDOs will not be authorized to draw fund from the Treasury through bills.

(ii) Subsequently, the Administrative Department will send a proposal to Finance Department for opening of Personal Ledger Account and attachment of Treasury to the Personal Ledger Administrator. Finance Department will issue an order for Treasury attachment and instruct DTI to generate a Personal Ledger Account ID (PL Operator ID), DDO code (if required) and intimate it to

AG (A&E), Odisha to seek their concurrence for opening of Personal Ledger Account.

(iii) An online process is being developed to further expedite the process for creation of Personal Ledger Account. However, till such time the online system is in place, the request from DTI to AG (A&E), Odisha will be made in designated email ID and should be completed within a period of 48 hours (Two Working days) maximum.

(iv) DTI will intimate the Administrative Department under intimation to Finance Department and Personal Ledger Administrator about the permission for opening of the Personal Ledger Account along with the Personal Ledger Account ID.

(v) The PL Administrator shall subsequently request the designated Treasury for opening of Personal Ledger Account and issue the user ID and password in favour of the authorised Approver and Operators of the Administrator.

#### **5. Creation of users for Personal Ledger Administrators:**

(i) There are two users required to operate an P.L Account. One is Approver and the other is Operator. Since it is based on maker and checker concept, the Operator will prepare the e-cheque and Approver shall have the power to approve it.

(ii) The Personal Ledger Administrator will himself/herself be the Approver. The Operator role can be assigned to a subordinate official of the establishment. There can be multiple Operators under one Approver.

(iii) Personal Ledger Administrator can himself/herself be the Approver or can delegate a Government officer not below the rank of Class-II to work as an Approver. However, in case of such delegation, the Treasury Officer shall be duly intimated under the seal and signature of the PL Administrator.

(iv) The Treasury concerned has the authority to deactivate/ change/ replace an existing Approver and Operator/s on the request of PL Administrator.

(v) The detailed process for creation of PL Administrator, the privileges of users, use of e-Cheques etc. provided in the Finance Department Office Memorandum No. 32152/F dated 15-12-2015 shall be adhered to.

## **6. Facility for maintaining multiple schemes/ projects/ funds separately in single Personal Ledger Account:**

IFMS provides facility for maintaining funds for separate schemes/projects in single Personal Ledger Account. The schemes/projects need to be flagged with separate IDs in the online PL Module.

## **7. Opening new scheme/project IDs:**

All Personal Ledger Administrators will have single scheme ID by default. However, if they need to create different schemes/projects IDs for which it is expected to receive the funds and make subsequent payment thereof, they can make online request in IFMS to open a new scheme ID. The opening of new scheme ID will be subject to verification from the PL scheme ID master that no such ID already exists in IFMS database. The request for opening of a new scheme ID can also be given in the similar manner by the Administrative Department for transfer of scheme fund to the PL Administrator/s. Such request should contain details like scheme description as well as Head of Account.

While making payment, the Personal Ledger Administrator will send his/her request for disbursement against the balance available under the scheme for which the payment is being made.

## **8. Accounting procedure:**

(i) In order to simplify the extant process of monthly account preparation and submission, the monthly accounts of receipts and disbursements in respect of a PL Account will be auto-generated in IFMS. The account so generated will be cross-verified by PL Administrator and submitted online in IFMS.

(ii) The Administrator of the Personal Ledger Accounts shall furnish the monthly complied accounts of receipts and drawals supported by vouchers of the said Account to Accountant General (A&E), Odisha by 10th of the following month.

(iii) All PL Administrators shall submit the monthly complied accounts physically till full digitization (online) takes place to Accountant General (A&E), Odisha.

(iv) All reports like Plus-Minus Memo (Debit/Credit), PL Passbook, Encashed Cheque Register, Register of Receipt & Annual Balance Certificate etc. are made available in IFMS for information and monitoring of Accountant General (A&E), Odisha.

(v) In order to meet the accounting requirement of AG(A&E), Odisha, a digital interface will be provided in IFMS to AG(A&E), Odisha to view and download the e-Accounts of the PL Administrator.

(vi) The provisions laid down in FD O.M. 10600/F, dt. 05.04.2023 for online correction of entries in the PL Account and reconciliation with the Treasury shall also be followed.

#### **9. Treasury reconciliation and Submission of Annual Balance Certificate:**

(i) The PL Administrator should carry out a monthly reconciliation with the Treasury. The provisions laid down in Finance Department Office Memorandum No. 10600/F dated 05-04-2023 regarding online monthly reconciliation of PL Account and submission of Annual Balance Certificates shall be followed.

(ii) Facility will be provided for online/ paperless submission of e-Accounts to AG (A&E), Odisha.

#### **10. Delay and Default in submission of accounts:**

If a PL Account Administrator fails to submit the compiled account within the stipulated time, AG (A&E), Odisha will issue a notice to the Administrator for submission of the account within one month under intimation to the Treasury. If the account is not received after expiry of the notice period, the cheque drawal authority of Personal Ledger Administrator shall be withdrawn till such time the account is submitted.

#### **11. Non-submission of Annual Balance Certificate (ABC):**

In case of non-submission of Annual Balance Certificate (ABC) by the end of 30<sup>th</sup> April of succeeding financial year, the Treasury Officer concerned may refuse to honour the e-Cheque drawn by the Administrator until the Annual Balance Certificate (ABC) is submitted.

#### **12. Closure of Personal Ledger Account and other details:**

In case a PL Account is not operated for a period of three full financial years after the year of last transaction, the PL Account shall be closed automatically and the balance, if any lying at the credit of the PL Administrator, shall be credited to the Government account as per the provision in SR-423 (Note-2) of OTC Vol-I.

The lapsed amount will however be refunded at the instance of the concerned Administrator under the authority of the Accountant General, Odisha.

**13. Interest:**

Though it is a banking account in the Treasury, no interest shall accrue to the deposits in PL Account. On the other hand, PL Account deposits add to the fund liquidity of the State Government and hence, to that extent, the State Government is saved from borrowing interest-bearing loans to manage its day to day fund liquidity requirement. Therefore, PL Account deposits directly help in reducing loan interest burden of the State Government.

**14. Deemed Amendment:**

The existing provisions of Odisha Treasury Code and other notifications issued by the State Government from time to time, are deemed to be amended to operationalize the new process. Formal amendment to the Odisha Treasury Code will follow.

**15. Training and Support:**

Directorate of Treasuries and Inspection, in coordination with local Treasuries, shall organise training programme and provide handholding support to the users of Personal Ledger Administrators.

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