

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 10226 /F
FIN-BUD2-BT-0009-2019

Date. 23/03/2020

From

Shri Ashok Meena, IAS
Principal Secretary to Government

To

The Additional Chief Secretary/
Principal Secretary/
Commissioner-cum-Secretary/
Secretary to Government,
Rural Development Department/Water Resources /
Housing & Urban Development Department/
Works Department/ Energy Department

Sub: - Drawal of personal entitlements and office expenses of Public Works Divisions and Major Irrigation Project Establishments through Treasury System.

Sir/ Madam,

I am directed to say that in the Major Irrigation Projects, Centralized Accounting System prevails at present in which Financial Advisor & Chief Accounts Officer (FA&CAO) of the Projects act as the Principal Disbursing Officer. In the Centralized Accounting System, the Head of the Major Projects i.e Chief Engineer/ Chief Construction Engineer, place the allotment to FA&CAO. The Divisional Officers prepare their Bills and submit the same to FA&CAO in hard copies and FA&CAO approves the bill and issue electronic cheque for payment. They also render the accounts in respect of both Establishment and Works Expenditure to the Deputy Accountant General (Works A/c), Puri. FA&CAOs use the WAMIS system for processing of payment and accounting. WAMIS system provides an IT platform for Works related expenditure only. Hence, preparation of salary bills of the regular State Government and Work Charged employees are not prepared in HRMS. Similarly, the Public Works Divisions who draw their establishment claims in respect of the employees covered under wages and work charged are using the electronic cheque system in WAMIS.

3. Hence, employees of the Major Irrigation Projects and Public Works Divisions have remained outside the fold of HRMS and IFMS although they are all State Government employees. Further, it has been decided to introduce the process of global allotment system for personal entitlements as well as advances in order to ensure hassle-free drawal from the financial year 2020-21. Unless these Major Irrigation Projects and Public Works Divisions prepare their salary claims in HRMS, advances and other

establishment claims in IFMS and submit to the Treasuries, they will be deprived of such benefits. Thus, it has become necessary that the Major Irrigation Projects and Public Works Divisions use the Treasury system (HRMS & IFMS) to process their establishment related claims.

4. In view of the above, it is decided that drawal of salary Bills of regular employees, work-charged employees and employees covered under wages establishment of Major Irrigation Projects and Public Works Divisions will be made through the Treasuries using HRMS and IFMS from the financial year 2020-21. No electronic cheques for payment of the salary bills (including RCM), bills pertaining to Office Expenses and Travel Expenses will be issued by the FA&CAOs of the Major Irrigation Projects and Public Works Divisions w.e.f. 01.04.2020.

5. As a pre-requisite for migration to the Treasury drawal process, all the employees irrespective of regular, work-charged and covered under wages establishment in the Major Irrigation Projects and Public Works Divisions need to be registered in the HRMS system, if not yet registered. The Divisions under the FA & CAOs shall initiate preparation of the salary Bills in the HRMS System (as Maker) and submit electronically to the F.A. & C.A.O., who shall act as checker. After verifying the admissibility of all the claims in the Bill, the F.A. & C.A.O. shall submit the same electronically to the Treasury using their DDO Code. In case of Public Works Divisions, preparation and submission of salary bills will be made by the Divisions itself. The accounts in this respect will be rendered by the Treasury to the Principal Accountant General. **However, the drawal of works bills shall continue to be operated as per the prevailing practice through WAMIS and accounts in that respect will continue to be rendered to DAG, Puri.**

6. FA & CAOs and Public Works Divisions will use the existing DDO code of their establishment issued by the Principal Accountant General (A&E). In case, any FA & CAOS or Public Works Divisions which has not been allotted with DDO code may immediately move through proper channel as per the extant process for issue of the DDO Code.

7. FA & CAOs and Public Works Divisions will submit their requisition to the treasury for issue of Book of Drawal with necessary supporting documents such as specimen signature of the DDO and messenger etc. where they have not been issued with Book of Drawal earlier.

8. Treasury Officers and the District Coordinators of HRMS would provide necessary handholding support, training and cooperation to the FA & CAOs and Public Works Divisions for operationalization of the new system. List of District Coordinators is enclosed at **Annexure-I** for reference.

9. The system of Global Allotment introduced in the State wide Finance Department **circular No. 9755 dated 18.03.2020**, provides that the fund in respect of the budgetary units pertaining to salary provisioned under the Administrative Department are allocated

only to the level of Controlling Officer. DDOs are allowed to draw the claims as per their requirement from the central allocations available with the respective Controlling Officers. Since, the provision for Advances are made only under demand of Finance Department, no further allocation is required. DDOs can submit the claims to the Treasury for drawal of advances after obtaining necessary administrative/financial approval from the competent authority as per the extant provision. The allocation will be deducted from the central provision made under the demand of Finance Department. The above process will also be applicable to the Major Irrigation Projects and Public Works Divisions.

10. The allocations in respect of budgetary units other than these salary and advance units will be made by the Administrative Department to the Budget Controlling Officers in the Budget interface of IFMS instead of Works expenditure module. The Controlling Officers will also use the Budget interface module to distribute the allocation to the FA & CAOs and Public Works Divisions. The availability of allotment with the FA & CAOs and Public Works Divisions as DDO in respect of the particular unit of expenditure will be verified by the concerned Treasury to which the claim is submitted in IFMS.

I would, therefore, request you to kindly instruct the COs/ DDOs/ FA&CAOs/ Divisional Offices under your control to adhere to these procedures for drawal of funds from budgetary allocations under Salary, Advances and Office Expenses for hassle-free drawal and timely payment.

Yours faithfully,

Johok
23/3/2020

Principal Secretary to Government

Memo No. 10227 /FDate 23/03/2020

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

DWS
23/3/2020
Joint Secretary to Government

Memo No. 10228 /FDate 23/03/2020

Copy forwarded to Director Treasuries and Inspection /all Treasury Officers of District Treasuries and Special Treasures/ Sub-Treasury Offices for information and necessary action.

DWS
23/3/2020
Joint Secretary to Government

Memo No. 10229 /FDate 23/03/2020

Copy forwarded to FAs /AFAs of all Administrative Departments for information and necessary action.

DWS
23/3/2020
Joint Secretary to Government

Memo No. 10230 /FDate 23/03/2020

Copy forwarded to F.A. & C.A.O. of all Irrigation Projects for information and necessary action. They are requested to take the support of the respective District Coordinators, CMGI (as per list enclosed) for training on registration of employees in HRMS and preparation of bills.

DWS
23/3/2020
Joint Secretary to Government

Memo No. 10231 /FDate 23/03/2020

Copy forwarded to Private Secretaries to Principal Secretary/ Special Secretaries/ Additional Secretaries, Finance Department for kind information of Principal Secretary/ Special Secretaries/ Additional Secretaries.

DWS
23/3/2020
Joint Secretary to Government

Memo No. 10232 /FDate 23/03/2020

Copy forwarded to the Additional Secretary, P& C Department for information and necessary action.

DWS
23/3/2020
Joint Secretary to Government

Memo No. 10233 /FDate 23/03/2020

Copy forwarded to the Executive Director, HRMS, Odisha for information and necessary action.

He is requested to kindly instruct the District Coordinators for providing necessary handholding support to the concerned FA&CAOs.


Joint Secretary to Government

Memo No. 10234 /FDate 23/03/2020

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


Joint Secretary to Government

Memo No. 10235 /FDate 23/03/2020

Copy forwarded to the Head, State Portal with request to upload the circular in the website of Finance Department at www.finance.odisha.gov.in/.


Joint Secretary to Government