

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 11437/F.,

Dt. 08.04.2021

FIN-TRY-MISC-0015-2020

OFFICE MEMORANDUM

Sub: Process Re-engineering in transfer of P.L. funds from one account to another across the treasury and transfer of funds from P.L. Account to Executing Agencies under Public Works Division of Works and Forest Divisions of Forest & Environment Department.

Banking deposit accounts are maintained in Treasuries and Sub Treasuries by Local Bodies, Zilla Parishads, Panchayat Samitis, State and District level Statutory and Autonomous Bodies as well as State declared Special Purpose Vehicle (SPV) like Odisha Mineral Bearing Area Development Corporation (OMBADC). The Administrators of such banking account known as Personal Deposit/Personal Ledger Accounts make payment to their employees, vendors, suppliers and contractors through electronic cheque using IFMS platform which is guided by Finance Department Office Memorandum No. 32152/F, dated 15.12.2015.

Administrators of P.L. Accounts transmit fund to different Works/forest Divisions for execution of developmental works. Presently, to facilitate such transfer, P.D. Administrators draw money from their P.L. Account through electronic Cheques and credit the same to the Bank account of concerned Works/Forest divisions. The concerned Divisions have to again withdraw the money from their Bank Account and deposit the same with Treasury in shape of challan to make the fund available under their Deposit head to carry out the Deposit work.

In this process, due to non-availability of an automated process of fund transfer along with appropriate accounting adjustment cash transactions takes place leading to delay in execution of development work. Further, it also leads to unnecessary cash outgo from Government Account and may remain parked there till not deposited by the concerned authorities in their Deposit head in the Treasury.

To overcome such difficulties, necessary customization has been made in IFMS to facilitate an automated process for transfer of fund from the P.L. Account of an Administrator to respective Executing Agencies under Works and Forest & Environment Department along with accounting adjustment by reflecting the transferred fund in their Consolidated Treasury Receipt (CTR).

Henceforth, the PD Administrators shall follow the new automated process for transfer of fund from their P.L. Account to Deposit Account of respective Executing Agencies. The operational process for such automated fund flow along with role and responsibility of PD Administrator and Treasury in the process are outlined and attached as "**Annexure-I**".

Sd/-
Principal Secretary to Government

ANNEXURE- I

OPERATING PROCESS FOR AUTOMATED FUND FLOW FROM P.L ACCOUNT OF P.D ADMINISTRATORS TO DEPOSIT ACCOUNT OF PUBLIC WORKS/ FOREST DIVISIONS.

Role of P.D. Administrator

- i.** After receipt of approved Detailed Project Report (DPR) and fund requisition statement from respective Executing Agencies, the Administrator will issue sanction order for necessary transfer of fund. Sanction order will contain the details of By Transfer to be made in favour of Public Works/ Forest Divisions.
- ii.** The Administrator will issue electronic cheques in the online P.L. interface of IFMS for transfer crediting the amount in favour of the respective Executing Agencies.
- iii.** For online transfer of fund, the P.L. operator will login to the P.L. Application of IFMS and will choose and save the Payment Type/Cheque Type as "Transfer to Work Operator".
- iv.** Upon saving Payment/Cheque Type along with Scheme Id. from which fund needs to be transferred and amount, concerned Operator will choose the Executing Agency to whom the fund needs to be transferred by selecting Work Operator Details Menu in the system.
- v.** For the convenience of the Operator in choosing the agency facility for short listing and searching an agency on the basis of its attached treasury is available in IFMS. The operator will first choose Parent Treasury (District/Special Treasury) and Treasury (District/Special/Sub Treasury) to find the desired Executing Agency which is attached to that treasury.
- vi.** The P.L. Operator will forward the electronic payment request generated at his level in IFMS to the "Approver". The P.L. Approver will approve the payment request and generate electronic cheque for transfer of fund in favour of the desired Executing Agency.
- vii.** The authorised officer will take a print out of the electronic cheque and submit the same to treasury along with submission of e-Book of Drawal as per the usual process.
- viii.** After the electronic cheque is approved and advised at the level of treasury, the fund will be seamlessly transferred in favour of the concerned Executing Agency and it will be reflected in the CTR of concerned Executing Agency maintained in the destination treasury.
- ix.** After the e-cheque is approved for payment by treasury, the fund transferring P.L. Administrator shall log into P.L. Application by using the IFMS User credential and choose the e-Cheque Reference Id. of

concerned cheque from the "Task List". He/ She will take a print out of the Beneficiary Details of that e-cheque reflecting the status of payment as complete.

- x. The Administrator will send the print copy along with a forwarding letter to the concerned Executing Agency under Works/ Forest Division confirming the transfer of funds thereby.
- xi. IFMS is customized to generate a fund transfer/expenditure report at the level of concerned transferring Administrator showing the details of Beneficiary-wise/Operator-wise status of expenditure. In case of fund transfer to Works/Forest Divisions, the CTR details will also be available for the Administrators in the system generated report.

Role of Treasury

- i. The concerned Treasury will receive the P.L. cheques and after due verification, the electronic cheque will be approved in the treasury application as per extant procedure.
- ii. The Treasury will generate P.L. advice separately from the treasury application of IFMS
- iii. Upon approval and subsequent advice generation w.r.t. the e-Cheque, the concerned P.L. Payment Head of Account (HoA) 8443/8448-00-xxx-yyyy-zzzz-abc is debited in the initiator treasury where the P.L. Account is maintained. Simultaneously, a virtual Challan worth the e-Cheque amount is generated in the Receipt side of the same initiator treasury under the HoA8782-00-110-xxxx-yyyyy-zzz. The credit entry shall appear in the system generated "Schedule of Receipt". The operation of Head 8782-00-110 is applicable only in case of inter-Treasury transfer. In case of intra-Treasury transfer, the P.L. Account Head 8443/8448 shall be debited and 8782-00-102/103 Head shall be credited.
- iv. In the destination Treasury where the concerned Executing agency is mapped, a virtual 'refund of receipt' bill will be generated under the HoA 8782-00-110-xxxx-yyyyy-zzz. The remittance transferred in favour of the Executing Agency will be reflected as deposit under the Head of Account 8782-00-102-1683-91028-690 in case of Public Works Division & under HOA 8782-00-103-1683-91014-000 in case of Forest Division by generating virtual challan in an automated process. Treasury will provide CTR to concerned Public Work/ Forest Division accordingly.
- v. The concerned Public work Division/Forest Division will create necessary deposit balance under Part-III Deposit Work using the Works Module of IFMS and WAMIS as per the extant process of "Deposit of Work".