

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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No. 33639 /F., Dt. 13.12. 2016  
FIN- TRY-MISC-0061-2012

**OFFICE MEMORANDUM**

Sub: **Online generation of Sanction Order using the Integrated Financial Management System (IFMS)**

Authorization for expenditures is made through a process of financial sanctions. Competent Authorities issue the Sanction Orders as per the extant process and format outlined in Delegation of Financial Power, Odisha General Financial Rules & other such instructions. In the present process of preparation, approval & communication of sanction orders, the following difficulties are noticed :

- i.** Standard Sanction Order formats are not used as a result of which the terms and conditions as well as the purpose of the sanction is not completely expressed.
- ii.** Delay and physical movement of the Sanction Orders to the authorities/persons concerned.
- iii.** Preservation and retrieval of the sanction order for ex-post analysis by different agencies.

**2.** In order to remove these difficulties and as a part of the electronic governance initiative, the State Government after careful consideration have decided that henceforward all financial sanctions will be prepared online in Integrated Financial Management System(IFMS), Odisha. All Sanctioning Authorities would now be enabled to use the facility provided in the IFMS portal. At the first instance, electronic sanction orders would now be available for a few commonly used sanctions. Facility for the remaining types of sanctions will also be made available in due course. The process for preparation and approval of sanction orders in IFMS by the Sanctioning Authorities is outlined below:

**3. Scheme in Brief :**

**3.1** Sanctioning Authorities will use the Odisha Treasury Portal or IFMS portal (<http://www.odishatreasury.gov.in> or <http://www.ifmsodisha.gov.in>) with their user credentials. The designated Authorities will log into the system and will choose the type of Sanction order from the drop down menu.

**3.2** For the purpose of preparation of an online Sanction Order, there will be an Operator who prepares the Sanction Order and an Approver who would approve and authenticate the Sanction Order.

**3.3** The Sanctioning Authority can assign the role of Operator to a single or multiple users depending upon the nature and type of sanction orders. Similarly, the Approver is the authority above the Operator level to approve the Sanction Order and sign on the physical Sanction Order. There can be a single or multiple approving Authorities for various types of Sanction Orders.

**3.4** Generation of electronic Sanction Order is not an alternative to the existing file processing system. The Administrative Departments, the Directorates and the field level Offices will continue to maintain their existing work flow pattern either electronically (OSWAS) or in physical file, as the case may be. They are to obtain the approval of the competent authority as required under the relevant rules and regulation for issue of the Sanction Order. Before generation for preparation of the Sanction Order in the IFMS, the approval of competent authority must be obtained for issue of the online sanction order. Otherwise, it would be deemed to be an unsanctioned charge which would be the personal responsibility of the officer concerned as mentioned in SR 98 (vii) of Odisha Treasury Code, Vol.-I.

#### **4. Role of Operator:**

The Operator will enter File Number of the sanction order. Select the Sanction type from the drop down menu. The drop down contains the types of sanction orders such as:

- **GPF**
- ❖ **Temporary Advance**  
Rule-15 of Odisha GPF Rules (Advance) read with Appendix -(B)  
Rule-16 of Odisha GPF Rules (Recovery) read with Appendix-(B)
- ❖ **Part-final**  
Appendix-F of Odisha GPF Rules
- **Provisional Retirement Benefits**
- ❖ **Provisional pension**  
Rule-65(4)(a)(i) of OCS Pension Rules
- ❖ **Provisional Family Pension**  
Rule-76(1) of OCS Pension Rules

❖ **Provisional Commutation**

Rule-9 and Rule-15 of OCS Commutation of Pension Rules

❖ **Provisional Gratuity**

Rule-65(4)(a)(ii) of OCS Pension Rules

• **Contingent Charges**

❖ **Fully-vouched contingencies**

SR-258 of Odisha Treasury Code, Vol.-I read with Rule-20 of DFPR

❖ **Abstract contingencies I countersigned contingencies**

SR-260 of Odisha Treasury Code, Vol.-I read with Rule-20 of DFPR

• **Grants-In-Aid**

F.D. Office Memorandum issued vide No. FIN-COD-Rule-0006/2014-F-21241, dt. 17.07.2014

❖ **Loans given by State Government to Employees (LTA) House Building Advance**

Rule-220 of OGFRs read with F.D.O.M. No. CS-IV-16/2009-4470/F, dt. 02.02.2010

❖ **Motor Car Advance**

Rule-237 of OGFRs

❖ **Motor Cycle I Moped Advance**

Rule-253 of OGFRs (Motor Cycle)

Rule-253(2) of OGFRs (Moped)

❖ **Personal Computer Advance**

Rule-238 of OGFRs read with

F.D.O.M. No. 25997/F., dt. 05.06.1993,

No. 42918/F, dt. 30.09.1993, No. 22542/F, dt. 03.07.2013 &

No. 5807/F, dt. 01.03.2014

• **GIS Advance**

❖ **For credit to deposit account**

Finance Department No. 14251/F & No. 14254/F, dt. 16.04.1994

Finance Department Resolution No. 8754/F, dt. 09.03.1999

Finance Department No. GIS-II/57/2011-41803/F, dt. 23.09.2011 (Government Employees)

Finance Department No. GIS-II/5712011-34360/F, dt. 05.08.2011 (Autonomous Bodies and Urban Local Bodies)

- **Expenditure sanction under Non-plan and State Plan Schemes for the purpose of release of funds under schemes such as Centrally Sponsored Schemes (CSS) & Central Sector Schemes for which funds are provided through New Demand Schedules and Expenditure sanction is required under Rule-17 of the Delegation of Financial Rules.**
- **Loans given by State Government to PSU and Local bodies etc.**  
Rule-200 to 209 of OGFRs
- **Share Capital Investment**
- **Short Term Advances**
- ❖ **Festival Advance**  
F.D. No. CS-IV-ADV-0003/2012/F. dt. 26.09.2013

**4.1** After selecting the type of the sanction order, Operator will be required to fill in the Sanction details in two stages. The 1<sup>st</sup> Form that will appear in the screen is common across all kinds of Sanction Orders. This form captures certain basic information relating to a Sanction. The 2<sup>nd</sup> input screen will capture the sanction specific details depending upon the nature & type of Sanction order selected from the drop down menu.

## **5. Preparation Sanction Order**

**5.1** The Operator will select the Purpose of the sanction from the drop down list. If the 'Purpose of the sanction' is not specifically mentioned in the drop down list, then the operator has to choose the purpose of sanction as 'others'.

**5.2** The user will provide the Head of Account for Expenditure Booking with the help of List of Values against each field i.e. demand number, major head, sub major head, minor head, sub head, details head, object head, plan status, charged voted & sector code. The user will indicate the source of appropriation from the drop down menu.

**5.3** Requirement of submission of Utilization Certificate should be indicated in the sanction. Default value for Utilization Certificate column is "No". In case the Sanction requires submission of Utilization Certificate, then the due date for submission of Utilization Certificate may be filled in.

**5.4** The amount of the sanction should be provided by the user. The amount of sanction indicated either in cash or kind or both. In case the same sanction order involves expenditures both in cash and kind, the system will calculate the total amount of Sanction taking into account both the components.

**5.5** The Operator can enter any remarks against the sanction order, by selecting the link **Add/View Remarks**, in the pop box 'enter remarks' field and confirm the same.

**5.6** The Operator can enter any specific terms and conditions against the sanction order, by selecting the link Sanction Specific Terms and Condition, in the pop box for 'enter details' and confirm the same.

**5.7** The Operator can view predefined Terms and Conditions by clicking view option of the attached terms and condition.

**5.8** The Operator will save the details and generate the Unique Sanction Order No. Here it may be noted that, every sanction will have unique number in the IFMS, Odisha which can be used for subsequent retrieval of information.

## **6. Transmission of Draft Sanction Order for Approval**

**6.1** After the Sanction Order No. is generated, the operator can take a printout of the draft Sanction Order for onward processing in the physical file & also forward the draft Sanction Order in the on line mode to, the approver. The Operator can view the sanction details before forwarding it to Approver.

**6.2** System allows the Operator to select an Approver (in cases of establishments having multiple approving Authorities). He / She can forward the draft Sanction Order to the concerned approving Authorities available.

## **7. Role of Approver:**

**7.1** After successful login, the Approver will click on the task from the task list to view the Sanction order forwarded by the operator.

**7.2** In case, the Approver wants to modify/ edit the draft Sanction Order, she/ he shall can click on "send to revision option" to revert the draft Sanction Order to the operator or may modify and approve at his/ her level. Approver will click on "Approve option" to approve the Sanction Order.

**8. Generation of Sanction Order:**

**8.1** The approved Sanction order will be made available automatically with the concerned Treasury as well as in the Drawing and Disbursing Officer Interface of IFMS.

**9. Communication of the Sanction Order:**

**9.1** The Operator will take out the print of the approved Sanction Order and place the same before the Approver for signature and further communication to all concerned after complying with the provisions of Rule 45 to 54 of OGFR Vol.-I read. with Rule 350, 351, 353, 354, 354A of Odisha Treasury Code, Vol.-I as well as other rules and regulations in force.

**9.2** The process for use of e-signature/digital signature as per the provision of the Information Technology Act is being worked out. Till such time, the Sanction Orders prepared and approved in IFMS requires ink signature of the approving authority in the physical copy of the printout and the same may be communicated to all concerns as per the existing provisions under the physical signature of the Approving Authority.

**10. Role of Drawing & Disbursing Officer :**

The Drawing and Disbursing Officers (DDOs) will be communicated by the system about the Sanction of funds through mail notification and SMS alert. The DDO will attach the ink signed copy of the Sanction Order with the bill. In preparation of on line bills where the DDO is required to provide the Sanction Order number, the unique Sanction Order number generated from the IFMS portal should be quoted.

**11. Issue number for e-Sanction Orders:**

The electronic Sanction Order generated from IFMS will have a unique Sanction Order number. However, the issue number of the Sanction Order may also be entered in the system prior to the generation of the final print. This issue number will be obtained from the Issue Section of the establishment by the user before taking the final print out of the Sanction Order. In case the final print has been taken before entering the Issue number, the issue number has to be written manually on the body of the Sanction Order in the appropriate place.

**12. Role of Treasury:**

Till the digital signature/e-Signature is used by the Sanctioning Authorities, the Treasuries will pass the claims on the basis of the ink signed copy of the sanction orders as required under the extant provision. However, in order to ascertain the authenticity of the ink signed copy of sanction order, the Treasuries can use the search facility provided in the IFMS portal to see the sanction order in the online mode. In other words, the physical print of the sanction order generated from IFMS will be appended to the bill and communicated to all concerns under the signature of the Approving Authority and the Treasury will have an additional facility to verify the authenticity of the sanction order by using the search facility of IFMS.

**13. Automatic tracking of the expenditure incurred against e-Sanction Order :**

The IFMS will automatically track and keep the information about drawal of fund with respect to a particular Sanction Order based on the unique Sanction order id and, the unique bill reference number. Where a single Sanction Order authorizes drawal by multiple DDOs, the system will maintain the status of drawal by each DDO. However, if any sanction requires release order, the same shall be issued by the appropriate authority manually before presentation of the bill into the Treasury.

**14. Role of Accountant General :**

The Sanction Order database of IFMS will be integrated with the VLC system of the Accountant General, Odisha. The Sanction Orders against which there have been expenditures shall be passed on to the Accountant General, Odisha. The Accountant General's Office will use the data for the purpose of initial voucher level audit after submission of monthly Accounts by the Treasuries.

**15. Repository of Sanction Order:**

The e-Sanction Order issued in IFMS will be stored in the IFMS and can be retrieved at any point of time by any user and stakeholders. The unique reference number of the Sanction Order will be the key search criteria. The Sanction Order which will contain e-Signature / digital signature will bear the name of the Sanctioning Authority.

**16. Implementation Plan :**

The facility for issue of e-Sanction Orders is available in the IFMS in respect of certain kinds of sanctions. The sanction order for other expenditures is to be made available in the IFMS Odisha portal shortly as soon as their development is complete. Trainings have also been imparted to all the DDOs under the jurisdiction of various Treasuries across the state. The post implementation handholding support will also be available in all the District and Special Treasuries.

The DDOs will submit hardcopy of the e-Sanction Order along with their bill to the Treasuries in cases of those sanctions for which facility has been provided in the IFMS portal.

**17. Creation of Users for Sanction Order Module :**

The Treasury Officers will have the privilege for creation of users (Approver and Operator) for preparation of e-Sanction Order in the IFMS by various offices under their jurisdiction with in a period of two working days on receipt of such request. In case of-any difficulty faced, the matter may be escalated to the Directorate of Treasuries.

The Head of Offices are required to submit a list of Users along with their role (Approver or Operator) to the Treasury Officer as per the format enclosed in the Annexure.

The system has the inbuilt facility to create multiple approvers and operators within the same office. The Head of Office has to exercise due diligence in recommending the Treasury Officer while creating users.

In case of transfer, retirement, or any other occasion resulting in the cessation of duties in a particular office, the Head of Office will intimate the Treasury Officer for deactivation of the User.

**18. Additions & Alterations in the Sanction Order from :**

The Sanction Order prepared in IFMS will be ordinarily generated in the prescribed format under provisions of various rules & other regulations. Any additions/ alternations in forms prescribed in relevant rules would be followed by formal amendment to the relevant rules.

**19.** The User Manual is available in the Treasury portal.

**Sd/-**

**(T.K. Pandey)**

**Principal Secretary to Government**