

**Top Priority**

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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No. 4189 /F, Dated the 7<sup>th</sup> February, 2019  
FIN-WM-BT-0001-2018

From

**Shri A. K. K. Meena, IAS  
Principal Secretary to Government**

To

**Additional Chief Secretaries/  
Principal Secretaries/  
Commissioner-cum-Secretaries/Secretaries/  
Special Secretaries to Government/  
All Heads of Department.**

**Sub: Deadlines for financial sanction, issue of allotment, re-appropriation of funds, surrender of provisions and drawal of funds in the remaining part of the current financial year.**

**Ref: Finance Department Circular No.14727/F, dt.30.04.2018 & 30511/F dt.22.09.2018.**

**Madam/Sir,**

I am directed to say that Finance Department have issued instructions to avoid rush of expenditure towards the fag end of the current financial year in the circulars under reference and fixed deadlines for issue of allotment, surrender of budgeted provision and drawal of funds etc. In the meantime, some deadlines have elapsed and references for sanction/release and re-appropriation of funds beyond the date fixed are being received by Finance Department from different quarters.

**2. (i)** Rush of expenditure in the last quarter of the financial year defeats the objective of efficient and economic use of resources. It may also lead to unproductive and wasteful expenditure. However, keeping in view the difficulties faced by different Departments, it has been decided to further **extend the deadlines for completion of all formalities for issue of allotment, sanction for release of funds, Re-appropriation of funds and surrender of provisions as stipulated below.** The Administrative Departments are therefore impressed upon to strictly adhere to these deadlines.

<b>Sl. No.</b>	<b>Items</b>	<b>Previous Deadline with Ref. to Para No. of F.D. Letter No. 30511/F dt.22.09.2018</b>	<b>Revised Deadline</b>
1.	Issue of Sanction Orders for release of funds.	<b>31.01.2019 { Para-2 (vi) }</b>	<b>26.02.2019</b>
2.	Re-appropriation of funds		<b>26.02.2019</b>
3.	Issue of allotment	<b>15.11.2018 { Para- 2 (ii) }</b>	<b>26.02.2019</b>
4.	Online transmission of Allotment data to Treasury Portal (IFMS)	<b>15.11.2018 { Para-5 (i) }</b>	<b>27.02.2019</b>
5.	Surrender of un-utilized funds	<b>31.01.2019 { Para-2 (vi) }</b>	<b>28.02.2019</b>
6.	Surrender of provision for shortfall in the expenditure for the first three quarters of the Financial Year as required under the Cash Management System.		<b>28.02.2019</b>

(ii) On receipt of intimation from Finance Department regarding shortfall in expenditure in the 1<sup>st</sup> three quarters of the current financial year, the amount to be surrendered is to be worked out in detail by the Administrative Departments under the Cash Management System and surrendered by **28<sup>th</sup> February, 2019**. The concerned Departments will be intimated accordingly. The Directorate of Treasuries & Inspection will allow expenditure for the last quarter and the month of March, 2019 after taking into account the amount to be surrendered.

**3. Last date for submission of bills in Treasury for drawal of funds : 15<sup>th</sup> March/20<sup>th</sup> March, 2019-** It has been indicated in para 2 (vii) of Finance Department circular No.30511/F dated 22.09.2018 that the last date of submission of bills to the Treasuries for the financial year 2018-19 shall be **15<sup>th</sup> March, 2019** for claims under other contingencies, machinery, equipment, vehicle, share capital, subsidy and loans and **21<sup>st</sup> March, 2019** for other claims. Since, 21<sup>st</sup> March, 2019 is a public holiday, the last date for submission of bills for other claims is **20<sup>th</sup> March, 2019**. These deadlines are to be followed scrupulously. Accordingly, necessary expenditure sanction for these items / claims should be issued on or before

the dead line for submission of bills. The last date for issue of sanction order for incurring expenditure on these items is the last date for submission of the related bills in the Treasury / Sub-Treasury concerned.

**4.** Budgeted funds shall not be allowed to be transferred to Civil Deposit under any circumstances and transfer of money drawn from Treasury to Civil Deposit is banned at all levels. The concerned Controlling Officers/ DDOs will be held personally liable for unauthorized transfer of funds to Civil Deposit. The Treasury Officers/Sub-Treasury Officers will also be liable for disciplinary action for violation of Government Orders in this regard.

**5. (i)** Under the Integrated Financial Management System (IFMS), all the Treasuries are connected to the Central Location at the Directorate of Treasuries & Inspection, Odisha, Bhubaneswar through intranet and the Controlling Officers and Drawing & Disbursing Officers have access to the System (IFMS) through the Budget Interface, Works and Forest Expenditure Modules of the Treasury Portal (internet). The transactions are made through the System. The IFMS does not provide for any backlog processing of transactions at any stage. As such exactly after **12.00 Midnight of 31<sup>st</sup> March 2019, which is technically the end of the current financial year 2018-19, the system would automatically disable all the allotments for 2018-19 across the State for the financial year 2018-19 and it would not be possible at all to carry out any transaction relating to the budget of 2018-19 after that. Besides, the centralized and computerized payment platform of the R.B.I and Core Banking System of Agency Banks may not accept last minute transactions. Hence, the Controlling Officers and D.D.Os are advised to avoid submission of bills in the Treasury after the deadlines and ensure encashment of all claims presented in the Treasury/Bank before 31<sup>st</sup> March, 2019. The Cheque drawing DDOs of Forest and Engineering Departments are also advised to ensure issue of all cheques sufficiently ahead so that the payees would be able to encash the cheques before 31<sup>st</sup> March, 2019.**

**(ii)** Distribution of Budgetary Allotment, re-appropriation and surrender of funds are made by the Controlling Officers through the Budget Interface and Works Expenditure Module of Treasury Portal (internet). The cheque drawing DDOs of Forest and Engineering Departments also issue cheques through the Works Expenditure Module of IFMS. Network failure may deny access to the Treasury Portal. In case of such internet failure, allotment distribution and cheque processing in case of Forest and Engineering Departments may be made by using the facility available in the nearest

Treasuries / Special Treasuries / Sub-Treasuries in intranet or at the Central Location in the Directorate of Treasuries and Inspection, Odisha, Bhubaneswar. This is available as a back-up facility.

**6.** Budgetary Allocation pertaining to Central Sector Schemes and Centrally Sponsored Schemes may not be surrendered in a routine manner where there is likelihood of receipt of Central Assistance and scope for expenditure towards the end of the financial year. In case of late receipt of Central Assistance beyond the deadline stipulated in para-2 above, the Administrative Departments may immediately move Finance Department for extension of the deadlines to facilitate expenditure.

**7. SR-242 of O.T.C. Vol-I** mandates that money should not be drawn from the Treasury unless it is required for immediate disbursement. In case funds are to be transferred to implementing agencies, it is to be ensured that funds are drawn and transferred only for actual expenditure and not for parking in Bank Account.

I would, therefore, request you kindly to take timely steps for sanction, allotment, re-appropriation, surrender and drawal of funds by the deadlines stipulated above in the interest of fiscal discipline and effective financial management.

Yours faithfully,

Sd/-

**Principal Secretary to Government**