

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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NO. 5181 /F., Dated 03/03/2015  
FIN-TRY-BT-0001/2015

**From**

**Shri R. Balakrishnan, I.A.S  
Addl. Chief Secretary to Government**

**To**

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

***Sub: Measures to prevent rush of expenditure towards the fag end of the financial year 2014-15.***

Sir,

I am directed to say that Finance Department have earlier intimated all Departments of Government/all Heads of Department to avoid rush of expenditure towards the fag end of the financial year and stick to the deadlines fixed for sanction, issue of allotment, re-appropriation and surrender of funds, submission of bills in the Treasuries and submission of proposal to Finance Department for release of funds in letter No.3958/F, dt.18.02.2015.

2. The Administrative Departments were requested to take timely steps for sanction, release, re-appropriation and surrender of funds by the revised deadlines so as to ensure submission of bills in the Treasuries in time as per the deadlines stipulated vide Finance Department Circular No.22456/F,dt.01.08.2014, No.33996/F, dt.10.12.2014 and No. 3958/F, dt.18.02.2015.

3. **Presentation of bills in the Treasuries :-**

The last date for submission of bills in the Treasuries has been intimated in advance in Finance Department Circular No. No. 3958/F, dt.18.02.2015. In view of administrative convenience and the necessity to regulate the submission of different kinds of bills/claims in the Treasuries in a phased manner, the deadlines so fixed for

presentation of bills/claims in the Treasuries are now revised and mentioned below, which should be strictly adhered to.

Sl. No.	Items	Deadline now prescribed
(i)	All bills pertaining to claims under the unit "Other Contingencies" and purchase of Machinery, Equipment & Vehicles, Share Capital Investment, Budgetary support in favour of Co-operatives, Industrial Enterprises, Public Sector Undertakings in shape of loan or Share Capital Investment and subsidy.	<b>13.03.2015</b> No Treasury shall entertain any of these Bills, after <b>13.03.2015</b> on any account.
(ii)	Re-submission of bills after due compliance, in respect of items as mentioned at (i) above which were objected to earlier.	<b>19.03.2015</b>
(iii)	All other bills except the categories enumerated at (i) above.	<b>20.03.2015</b> Extension of this deadline would not be allowed on any account whatsoever.
(iv)	Resubmission of bills after due compliance except those mentioned at (i) which were objected to earlier.	<b>25.03.2015</b>
(v)	<b>Presentation of fresh bills relating to :-</b> <ul style="list-style-type: none"> <li>➤ <i>Relief expenditure,</i></li> <li>➤ <i>Energy charges,</i></li> <li>➤ <i>Telephone charges,</i></li> <li>➤ <i>House Building Advance,</i></li> <li>➤ <i>Vehicle Advance,</i></li> <li>➤ <i>Medical Advance,</i></li> <li>➤ <i>Old age pension,</i></li> <li>➤ <i>Mid-day meal,</i></li> <li>➤ <i>Police Organisation,</i></li> <li>➤ <i>Fire Service Organisation,</i></li> <li>➤ <i>Jails,</i></li> <li>➤ <i>Home Election (Department),</i></li> <li>➤ <i>State Election Commission and other Election related bills</i></li> <li>➤ <i>13<sup>th</sup> Finance Commission Grants</i></li> </ul>	<b>24.03.2015</b>
(vi)	<b>Claims relating 66 restructured Centrally Sponsored Schemes(CSS) which are now part of the State Plan/ CP/CSP Schemes, the Central Assistance for which is received on after 15.03.2015</b>	<b>24.03.2015</b>
(vii)	Bills relating to SGRY, IAY, SGSY and ITDP to be paid by transfer credit to the P.L. Account of the concerned DRDAs/ ITDAs and all other bills which are passed for payment by transfer credit to deposit heads.	<b>25.03.2015</b>

4. (i) **Budgetary funds should not be transferred to Civil Deposit.**

(ii) No bill/ claim of any kind should be presented to the Treasury/ Spl. Treasury/Sub-Treasury if the money to be withdrawn cannot be spent on or before 31.03.2015. Where the provision is not likely to be spent by 31.03.2015, the provision

shall be surrendered under intimation to Finance Department in time. **Un-spent balance of funds drawn out of the budget provision for the year 2014-15 should be deposited in Government Account within 31.03.2015. Such un-spent balances should, on no account, be carried over to the next financial year, as it will deflate the expenditure of the subsequent year on its refund to Government Account.**

(iii) **Sufficient care should be taken to present the bills relating to Energy Charges, Expenditure on Relief, Schemes funded by ACA for KBK, Externally Aided Projects, Rural Electrification i.e. (Biju Gramya Jyoti, Biju Saharanchala Bidyutikaran Yojana), BKVY, Dietary charges of Hospitals and Jails, Old Age Pension and 13<sup>th</sup> Finance Commission Grants before the deadline.**

(iv) Under no circumstances should money be drawn and kept in D.C.R, Term Deposit, Bank Draft or in sealed bag or in any other form. Any such instance coming to notice would be treated as temporary misappropriation except when specifically authorized by Finance Department in writing.

5. (i) The time schedule set out above must be adhered to without any deviation. Under no circumstances, the accounts of any Treasury/Spl. Treasury/Sub-Treasury can be kept open beyond 31.03.2015 with a view to accommodating transactions of the current financial year. Under the Integrated Odisha Treasury Management System (iOTMS), 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 (iOTMS) through the Budget Interface and Works Expenditure Module of the Treasury Portal. The transactions are made through System. The iOTMS 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 2015, which is technically the end of the current financial year 2014-15, the system would automatically disable all the allotments for 2014-15 across the State as a whole for the financial year 2014-15 and it would not be possible at all to carry out any transaction, relating to the Budget of 2014-15 after that time, which is to be accounted for in the financial year 2014-15. The Collectors as heads of the Treasury administration in the Districts will enforce these restrictions in the interest of financial discipline as any deviation from the prescribed time schedule will cause undue delay in submission of the accounts to the Accountant General, Odisha.**

(ii) In previous financial years, on 31<sup>st</sup> March, a number of Bills/ Cheques which were passed by the Treasuries/Sub-Treasuries in the late hours and sent to the respective Banks for payment could not be encashed as their computerized system did not admit the last minute transactions. **The concerned Departments should, therefore, take advance action in this regard and advise the Controlling Officers & DDOs to avoid submission of bills in the Treasuries after the deadlines and ensure encashment of all claims presented in the Treasury/Bank before 31<sup>st</sup> March, 2015**

as the centralized payment procedure of the Banks under the Core Banking System may not accept the last minute transactions. Besides, the e-disbursement system will also not be able to complete the cash transaction by 31<sup>st</sup> March, 2015 in such cases.

(iii) The cash transactions pertaining to the current financial year are to be completed within 31<sup>st</sup> March, 2015 by all means. Since e-Disbursement is being made through the payment platform of Reserve Bank of India in all the Treasuries / Sub-Treasuries, the Bills approved for payment can only be en-cashed on the subsequent working day (T+1). As such, Bills and claims involving electronic disbursement need be submitted in the Treasuries by the prescribed dates so that, electronic advice for payment can be issued before 29<sup>th</sup> March, 2015 so as to ensure payment to the beneficiary account by 31<sup>st</sup> March, 2015.

6. As envisaged under S.R. 242 of O.T.C. Vol.-I, money should not be drawn from the Treasury unless it is required for immediate disbursement. The system of electronic disbursement of Government payments directly to the beneficiary account has been introduced vide Finance Department O.M. No. 27444/F dated 26.7.2012 with the objective of direct payment to the beneficiaries and vendors and to prevent parking of funds in bank accounts by the DDOs. Instances have come to the notice of Govt. that money drawn by the D.D.Os is being kept unutilized for indefinite period. This adversely affects the Ways and Means position of the State. Drawal and retention of funds results in deferment/deprivation of the expenditure on priority items which are linked with developmental activities. In order to prevent drawal of money and retention thereof in shape of cash/bank draft, the D.D.Os must record a certificate on the body of the bills presented after 31<sup>st</sup> March, 2015 as follows:

(i) That "the money drawn in cash/bank drafts upto the period 31.03.2015 has been disbursed by now except Rs. \_\_\_\_\_ which would be disbursed by 30.04.2015 at the latest. Similarly, while presenting the pay bill for April, 2015 to be paid on or after 01.05.2015, the D.D.O. must record a certificate that "all money drawn in cash/bank draft up to the period 31.03. 2015 have been fully disbursed and no amount is lying undisbursed with him".

(ii) While presenting the pay bill for the month of **May, 2015** onwards, the D.D.O. must record a certificate to the effect that "the money drawn in shape of cash/bank draft through the bills presented during the previous months has been disbursed except the money drawn in A.C. bills and the amount now proposed for withdrawal in this bill in shape of Cash/Bank draft shall be disbursed within a period of 15 days from the date of actual drawal from the Bank/Treasury". While scrutinizing the bills to be presented during 2015-16, the Treasury Officers must check and ensure that a certificate is recorded on the body of the bill by the D.D.O. concerned to the effect that no amount of

money drawn from Treasury/Bank has been kept in deposit account without specific prior approval of Finance Department.

7. It is observed that the cash balance Certificate is being furnished in a routine manner although huge amounts remain un-disbursed for a long period, which seriously affects the Ways & Means position. **The DDOs shall therefore furnish a cash balance report as on 16.04.2015 in the enclosed proforma (at Annexure-'A') to the Collector of the District by 22.04.2015 and the Collector in turn will report directly to Finance Department (Ways & Means Branch) the name of DDOs who have drawn money up to 31<sup>st</sup> March 2015 but have not disbursed it by 16.04.2015. A copy of such report should also be endorsed to the concerned Heads of Department.**

8. Instructions issued vide F.D. letter No. 27397(425)/F., dt.25.6.92 and Memo No.53931 (442)/F., dt.19.12.92 regarding restrictions on heavy withdrawal of money at a time and its retention in un-authorized Bank accounts must also be strictly followed. **It has been reiterated in Finance Department Circular No. 32215/F dated 21.11.2014 that if any such instance of un-authorized parking of money is noticed, the concerned DDO shall be liable for disciplinary action under Rule - 15 of the OCS (CC & A) Rules, 1962.** As per instructions issued vide Finance Department Circular No. 32215/F dated 21.11.2014, the Heads of Department and Collectors shall cause enquiry into the matter of unauthorized parking of Government money in bank accounts after obtaining information from the Treasury Officers/ Drawing and Disbursing Officers/ Autonomous Agencies of the Districts. In case, instances of irregularity are found, the matter should be reported to respective Heads of the Department/Administrative Department. They should take disciplinary action against the Officer committing such irregularity under intimation to Finance Department and ensure that funds are drawn and transferred to implementing agencies only for actual expenditure and not for parking in Bank Account.

9. The D.D.Os under the administrative control of the Departments may be instructed to strictly follow these instructions.

10. I would, therefore, request you kindly to take timely steps for drawal of funds by the deadlines stipulated above in the interest of fiscal discipline and effective financial management. It should be noted that there will not be further relaxation in the deadlines indicated above under any circumstances whatsoever.

Yours faithfully,



**Additional Chief Secretary to Government**



Memo No. 5182/F., dt. 03/03/2015

Copy forwarded to All Revenue Divisional Commissioners/All Collectors/Director of Treasuries and Inspection, Odisha, Bhubaneswar/Financial Adviser and Chief Accounts Officer, Balimela/ Rengali (Left Bank)/Rengali (Right Bank)/Upper Kolab/ Indravati/ Subarnarekha/ Samal/ Mahanadi-Birupa Barrage Project/ Kanupur Irrigation Project/Lower Indra/ Lower Suktel/ Anandapur Barrage Project/ Asst. Financial Adviser & Chief Accounts Officer, Hirakud for information and necessary action.

  
Joint Secretary to Government

Memo No. 5183/F., dt. 03/03/2015

Copy forwarded to Principal, Secretariat Training Institute, Bhubaneswar/Principal, Odisha Shorthand & Typewriting Institute, Bhubaneswar/ Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/ Director General, Gopabandhu Academy of Administration, Bhubaneswar for information and necessary action.

  
Joint Secretary to Government

Memo No. 5184/F., dt. 03/03/2015

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

  
Joint Secretary to Government

Memo No. 5185/F., dt. 03/03/2015

Copy forwarded to Chief General Manager, State Bank of India, Local Head Office, 111/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar/ Regional Manager, State Bank of India, Bhubaneswar/ Berhampur/ Sambalpur/ Chief Regional Manager, United Bank of India, Zonal Office, 13, Forest Park, Bhubaneswar/Regional Manager, UCO Bank Building, 3<sup>rd</sup> Floor, C-2, Ashok Nagar, Unit-II, Bhubaneswar/ Regional Manager, Central Bank of India, 94, Janpath, Unit-III, Bhubaneswar/ Zonal Manager, Bank of India, Odisha Zone, Zonal Office, 98 Kharvel Nagar, Ground Floor, Keshari Talkies Complex, Bhubaneswar/ Regional Manager, Indian Bank, Regional Office, 117/118 Station Square, Bhubaneswar/ Chief Managing Director, Allahabad Bank, Regional Office, 3/1B, IRC Village, Nayapalli, Bhubaneswar/ Deputy General Manager, Andhra Bank, Zonal Office, M/14, Baramunda, Bhubaneswar/ Divisional Manager, Canara Bank, Red Cross Bhawan, Sachivalaya Marg, Bhubaneswar/ Regional Manager, Indian Overseas Bank, Regional Office, B/2, West Saheed Nagar Bhubaneswar/Deputy General Manager, Punjab National Bank, Circle Office, Deen Dayal Bhawan, 4<sup>th</sup> Floor, Ashok Nagar, Bhubaneswar/Regional Manager, Union Bank of India, Regional Office, 3/1A, Civic Centre, IRC Village, Bhubaneswar for information and necessary action.

  
Joint Secretary to Government

Memo No. 5186/F., dt. 03/03/2015

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

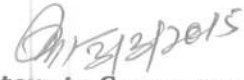
The instructions and stipulations indicated above should be enforced strictly and any deviation noticed will be viewed seriously.



**Joint Secretary to Government**

Memo No. 5187/F Dated 03/03/2015

Copy forwarded to the Head, State Portal Group, IT Centre, Odisha, Secretariat for hosting in the Odisha Government website [www.Odisha.gov.in](http://www.Odisha.gov.in)- Finance Department.



**Joint Secretary to Government**

Memo No. 5188/F Dated 03/03/2015

Copy forwarded to the M/s Luminous Infowarys Pvt. Ltd., C/o RTI Central Monitoring Mechanism (CMM), Information & Public Relations Department, Government of Odisha for information and necessary action.



**Joint Secretary to Government**

**Annexure-'A'**

**Cash Balance Report of DDOs as on 16.04.2015**

Name & Designation of the D.D.O.	Name of the Heads of Department/Administrative Department	Un-disbursed amount out of money drawn before 01.03.2015	Un-disbursed amount out of money drawn in March, 2015	Total amount of un-disbursed money	Break up of the un-disbursed amount i.e. whether kept in cash/B.D./Banker's Cheque/DCR or in unauthorized Bank Account.	Reasons for drawal & retention of the un-disbursed amount in violation of SR 242 of OTC Vol-1.
1	2	3	4	5	6	7

Signature

Designation of D.D.O