

No. 31321 / F.

Bt. I-9/2001

**FINANCE DEPARTMENT**

\* \* \* \* \*

**OFFICE MEMORANDUM**

Bhubaneswar, dated the 15<sup>th</sup> May 2001.

**Sub: Austerity measures.**

State Government have been pleased to direct that Para – 9 of the Office Memorandum No. Bt.1-9/2001/10954/F dated the 14<sup>th</sup> March, 2001 should be substituted as here under.

“Due to the serious Ways & Means position, the Surrender Leave encashment benefit would only be drawn by transfer of credit to the G.P.F. Account in respect of those eligible employees who have not availed of such Surrender Leave encashment benefit during the Block period starting from 1.04.2000 and ending on 01.03.2002.”

A. K. Tripathy

PRINCIPAL SECRETARY TO GOVERNMENT

**FINANCE DEPARTMENT**

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No. WMD – 25/2001- 33374(250)/F., Dt. 1<sup>st</sup> June 2001

From

Shri A. K. Tripathy  
Principal Secretary to Govt.

To

All Principal Secretaries/  
Secretaries to Govt./ All Heads of Departments.

Sub:- Parking of Govt. money outside Public Account.

Sir,

It has been brought to the notice of the Finance Department that many DDO's have withdrawn funds from Treasury/ Banks in anticipation of expenditure and parked the funds outside the Public Account in shape of Cash/DCR/Draft and banker's cheques etc. Instructions have been issued by the Finance Department time and again forbidding such grossly irregular practice.

The C & AG report for the year 1997-98 and 1998-99 contains adverse comments on huge cash balances held by DDO's and the possibility of misappropriation and misuse of Govt. cash has been highlighted in the report. The ways & means position of the State Govt. continues to be serious owing to such fiscal indiscipline. On one hand the public money is held outside the public account and on the other the State Govt. are paying interest on ways & means advance and overdraft for lapse of some DDO's. It has become, therefore, imperative to be relentless towards those DDO's who are responsible for such kind of irregularities and indiscipline. Disciplinary action shall be taken against these DDO's immediately to curb such practice, and it is the responsibility of the Administrative Department to initiate such disciplinary action.

I would, therefore, request you to verify the cash balance of your Department as a whole and authorise one of the Senior Officers of your Department to verify the cash balance of the Heads of Departments under your control immediately. Instruction may be issued to the Heads of Departments to depute officers to verify the cash balance of Heads of Offices under their control, within a month.

The Heads of Department should report the cash balance of the Heads of Offices to the Administrative Departments and the Administrative Departments should transmit the same along-with the verification report in respect of Heads of Departments under their control and their own Department to Finance Department by 30.6.2001.

The names of DDO's holding money outside the Govt. Account should be collected and reported to the Finance Department along-with the amount of money parked outside the Public Accounts by 30.6.2001. It should also be ensured that any public money similarly held should be deposited into the Govt. Account positively by 20.6.2001 positively.

A report in this regard should be furnished to the Finance Department stating the names of DDO's holding money outside the Govt. Account, the date of deposit of such money into Govt. Account along-with details of deposit and the action taken by the Department against the DDO's by 30.6.2001 in the enclosed format.

If no report will be furnished by the stipulated date, Finance Department will be constrained to stop all payments to the Department through the Treasury from the month of August, 2001.

In case no such case is detected a nil report shall also be furnished to the Finance Department by the specified date.

**Yours faithfully,**

**Sd/- A. K. Tripathy,  
Principal Secretary to Govt.**

## Report on D.D.O.'s parking money outside Public Account

Sl. No.	Designation of Head of Office/ Head of Deptt./ Admn. Deptt.	Name & Designation of D.D.O.	Cash balance in hand on the date of verification	Reasons for non disbursement	Un-disbursed amount deposited in Treasury as on 20.6.01	Action taken againstt the DDO	Remarks
1	2	3	4	5	6	7	8

**Principal Secretary /  
Secretary to Govt.  
Department**

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**FINANCE DEPARTMENT**

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No. 40381/F., Dt. 24. 7. 2001  
W&M (LC)-1/2001.

**From**

**Shri A. K. Tripathy,  
Principal Secretary to Govt.**

**To**

**The Principal secretary to Govt.,  
Forest& Environment Deptt.**

**Sub:- Withdrawal of the system of Letter of credit from the Forest Divisions in the State.**

**Sir,**

All the forest divisions under the administrative control of the Forest& Environment Deptt. of the state Govt. were brought under the Letter of Credit system in accordance with the Finance Deptt. Letter No.WM (LC) 1/93/18801(153) dt.20.4.1993 with a view to regulating the expenditure under the plan sector The authorisation of expenditure through the letter of credit could not help is speedy implementation of highly season-bound works like plantation schemes and maintenance of afforestation schemes. There has been delay in utilisation of funds received from Government of India and other agencies In view of these difficulties the state Govt. decided to withdraw the LC system now prevalent for all the organisations and divisions of the Forest Deptt. including the authorisation of expenditure made for all deposit works including the DRDAs. **The Govt. also decided that the following modified procedure of drawal through cheques will come into force from 1.8.2001.**

It has been decided that the funds for establishment expenditure like salaries., T.E, LTC and office expenses will be drawn through the treasury by means presentation of bills as is being done for all other offices of the state Govt. The procedure followed for communication of sanction and allotment as prescribed under the Orissa General Financial Rules and Delegation of financial power rules will be followed as usual. **The manner of rendition of accounts relating to the drawals made from the treasury will be as laid down in the Accounting rules for Treasuries and the Orissa treasury code Volume-I.**

2. The expenditure relating to works and maintenance of projects will be incurred by the Divisional officers by drawal of funds from the treasury/banks by means of cheques as is being done now. The wages pertaining to the works will also be met out of the works expenditure drawn through the cheques. Expecting the 2 works expenditure and maintenance expenditure no other expenditure will make out of the funds drawn through the cheques. The monthly rendition of the account will continue to be done in the same manner is being done now. Any modification in the manner of rendition of accounts if becomes necessary, will be prescribed by the Forest & Environment Deptt. in consultation with the Principal Accountant General (A&E), Orissa.

3. The amendments required to the Orissa Treasury code for enabling the Divisional officers to draw money from the treasury for incurring establishment expenditure will be done with the concurrence of the Accountant General, Orissa later on.

4. The amounts authorised under various schemes through Letter of Credit up to 31.7.2001 will be intimated to the Forest Deptt. and the Heads of Deptts. By the Finance Deptt. in order to facilitate regularisation and control of expenditure during the period from 1.8.2001 to 31.3.2002 within the budgetary allocation of the year 2001-2002. For intimating the balance budgetary allocation uncovered by the Letter of Credit to the Heads of Deptt. and the Forest Deptt., the Finance Deptt. will authorise LC up to 31.7.2001 and any deposit reported to the Finance Deptt up to 15.7.2001 will only be authoused and no deposit reported after 15.7.2001 to the Finance Deptt. will be taken into account. The L C issued by the Finance Department up to 31.7.2001 will remain valid till the expiry of the validity period. After expiry of the validity period, the unused L C. books should be returned to the Finance Deptt. duly cancelled by the controlling Officer under their signature.

5. On the basis of LC authorized for different works/establishment expenditure and contingencies the Heads oaf Deptts. will communicate allotment to their division offices for incurring expenditure on establishment and contingencies and also for works limiting to the balance allocation available for the year 2001-2002. The Forest Deptt. will issue instruction regarding the allocation and regulation for expenditure on different components like works and establishment and also instruction for drawal of funds. The

works expenditure however will be regulated by the Forest & Environment Deptt. keeping in view the budgetary allocation so that no excess expenditure is incurred whether on works or establishment related expenditure .The regulation of expenditure should be made with the concurrence of the Financial Advisor-cum-Joint secretary at the level of the Administrative Department and the Chief Accounts Officer/Accounts Officer at the level of the Heads of Departments/Controlling Officers, wherever such posts exist.

6. The forest Department and the Controlling Officer may take advance action for intimating the particulars of the Drawing & Disbursing Officers ( divisional officers) to the respective treasuries/special treasuries/sub-treasuries and instruct the D.D.Os to obtain book of draweal from the treasuries for presentation of bills after 1.8.2001.

7. The procedure outline above has been approved by the Principal Accountant General,(A&E),Orissa.

**Yours faithfully,**

**Sd/- A. K. Tripathy,  
PRINCIPAL SECRETARY TO GOVT**

**FINANCE DEPARTMENT**

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No. 44292 (24) / F., Dt. 20.8.2001  
W&M (LC)-59/2001

From

Shri A.K.Tripathy,  
Principal Secretary to Govt.

To

The L.C. availing Organisations

Sub:- Issue of L.C .against Western Orissa Development Council (WODC) Deposits.

Government after careful consideration have decided that the following procedure will be followed for issue of Latter of Credit for execution of Deposit works of Western Orissa Development Council (WODC) by the public works Divisions of Works/ H&U.D / R.D / W. R. Departments.

(1) The Chief Executive Officer, W.O.D.C. will report of Finance Department the quantum of deposit made with the working Divisions for authorization of L.C. with a copy to the concerned Chief Engineer or each occasion of release of funds too the Divisions.

(2) On receipt of funds from the C.E.O., W.O.D.C. for the Deposit work the concerned Executive Engineers will remit the amount to Treasury an report the deposit in the form prescribed in Annexure-I with an attested copy of the challan/extract from Remittance Register of the Division to the Joint Secretary (W&M) Finance Department for issue of L.C. under intimation to the concerned Chief Engineer & the C.E.O.WODC.

(3) On receipt of the particulars of deposit from the Woodland the Divisions the Finance Department will authorise L.C against the amount deposited after deduction of pro-rata charges in favour of the Chief Engineer concerned earmarking the L.C.as “WODC Deposit” as well as specifying the name of the Divisions from witch the Deposit was received.

(4) The Chief Engineer will then issue L.C. in favour of the Divisions earmarking it as WODC Deposit works.

(5) The working Divisions will send a quarterly return to WODC& Finance Department on Deposits received from the WODC , reported to Finance Department and receipt of L.C. there-againnst inn Annexure II for monitoring of the flow of funds for execution of the WODCDeposit works.

(6) The Letter of Credit authorised by the Finance Department on the WODC Deposit works will remain valid for 45days from the date of issue. The funds remaining unspent at the end of the validity period will be deemed to have been surrendered unless specific request is made by the Divisional Officer for extension of validity and Finance Department agree to it.

(7) The Deposits mad by the C.E.O., WODC with the working Divisions during the current financial year for execution of work prior to issue of this circular will also be guided by this circular.

(8) Diversion of any amount from the amount authorized against the WODCD Deposit is prohibited, such instances if noticed will invite disciplinary action.

The Controlling Officers should circulate this among all the Divisional Officers under their control and instruct them to scrupulously follow the procedure outlined above for obtaining funds for execution of WODC Deposit works.

Yours faithfully

Sd/- A. K. Tripathy,  
Principal Secretary to Government.

(Annexure-I)

OFFICE OF THE \_\_\_\_\_

No. \_\_\_\_\_ Dt. \_\_\_\_\_

To

The Joint Secretary to Govt., (W&M Section), Finance Department, Bhubaneswar.

Sub: Report on WODC Deposits during the Year \_\_\_\_\_ for availing Letter of Credit.

Sir,

I am to furnish following information on WODC deposits pertaining to the year \_\_\_\_\_ against which Letter of Credit is required to be issued in favour of the undersigned.

A	Amount Received:-	Rs. _____/- (Rupees)	
B	Received from:-		
C	Bank Draft / Cheque No. and Date:-	B.D.No	Dt.
		Ch.No.	Dt.
D	Scheme and Work, the amount is meant for:- (List of works is annexed)		
E	Treasury in which the Amount is deposited:-		
F	Treasury Challan No.& Date:-	(Clear Xerox & attested copy of the challan is attached)	

Further, I am to state that the above deposit particulars have not been reported previously and also no L.C. has been received against this amount.

2. The abstract position (till date) in support of total WODC deposit during the current year is given below:-

(Rs. in lakhs)

Reported Previously		Present Amount (as above)	Grand Total (2 +3)	Total L.C. Received	Balance (4-5)	Un-utilised balance L.C out of Col.5	L.C Presently needed	Remarks
Lt.No &Dt.	Total Amount							
1	2	3	4	5	6	7	8	9

Submitted for favour of consideration and release of Letter of Credit.

Yours faithfully,

(Signature with seal and name)

Memo No. \_\_\_\_\_ (2) Dt. \_\_\_\_\_

Copy forwarded to the Chief Engineer \_\_\_\_\_/C.E.O.,WODC, BBSR for information

(Signature )

**Points for Annexure-I**

- \* 1A- Amount received is to be shown in rupees
- \*\* 1D- Detail list of works its to be annexed separately, if the space available under “D” is insufficient.
- \*\*\* Table under – 2 is to be filled up in converted lakhs of rupees  
and  
The first report of a financial year shall have no information in Column 1 & 2.

**Annexure - II**

**Quarterly return on receipt of L.C. for W O D C deposits**

(Rs. in lakhs)

Sl. No.	Deposit received from WODC		Deposit reported to Finance Department		L.C. received from C.E.		Balance
	(1)		(2)		(3)		
	(a)	(b)	(a)	(b)	(a)	(b)	
	B.D. / Cheque No. & date	Amount	Letter No. & date	Amount	Letter No. & date	Amount	

Executive Engineer \_\_\_\_\_ Division

**FINANCE DEPARTMENT**

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**No. W & M (LC)-64/2001 – 52334 (23)/F**

From

Shri U.K. Das,  
Joint Secretary to Govt.

To

All L.C. availing organizations.

Sub:- Issuance of L.C. for DRDA deposits.

Bhubaneswar, Dated the 16<sup>th</sup> October 2001

Sir,

I am directed to invite a reference to this Office letter No. LOC-4/99-4254 (66) dt.1<sup>st</sup> February, 1999 in which the modalities of issuance of L.C. in respect of DRDA deposits, directly by Finance Deptt. to the Divisional Officers was prescribed and to say that the Divisional Officers while reporting the DRDA deposits to the Finance Deptt. in the prescribed form club the deposits made by the Executive Officer Zilla Parishad with the deposits of DRDAs. Issuance of L.C. in respect of deposit for Zilla Parishad directly to divisions does not come under the purview of the aforesaid circular. Although many Divisional Officers have been impressed upon to segregate the Zilla Parishad deposits from the DRDA deposits reports are still received clubbing both. Finance Deptt. find it difficult to separate the Zilla Parishad deposits from the DRDA deposits.

The deposits made by the Executive Officer Zilla Parishad should be routed through the respective Chief Engineers for issuance of L.C. to the Chief Engineer and its eventual transfer to the Divisional Officers.

It is, therefore, clarified that the deposit made by the Executive Officer, Zilla Parishad should be reported to the Finance Deptt. through the concerned Chief Engineer and Finance Deptt. will authorise L.C. in respect of these deposits to the Chief Engineer only. Finance Deptt. will not entertain claims of Divisional Officers in respect of Zilla Parishad deposits for direct authorisation.

Yours faithfully,  
Sd/- U. K. Das,  
Joint Secretary to Govt.

**FINANCE DEPARTMENT**

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**No.LOC 4/99-4254(66)/F.,**

From

K.B. Verma,  
Principal Secretary to Government.

To

The Accountant General, (A & E ) Orissa, Bhubaneswar/  
Accountant General (Audit) Orissa, Bhubaneswar/  
Senior Dy. A.G., Orissa, Puri Branch, Puri/  
Branch Managers, State Bank of India and other  
Nationalised Banks dealing with Govt. transactions.

Sub: *Issuance of Letter of Credit directly from Finance Department to the Divisional Officers/DDOs in respect of District Rural Development Agency (DRDA) deposits.*

**Bhubaneswar, Dated the 1<sup>st</sup> February, 1999.**

**Sir,**

In accordance with F.D. letter No. RES-I-80/67-14006(100)F., dt.24.8.68 and No. WM(LC) 1/93-18801/F., dt.20.4.93 the Divisional Officers/DDOs of different Engineering Departments and Forest & Environment Department receive letter of credit up to which they could incur expenditure within a given period. The letter of credit is issued in their favour by their Heads of Departments. The funds provided through letter of credit cover not only the budgeted expenditure but also the deposit works of various organizations. A recent high level review relating to DRDA deposit works revealed that satisfactory progress in physical/financial terms could not be achieved even though funds were provided. Obviously part of the L.C. was diverted to works not covered by the L.C.

2. In order to expedite the execution of DRDA works, the Government, after careful consideration have decided that Finance Department would henceforward issue letter of credit in respect of DRDA deposits directly to the Divisional Officers/DDOs of Engineering Departments and Forest & Environment Deptt.

3. In modification of the earlier procedure, the following one will henceforth be observed:-

**A. FINANCE DEPARTMENT:-**

(i) The Finance Department will authorise/reduce the funds provided through letter of credit in a prescribed form namely "Letter of Credit Form-"B"" with printed serial number. The form shall have 4(four) copies (specimen copy of this form is in Annexure"A").

- a) The 1<sup>st</sup>, which is the original shall be sent to the Branch Manager of the Bank concerned directly by the Finance Department. The colour of copy shall be light green.
  - b) The 2<sup>nd</sup> copy (duplicate) shall be sent to the Divisional Officer/Drawing Disbursing Officer concerned. The colour of the copy shall be yellow.
  - c) The 3<sup>rd</sup> copy (triplicate) shall be sent to the Head of Department concerned. The colour of the copy will be pink red.
  - d) The 4<sup>th</sup> copy (quadruplicate) shall be retained in the Finance Department. The colour of the copy will be white.
- (ii) The Finance Department will maintain DDO wise account of deposits received, the amount of letter of credit authorised and the balance due.
  - (iii) The quarterly review of letter of credit position will be conducted by the Finance Department, on the basis of progress report received from the Divisional Officers/DDOs.
  - (iv) A statement showing the Division wise L.C. issued will be sent by Finance Department to the D.A.G., Puri/AG(O), Bhubaneswar.

**B. DIVISIONAL OFFICER/DRAWING & DISBURSING OFFICER:**

- i) The Divisional Officer/Drawing and Disbursing Officer will report the details of funds received from DRDAs and deposit made in the Treasury in a letter form prescribed in Annexure-“B” alongwith the attested (by the DO/DDO) Xerox copy of the “Treasury Challan” to the Finance department within one month of the date of receipt of funds. The deposits reported to Finance Department without an attested Xerox copy of the “Treasury Challan” will not be accepted.
- ii) Copies of this letter shall also be forwarded by the Divisional Officer/DDO to his Head of Department and to the Panchayati Raj Department.
- iii) For each deposit one report in the prescribed form (Annexure-B) will be furnished by the Divisional Officer/DDO.
- iv) The Divisional Officer/Drawing and Disbursing Officer shall furnish a quarterly report on utilisation of letter of credit in the format prescribed at “Annexure-C”. A copy of the report shall be forwarded to the Panchayati Raj Department and to the Head of Department concerned. The report shall be furnished within 15 days of the quarter ending on 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March of the year.
- v) The Divisional Officer/DDO may directly correspond with Finance/P.R. Deptt. in regard to DRDA deposits and reporting of expenditure.
- vi) In exceptional circumstances, the signed copy of letter of credit form may be received from the Finance Department through a person duly authorised by the Divisional Officer/DDO. But in no case shall the bank copy be handed over to any person.

- vii) The signed copy of the letter of credit meant for the Bank shall be sent direct to the Bank by the Finance Department by registered post.

C. PANCHAYATI RAJ DEPARTMENT :-

The Panchayati Raj Department may send requisition indicating division wise requirement of L.C. on the basis of the deposit particulars available with them. The Finance Department will send a statement every month to the Panchayati Raj Department in which the L.C. authorised to each Division during the month will be indicated.

D. HEAD OF DEPARTMENT :-

- i) The Head of Department concerned will keep the account of letter of credit issued in respect of Divisions under their control. A ledger shall be maintained in his office showing the division wise deposit received from different DRDAs and the L.C. authorised by Finance Department every month and the balance receivable L.C.
- ii) The Head of Department will conduct quarterly review, at his level, of the progress of work relating to DRDA deposits and furnish a copy to the Finance Department and the Panchayati Raj Department.
- iii) Authorisation of L.C. by the Finance Department will not absolve the Head of Department of the responsibility of overseeing the execution of work and the progress made in that regard.
- iv) If any Divisional Officer fails to comply with the requirements of this letter, he will be held personally responsible.

E. BANKS :-

- i) The Banks will keep in record the specimen signature of the Joint Secretary/Deputy Secretary/Under Secretary as the case may be, authorised by the Secretary to Government, Finance Department to sign the L.Cs on his behalf. The specimen signature shall be sent by the Finance Department to the Banks concerned in sealed cover and by registered post.
- ii) The specimen signature should be compared with the signature in the letter of credit before allowing the withdrawal by cheques.
- iii) In the event of transfer of officers holding the post of Joint Secretary/Deputy Secretary/Under Secretary in Finance Department, the specimen signature of the new incumbent authorised to sign the letter of credit shall also be sent to the Banks in the manner prescribed above.

4. CURRENCY OF LETTER OF CREDITS :-

- i) The letter of credit issued by Finance Department in respect of DRDA deposits shall remain valid for a period of 180 days from the date of issue or till 31<sup>st</sup> March of each financial year, whichever is earlier.
- ii) The Divisional Officer will be eligible to encash cheques up to the limit authorised in the letter of credit only.
- iii) In no case shall funds covered by the L.C. be withdrawn in shape of self cheques or bank drafts.
- iv) The Divisional Officer/DDO shall ensure that the funds provided through letter of credit are utilised during the year in which L.C. is authorised. In case the funds are not fully utilised, a report relating to the undrawn amount shall be furnished to the Finance Department by 15<sup>th</sup> April each year along with a certificate from the Bank concerned.

5. COMING INTO FORCE :-

These instructions will come into force immediately.

**Yours faithfully,**

**Sd/- K. B. Verma,**  
PRINCIPAL SECRETARY TO GOVT.

**FINANCE DEPARTMENT**

ORIGINAL

LETTER OF CREDIT FORM – B

No. \_\_\_\_\_ B

Dt. \_\_\_\_\_

**To**

**The Branch Manager, State Bank of India, \_\_\_\_\_**

**Sir,**

In pursuance of Finance Deptt. Letter No. \_\_\_\_\_ Dt. \_\_\_\_\_, I do hereby authorise/withdraw the limit of letter of credit, by an amount of Rs. \_\_\_\_\_/- Rupees \_\_\_\_\_ in favour of the \_\_\_\_\_, who may draw & encash the cheques upto this limit within the valid date \_\_\_\_\_. The progressive authorisation of Letter of Credit in his favour for the current financial year, is indicated below :-

1. Previous progressive limit of letter of credit Vide L.C. No. _____ B Dt. _____	Rs. _____ /-
2. Present amount of limit Enhanced/Reduced	Rs. _____ /-
3. Total Progressive limit of Letter of Credit	Rs. _____ /- (Rupees)

Yours faithfully,

(Designation)

Duplicate Letter of Credit No. \_\_\_\_\_ B Dt. \_\_\_\_\_

Forwarded to the \_\_\_\_\_ for information and necessary action. He is authorised to draw and encash cheques upto the limit fixed in serial "2" above for utilisation under DRDA deposit works within the valid date mentioned above.

Special Instruction :-

(Designation)

Triplicate & Quadruplicate Letter of Credit No. \_\_\_\_\_ B Dt. \_\_\_\_\_

Forwarded to the Panchayati Raj Deptt. / \_\_\_\_\_ for information and necessary action.

(Designation)

**(Annexure-A)**

OFFICE OF THE \_\_\_\_\_

No. \_\_\_\_\_ Dt. \_\_\_\_\_

To

The Joint Secretary to Govt., (L.O.C. Section), Finance Department, Bhubaneswar.

Sub: Report on D.R.D.A. Deposits during the Year \_\_\_\_\_ for availing Letter of Credit.

Sir,

I am to furnish following information on D.R.D.A. deposits pertaining to the year \_\_\_\_\_ against which Letter of Credit is required to be issued in favour of the undersigned.

A. Amount Received :-	Rs. _____/- (Rupees)	
B. Received from :-		
C. Bank Draft/Cheque No. and Date:-	B.D. No.	Dt.
	Ch. No.	Dt.
D. Scheme and Work, The amount is meant for:- (List of works is annexed)	(EAS / MP Lad/ RC work/ JRY etc.)	
E. Treasury in which the Amount is deposited :-		
F. Treasury Challan No. & Date:-	(Clear Xerox copy of the challan is attached)	

Further, I am to state that the above deposit particulars have not been reported previously and also no L.C. has been received against this amount.

2. The abstract position (till date) in support of total D.R.D.A. deposit during the current year is given below :-

**( Rs.in lakhs)**

Reported previously		Present Amount (as above)	Grand Total (2+3)	Total L.C. Received	Balance (4-5)	Unutilised Balance L.C. out Of Col.5	L.C. Presently needed	Remarks
Lt.No. & Dt.	Total Amount							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Submitted for favour of consideration and release of Letter of Credit.

**Yours faithfully,**

(Signature with seal and name)

Memo No. \_\_\_\_\_ (2) Dt. \_\_\_\_\_

Copy forwarded to the Panchayati Raj Deptt., BBSR./ \_\_\_\_\_  
For information.

**(Signature)**

**(Annexure – B)**

**Points for Annexure – B**

- \* **IA** – Amount received is to be shown in Rupees.
- \*\* **ID** – Detail list of works is to be annexed separately, if the space available under “D” is insufficient.
- \*\*\* Table under – 2 is to be filled up in converted lakhs of rupees  
and  
The first report of a financial year shall have no information in Column 1 & 2.

OFFICE OF THE \_\_\_\_\_

No. \_\_\_\_\_ Dt. \_\_\_\_\_

To

The Joint Secretary to Govt., (L.O.C. Section), Finance Department, Bhubaneswar.

Sub: Quarterly progress report on utilisation of fund relating to D.R.D.A. deposits.

Sir,

I am furnishing below the progress report on utilisation of D.R.D.A. deposits for the quarter ending 30<sup>th</sup> June/ 30<sup>th</sup> September/31<sup>st</sup> December/31<sup>st</sup> March for the year \_\_\_\_\_ for favour of information.

Yours faithfully,

(Signature with seal and name)

### PROFORMA

(Rs.in lakhs)

Opening Balance as on 1 <sup>st</sup> Day of _____ Quarter.	L.C. authorised during the _____ quarter by Fin. Deptt.	Total funds available for _____ Quarter ( 1+2 )	Expenditure made for _____ Quarter	Balance ( 3-4 )	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Memo No. \_\_\_\_\_ (2) Dt. \_\_\_\_\_

Copy forwarded to the Panchayati Raj Deptt., BBSR./ \_\_\_\_\_ for information.

(Signature)

(Annexure – C)

**FINANCE DEPARTMENT**

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**No. Bt.-I-39/2001 53796(236)/F., dt. 01.11.2001**

To

**All Departments of Government**  
**All Heads of Departments,.**

**Sub:** *Placing of Allotment on Salary and non-Salary items at the disposal of D.D.Os and indicating allotment in the monthly Salary bills of govt. employees.*

**Ref:** **Finance Deptt. Memo No. 5875(235)/F dt.5.2.2001 and Memo No.27755(230)/F dt.28.6.2000.**

1. The undersigned is directed to say that expenditure on various units of Appropriation is to be limited within the amount approved by the State legislature. At present allotment on the non-salary items on approved budget provision is communicated by the Controlling officers to the D.D.Os under their control. But allotment for provision of Salary is not being communicated as a result there has been instances of excess expenditure under Salary head.

2. In order to ensure Financial discipline and to restrict the expenditure on all units of appropriation within the approved budget provision, it has, therefore, been decided that all Controlling officers will communicate the allotment on different units of appropriation of Salary expenditure along with other non-Salary items, both under Plan and Non-Plan. In order to avoid dislocation in the drawal of Salary, the Controlling officers will ensure that allotment under Salary item under Plan & Non-Plan is communicated at a time limiting to the budget provision soon after the approval of Legislature is communicated. In respect of other items, the allotment should, however be communicated limiting to the amount sanctioned and released by the Administrative Department as per the existing guide lines and restrictions imposed from time to time. It must be ensured that allotment on salary items shall not be allowed in respect of the posts for which budget provision has not been made by the Controlling officer or allowed by Finance Department/Planning & Co-ordination Department.

3. In case of plan schemes before Allotment is Communicated, specific sanction of expenditure of the unit wise appropriation be issued under the signature of the FA or AFA as the case may be. This is applicable to all Departments including Engineering Departments and Forest and Environment Department. Based on the sanction Order of the Plan schemes. Letter of credit would be claimed by Engineering Departments and in case of other Departments allotment would be issued. Allotment of the provision in respect of the which drawal from Treasury is made by the Engineering Department shall also be made on issue of the sanction order.

4. In case of Water Resources, Works, R.D., H & U.D. Departments where transactions are made both directly through treasury and also through Letter of Credit, the concerned Controlling Officers shall communicate the allotment of salary and other items of expenditure in respect of the drawals made directly through treasuries. Where salaries in respect of staff are drawn through Letter of Credit, the Controlling Officer would communicate the allotment of salary to the concerned Drawing & Disbursing Officers/Divisional Officers so that the Letter of Credit cannot be utilised in excess of the allotment communicated for expenditure on salary items.

5. Copy of all D.D.Os wise allotment orders issued by the C.O. to the D.D.Os shall be forwarded to the concerned Treasury/Sub-Treasuries and Special Treasury as the case may be in the proforma prescribed & appended (Annexure-A).

6. On receipt of the allotment order from the Controlling officer, the Treasury Officer Concerned shall open a register for each individual D.D.O. The format of the register has been appended as Annexure-‘B’. The amount presented for drawal shall also be entered in the register against each unit of appropriation of allotment and the balance outstanding after the drawal shall be maintained. All bills presented by the particular D.D.O. shall be entered in the controlling register and the outstanding balance is watched every time, so that excess expenditure either under Salaries or under other unit of appropriation is not allowed for drawal. In case any excess expenditure is allowed by the Treasury Officers in spite of regular watch expected, the concerned Treasury Officers shall be personally held responsible for the same.

7. Soon after the budget is passed the allotment orders may be issued under the signature of the Accounts Officer, F.A-cum-CAO, AFA or FA as the case may be. The allotment order meant for the Treasury Officer/Sub-Treasury Officer shall be signed in ink or dot pen above the signature made in the stencil. In case of drawal of salaries for the month of March to be drawn in the month of April, allotment order from the Controlling officer or allotment on the body of the bill by the D.D.O. need not be insisted upon by the Treasury Officers. But the amount presented for drawal shall be entered in the controlling register for calculation of outstanding allotment for the next month/bill after receipt of the allotment order. Allotment order may be insisted from the Pay bills of April Payable in May onwards.

8. All the controlling officers and Drawing Disbursing Officers under their administrative control may be instructed suitably to follow the instruction scrupulously.

9. The procedure for drawal of bills through issue of allotment as outlined above will come in to force from 1.1.2002 i.e. that is pay bill of December 2001 to be drawn in January 2002.

Sd/- A. K. Tripathy,  
PRINCIPAL SECRETARY TO GOVERNMENT

**ANNEXURE –A**

**Proforma for Issue of Allotment Non-Plan/State Plan/ Central Plan/ Centrally Sponsored Plan (separately)**

1. Name of the Department
2. Name of the Controlling Officer
3. Name of the DDO
4. Name of the Try./ Spl. Try/ Sub-Try.

<b>Demand No.</b>	<b>Allotment as per this Order</b>	<b>Progressive Allotment including the Present Amount</b>	<b>Remarks</b>
Major Head			
Major Sub-Head			
Scheme			
Name of the Establishment			
<u>Salary</u>			
Pay			
D.A.			
H.R.A			



L.T.C									
M.V.									
Telephone Charges									
Electricity & Water Charges									
Other Contingencies									
R.R.T									
Other Charges									
Medicine									
Diet									
Scholarship and Stipend									
Grants									
Subsidy									
Grand Total									

Signature of the Controlling Officer/  
Accounts Officer/FA-cum-CAO/FA/AFA

Memo No \_\_\_\_\_ / Dt. \_\_\_\_\_

Copy forwarded to district Treasury/Spl. Treasury/Sub-Treasury Officers  
concerned/\_\_\_\_\_ Department  
(Administrative Deptt. Concerned)/ A.G., Orissa for information & necessary action.

Signature of the Controlling Officer/  
Accounts Officer/FA-cum-CAO/FA/AFA  
(To be signed again in Ink/Dot pen)

**FINANCE DEPARTMENT**

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**No. 54559(45)/F., Bhubaneswar, dated the 7<sup>th</sup>, November, 2001.  
Plan(FYP)36/2001**

**From**

**Shri A.K. Tripathy, IAS,  
Principal Secretary to Govt.**

**To**

**Principal Secretary to Govt./  
Commissioner-cum-Secretary to Govt.**

**All Departments, Orissa, Bhubaneswar.**

**Sub: *Expeditious release of fund for various programmes Implemented in KBK districts out of the Additional Central Assistance allocated by P & C Department under State Plan.***

Sir,

During the course of discussion in the meeting taken by A.D.C. on 14.09.2001 in the 2<sup>nd</sup> Floor Conference Hall of the Secretariat regarding allocation of fund for KBK districts out of Additional Central Assistance (ACA) ear-marked by the Planning Commission under State Plan, it was pointed out that delay in release of fund by Finance Department is one of the constraints for not furnishing the utilisation certificate under different Schemes ear-marked out of the A.C.A. for K.B.K. districts. It was, therefore, suggested that as in case of release of fund for utilizing the grant under the award of Eleventh Finance Commission, Finance Department should authorise the Administrative Departments for release of fund in order to avoid delay in utilisation of A.C.A. ear-marked for K.B.K. districts under the State Plan by the Planning Commission.

2. The proposal was duly considered in the Finance Department and accordingly, it has been decided that budgetary provision made for different schemes in the KBK districts only out of A.C.A. under State Plan ear-marked by the P & C Deptt. can be released by the Secretary of the concerned Department with concurrence of the Financial Advisor/Asst. Financial Advisor of the Department, as the case may be without referring the file to Finance Department.

3. While releasing the fund for the schemes implemented in KBK districts out of the ACA under State Plan, the Administrative Departments shall ensure the compliance of the following stipulations :-

- (I) The fund may be released in suitable instalments depending on the progress of work and utilisation of funds allotted earlier for the programme.
- (II) Drawal of fund from treasury required for utilisation shall not remain idle for more than 15 days (except in case of L.C.), without enjoyment of responsibility.
- (III) The total release of fund shall be strictly limited to the budgetary allocation and under no circumstances, the release will be beyond the budgetary allocation, which will be construed as misconduct and dereliction of duty for the officers concerned since it is an unauthorised act.
- (IV) In case of utilisation of fund by the Engineering Department through Letter of Credit, specific requisition shall be made to Finance Department in the name cover of "Sri D.K. Jena, Under Secretary indicating on the top of the requisition letter" for KBK districts only in bold letter. The L.C. shall be released by Finance Department within ten days from the date of receipt of the requisition and the L.C. so issued shall remain valid upto 90 days from the date of issue.
- (V) The requisition for L.Cs for other programmes should not be mingled up with the Projects or release for KBK districts.
- (VI) While releasing fund by the Secretary of the Deptt., he/she must be satisfied that the fund released earlier has been utilised or likely to be utilised within a period not exceeding 15 days (except in case of L.C.).
- (VII) In case fund released remains idle for more than fifteen days, concerned Secretary of the Department will be personally responsible for such financial indiscipline and responsibility be fixed on derelicting officers.
- (VIII) Normal prescribed procedures for purchase/tender etc. should be followed by the Administrative Department/Executive Agency, as per guidelines or/and Government orders from time to time.

4. This letter issues with the concurrence of Planning & Co-ordination Department vide their UOR NO-2409-DC dt.02.11.2001.

Yours faithfully,

Sd/- A. K. Tripathy,  
**Principal Secretary to Govt.**

FINANCE DEPARTMENT

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No.WMD-25/2001 29217(236)/F., dt.30.04.2001

From

A.K. Tripathy, IAS,  
Principal Secretary to Government.

To

All Secretaries to Government  
All Heads of Department.

Sub: *Procedure for regulating release of funds from Civil Deposit during 2001-2002*

Sir/Madam,

I am directed to say that in many instances funds which were sanctioned for expenditure could not be drawn in cash and have been retained in Civil Deposit. These funds should be withdrawn and utilised for the purpose for which those were sanctioned in a gradual manner so as not to affect the ways & means position as well as implementation of essential programmes of the Government owing to depletion of resources of the current financial year. In order to regulate withdrawal of funds from Civil Deposit without straining the Ways & Means position of the State Government, the following guidelines should be followed by all Departments and Sub-ordinate offices during the year 2001-2002.

2. i) **All personal claims like T.A., L.T.C., R.C.M., Medical Advance, Car Advance, House Building Advance etc. if kept in Civil Deposit may be drawn by Head of Office/Drawing Officer irrespective of the amount of deposit covered by a particular bill.**
- ii) In case of deposits made towards cost of P.O.L., repair of vehicles (but not purchase of vehicles), telephone charges, electricity and water charges if any, may be drawn by the D.D.O. himself for expenditure for the purpose for which these were originally sanctioned.
- iii) *Withdrawal of advance compensation money deposited by Collectors under the Minor Heads-“111 O-ther Department Deposits” and “117-deposits for Work Done for Public Bodies or Private Individuals” Under the Major Head “8443-Civil Deposit” will be withdrawn by the depositor.*

- iv) In case of all other claims including grant-in-aid, for salaries, subsidy, share capital, loan and other contingencies, purchase of vehicles, equipment, medicines etc. the limit of drawl shall be as follows:
- a) Where the amount of Civil Deposit in a particular case does not exceed Rs.1.00 lakh the head of Department may sanction withdrawal from Civil Deposit without obtaining approval of the Administrative Department.
  - b) Where the amount of Civil Deposit exceeds Rs.1.00 lakh but does not exceed Rs.10.00 lakhs the Administrative Department may sanction withdrawal from Civil Deposit without referring the matter to the Finance Department.
  - c) Where the amount of Civil Deposit exceeds Rs.10.00 lakhs the sanction of withdrawal from the Civil Deposit would be accorded by the Administrative Department only after obtaining concurrence of the Finance Department.
  - d) The above authorisation under sub-para (a) and (b) does not cover cases where funds have been drawn and kept in Civil Deposit by augmenting provision through re-appropriation. Similarly authorisation made by Para (i), (ii), (iv) (a) & iv (b) is not applicable to cases where Finance Department had made some specific stipulations while concurring in the proposal of Administrative Department to keep the amount in Civil Deposit. In all such cases, prior concurrence of the Finance Department would be necessary.
  - e) Release of funds relating to Central Plan Schemes and Centrally Sponsored Plan Schemes from Civil Deposit shall in all cases be referred to the Finance Department, irrespective of the amount involved. While referring such cases the Administrative Department should specifically indicate if Central Assistance due has been released by the Government of India in respect of the Central Plan Schemes and the Central share in respect of respective CSP schemes has been released by the Government of India. ***Further it should be indicated by the Administrative Deptt. if the withdrawal sought for will ensure further release of central assistance/central share under the respective central plan/centrally sponsored plan schemes.***
  - f) ***In case of deposits made out of funds sanctioned under State plan (EAP) while referring the proposal for withdrawal, it should be indicated if the proposed withdrawal will bring in additional central assistance under the scheme.***

3. A proposal for sanction of withdrawal from Civil Deposit shall in all cases be accompanied by detailed information as indicated in Annexure-I. The Drawing Officer while furnishing proposal must record a certificate to the effect that he has personally

verified the correctness of deposit that he shall be personally responsible for any double drawl or wrong drawl. Such certificate shall be recorded while furnishing information by the DDO in Annexure-I, as well as on the body of the bill to be presented to the Treasury. In the sanction order, it is to be clearly mentioned as to whether the same has been duly concurred in by the Head of the Department/Administrative Department/Finance Department as the case may be in pursuance of the authorisation made vide memo No./UOR No.

4. All proposals of release from Civil Deposit when referred to Finance Deptt. should invariably have the comments of the F.A./A.F.A. of the Administrative Department. The F.A./A.F.A. of the Deptt. should indicate in the file the amount lodged in Civil Deposit, the amount withdrawn earlier, the balance left un-drawn and urgency of release. Besides, it would be stated if the amount will be utilised for the purpose it was sanctioned. Similarly the delegation made vide para-2 (iv) (a) and 2 (iv) (b) may be exercised in consultation with the F.A./A.F.A. or F.A. and C.A.O. as the case may be.

5. It may kindly be noted that each deposit is a separate case eligible for withdrawal from Civil Deposit and cases of deposits should not be clubbed together while referring the file to Finance Department for withdrawal.

6. Unless money is immediately required for disbursement, withdrawal from Civil Deposit should not be made in anticipation of expenditure. Heads of Departments and the Administrative Department should permit release from Civil Deposit considering the urgency and necessity of withdrawal in each case and after ascertaining that all procedures necessary to be completed before incurring expenditure have been duly completed.

7. This supersedes all previous instructions issued by Finance Department relating to release of funds from Civil Deposit.

8. All Drawing and Disbursing Officers under your Administrative control may be instructed accordingly.

Yours faithfully,

Sd/- A. K. Tripathy,  
**Principal Secretary to Government.**



**FINANCE DEPARTMENT**

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**WMD-25/2001 No. 29222(45)/F., Dt. 30.04.2001**

**From**

**A.K. Tripathy, I.A.S.**  
Principal Secretary to Govt.

**To**

**All Principal Secretaries to Government**

Sub: *Regulation of expenditure out of the Full-fledged budget for the year 2001-2002.*

Sir/Madam,

I am to say that the Administrative Departments have been authorised by the full-fledged Budget passed by the State Legislature for 2001-2002 to incur expenditure during the remaining part of the year ending on 31<sup>st</sup> March, 2002.

2) In this connection it may kindly be noted that the Plan proposals of the current year have not yet been finalised and approved by the Planning Commission. The outlays on the Budgeted Plan schemes may undergo change on the basis of the approval of the Planning Commission following discussion with the State Government. Outlays on Schemes having a component of external assistance or earmarked central assistance may require revision depending on actual progress. Higher outlays towards state share may have to be provided on certain CSP schemes out of the State Govt.'s' own resources. Expenditure on plan schemes will have to be regulated so that the adjustment proposals that may arise owing to the above reasons and due to under-funding of salary can be accommodated later in course of the year. It is also necessary in view of constraint of resources, and of the competing demands on those scarce resources, to avoid any waste and conserve resources for directing these to uses where their productivity is maximum. The difficult ways & means position of the State Government also warrants that the flow of expenditure should be evenly paced and is in consonance with the revenue receipts.

3) The Administrative Deptts., while sanctioning expenditure out of the Budgetary provisions, should, therefore, observe the following guidelines meticulously.

3.1) All proposals for sanctions relating to creation of new posts and purchase of vehicles should be referred to the Finance Deptt. for concurrence. Similarly proposals for procurement of machineries and equipment exceeding Rs.10.0 lakh in value, should also be referred to the Finance Department for concurrence. However the stipulations under items 2,3,4,11 & 14 of F.D. OM No.10954/F., dt.14.03.2001 on austerity measures will be followed by the Administrative Departments while referring the above proposal to Finance Deptt.

3.2) Budgetary support to public sector undertakings in shape of share capital or loan has to be project/programme specific. For sanction of expenditure from these provisions, prior concurrence of Finance Deptt. will be necessary. The Administrative Department should place specific project proposals before the Project Approval Committee (P.A.C.) and refer the proposals for sanction of expenditure for concurrence of the Finance Department supported by the decision of the PAC. While referring the file to the Finance Department, the Administrative Department should invariably indicate the outstanding dues, if any, recoverable from the public sector undertaking and the total amount of share capital investment made and loan advanced to the PSU. If any of the institutions/organisations do not repay the loan or service the loan, no further release in shape of loan or share capital should be proposed and made.

3.3) Similarly sanction of budgetary support to co-operative institutions in shape of share capital or loan has to be project/programme specific. For sanction of these provisions prior approval of the Empowered Committee is necessary. The Administrative Deptt. shall sanction expenditure within the budgetary limits only with the prior concurrence of the Finance Deptt. Proposal for concurrence of the Finance Deptt. should be supported by the decision of the Empowered Committee. In cases where the institutions do not service the loan regularly, further release of loan or share capital will not be made.

3.4) Sanction of subsidy (including managerial subsidy), grant-in-aid in favour of the public sector undertakings and co-operative organisations as well as food subsidy in favour of the Orissa State Civil Supplies Corporation, will require prior concurrence of the Finance Department.

3.5) Grant-in-aid to Universities/Engineering Colleges and other Educational institutions which are regularly in receipt of grant-in-aid from Government shall be sanctioned quarterly/monthly basis by the concerned Administrative Department without reference to the Finance Department. Pre-matric and post-matric scholarship for SC & ST students may be sanctioned subject to budgetary limit. However, before sanction the Administrative Department should insist upon utilisation certificate/expenditure statement in respect of grant-in-aid/subsidy released up to 31.03.2001. In all cases of sanction of grant-in-aid/subsidy, it should be ensured that the amount sanctioned does not exceed the provision authorised by the Legislature. While sanctioning Grant-in-Aid or subsidy for the last quarter ending on 31.3.2002, the Administrative Deptt. should ensure that utilisation certificate for quarter ending 30.9.2001 has been received.

3.6) All other sanction of funds under Non-plan and State plan schemes should be made by the Administrative Departments in suitable instalments (monthly, bi-monthly or quarterly as it may suit the specific schemes/projects) not exceeding Rs.25.00 lakhs at a time, and prior concurrence of the Finance Department would not be necessary in such cases. While sanctioning expenditure and communicating allotment the stipulations made in F.D. OM No.10954/F., dt.14.3.2001 (*relating to austerity measures*) should be scrupulously followed.

4) The Administrative Departments are also authorised to sanction funds in respect of Central Plan and Centrally Sponsored Plan Schemes to the extent of assistance already received from Government of India in respect of the schemes and projects; but in no case the sanction will exceed the limit authorised by the Legislature. They are also authorised to sanction matching state share under the Centrally Sponsored Plan Schemes

commensurate with the quantum of central assistance received. In case advance sanction of State matching share or central share pending receipt of central assistance is deemed absolutely necessary, the Administrative Department will have to obtain prior concurrence of the Finance Department with full justifications.

5) Any sanction exceeding Rs.25.00 lakhs whether under Non-plan, State-plan, Central plan or Centrally Sponsored Plan Schemes shall be made with the prior concurrence of Finance Department Administrative Departments should ensure to indicate the UOR. No. and date relating to concurrence of Finance Department in the sanction order. No bill exceeding Rs.25.00 lakhs shall be entertained by Treasury/Special Treasury/Sub-Treasury Officers excepting those specified in para : 7 below preferred on the basis of sanction orders issued, without the concurrence of Finance Department.

6) While furnishing proposals for sanction of expenditure under any Non-Plan/State Plan/Central Plan/Centrally Sponsored Plan Schemes to Finance Deptt., the Administrative Departments should indicate the financial outlay and physical programme content of the schemes, the physical targets fixed for the year and achievements during the previous year under the respective schemes in the enclosed proforma in Annexure-I.

7) The restrictions in para-5 will not apply to sanction of funds for expenditure on account of Relief and Special House Building Advance, withdrawal from PL account and other personal entitlements.

8) Provisions under SR-242 of OTC Vol.I stipulates that money should not be drawn from the Treasury unless it is required for immediate disbursement. It is however, observed that some of the DDOs/Controlling Officers are drawing funds from the Treasury/PL Account and depositing in various Banks or keeping funds un-utilised in form of cash, Bank Draft, DCR etc. This sort of drawal and retention of money outside the State Government Account is clear violation of Rule-5 of OGFR Vol. I and SR-242 of OTC Vol.; I. This affects the ways and means position of the State Government; and any withdrawal of funds by the DDOs and parking them outside the Government account; shall be seriously viewed. The Administrative Department may issue instructions to all the DDOs accordingly and ensure that no Government money is kept outside the Government account by any DDO under their administrative control.

9) Wherever references to Finance Department are necessary for sanction of funds out of the Budgetary provision the concerned files should be first examined by the F.A./A.F.A. of the Administrative Department and the recommendation of the F.A./A.F.A. should be recorded before referring the files to Finance Department. All sanction orders to be issued by the Administrative Department, where prior concurrence of Finance Department is not necessary in accordance with the afore-mentioned guidelines, should be vetted by the F.A. or as the case may be by the A.F.A. of the Administrative Department.

**Yours faithfully,**

**Sd/- A. K. Tripathy,  
Principal Secretary to Govt.**

Statement showing physical/Financial progress under different Non-Plan/State Plan/Centrally Sponsored Plan Schemes during the year 2001-2002 of \_\_\_\_\_ Department.

1. Name of the Scheme : \_\_\_\_\_
2. Whether Non-Plan/State Plan/Central Plan/Centrally Sp.Plan: \_\_\_\_\_
3. Budget Provision for the scheme during the year: \_\_\_\_\_
4. Amount Sanctioned so far:
  - a) State Share \_\_\_\_\_
  - b) Central Share (CP & CSP) \_\_\_\_\_
5. Expenditure incurred so far:
  - a) Salary & Wages \_\_\_\_\_
  - b) Works / other component \_\_\_\_\_
6. Physical progress made:
  - a) Target \_\_\_\_\_
  - b) Achievement \_\_\_\_\_
7. Achievement in previous year: \_\_\_\_\_
8. In case of Centrally Sponsored Plan:
  - a) Amount released as Central share \_\_\_\_\_
  - b) State share released \_\_\_\_\_
9. In case of Central Plan:
  - a) Central assistance received \_\_\_\_\_
  - b) Corresponding release by Govt. of Orissa \_\_\_\_\_
10. Remarks \_\_\_\_\_

**Financial Advisor/  
Asst. Financial Advisor,**

\_\_\_\_\_ Deptt.