

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 26375
FIN-TRY-MISC-0061/2012(Pt)

Dt. 10/9/2014

OFFICE MEMORANDUM

Sub: Electronic disbursement of works expenditure of Irrigation Projects, Public works & Forest Divisions directly into the Bank Account of the payees in place of paper based cheque.

Drawal and disbursement of works expenditure in Irrigation Projects, Public Works & Forest Divisions, is made by means of cheque drawn upon the Banks and the Treasuries with which the concerned Divisions and Projects are authorised to carry on their receipt and payment transactions. The cheques handed over to third parties like the contractors and suppliers towards their claims are en-cashed through the normal clearing process, which takes time ranging from 2 to 7 days or more in case of outstation cheques. It involves a number of processes at various levels in the Divisions/Projects and Banks. The recipient is also required to collect the cheque from the Disburser and approach his Banker for collecting the proceeds of the cheque.

After successful roll out of electronic disbursement of all State Government Payments drawn through bills in the Treasuries, it is now decided to replace the system of drawal and disbursement of funds relating to works expenditure through paper based cheques, by account payee electronic cheques for direct credit of the proceeds to the payee's Bank account without going through the clearing process.

However, keeping in view the need for re-engineering of the existing process and training of the personnel involved in switching over to account payee electronic cheque based payment system from the paper based cheque system, it is proposed to operationalize the electronic cheque based disbursement of works expenditure through the Bank account of the contractors, suppliers, vendors and other beneficiaries in select Divisions first and then extend it to other Divisions/Projects during the course of current financial year.

2. Scheme in brief:

2.1 FA&CAO of the Irrigation Projects and Divisional officers of Public Works Divisions authorized to draw cheque on Treasuries have been hitherto accessing the Treasury Portal for issue of cheques towards the works expenditure against budgetary provisions and deposits. They will follow the procedure indicated in para 2.3, 3, 4 & 5 of F.D. Notification No. W&M (LC)-49/2010-28800(5)/F dt.24.6.11 to issue the cheque against Works expenditure. (Extracts enclosed as Annexure-I). The Divisional Accounts

Officer on behalf of the Divisional Officer is to exercise check against availability of budgetary provision and deposit before issue of cheque.

2.2 Now, they will be enabled to issue electronic cheques through the Treasury Portal for direct payment to the beneficiary's account through the Central Electronic Payment Processing Centre (CePC) using the payment platform of RBI, Public Accounts Department (PAD) Bhubaneswar by **Regional Electronic Clearing Service (RECS)** and National Electronic Funds Transfer (**NEFT**) as the case may be.

2.3 Account Payee electronic cheque quoting the name of the Bank, Bank Branch and Bank Account No. and other Bank details like IFSC/MICR Code of the payee with the words 'not negotiable' superscribed thereon will be generated from the Treasury Portal.

In terms of SR-397 and SR-411 of the Odisha Treasury Code, Vol.-I, the Divisional Officers of Public Works & Forest Divisions and FA & CAO of Irrigation Projects are also hereby placed in account with the CePC and R.B.L. PAD, Bhubaneswar in addition to their existing assignment to the District Treasury/Special Treasury/Sub-Treasury and the concerned Agency Bank:

3. Coverage of the Scheme:

3.1 Payment through electronic disbursement:

All drawal and disbursement relating to works expenditure in Irrigation Projects, Public Works & Forest Divisions will be made electronically through the Bank account of the individual beneficiary. The Reserve Bank of India will make the payment as per the e-Advice received from the Divisions/FA&CAOs through CePC by means of NEFT / ECS as the case may be.

3.1.1 In case of payment of statutory dues like VAT, Royalty payment etc., the FA&CAO of Irrigation Projects and Divisional Officer of Public Works & Forest Divisions concerned may draw the amount through the designated account (viz. Current Account opened with the permission of Finance Department) and make the payment through Bank Draft / Banker's Cheque or any another method of fund transfer, if the collecting agencies do not provide facility of e-Payment. However, accounting adjustment for these Government dues will be facilitated through WAMIS shortly.

3.1.2 However, wherever the collecting agencies provide for e-Payment facility, Divisions/FA&CAOs must make the payment electronically in the manner indicated at Para 3.1.

3.1.3 All Government payments/disbursements to the Contractor, Suppliers, Consultants, Employees in the Work-charged and Wages establishment will be made electronically to their Bank Account.

3.1.4 In case of petty expenditure up to Rs. 20,000/-, the Divisional Officer/FA & CAO may credit the amount to the designated account created for the purpose within each Division or Divisions of Projects opened with the permission of Finance Department. The expenditure must be incurred immediately and the details be furnished by the date of submission of the monthly Account of the Division.

4. Operating Procedure:

The operating procedure for electronic disbursement of Public Works payment to be made through the Divisions/FA&CAOs through the CePC and payment platform of Reserve Bank of India is outlined below:

4.1 Responsibility of Division/FA&CAO/Cheque Drawing DDOs :

(a) The Division/FA&CAO officer will collect the following bank related information from the Contractor, suppliers, consultants, employees in the work charged and wages establishment at the time of placement of work order / indent / purchase order / drawal of entitlements etc. in the prescribed form as in **Annexure-II**.

- i. Beneficiary Name
- ii. Account type
- iii. Beneficiary's Bank Account No. & **Indian Financial System Code (IFSC) Code**.
- iv. Magnetic Ink Character Recognition(MICR)Code
- v. Mobile Number
- vi. E-mail ID (optional).
- vii. A cancelled cheque is to be obtained in token of correct Bank Account No, IFS Code and MICR Code.

They are also required to obtain documentary evidence in support of the information furnished by the beneficiary for record.

Undertaking by the Divisional Accounts Officer of P.W. Divisions and in case of FA & CAO, by the Divisional Heads are to be ensured before recommending payment to payee's Bank Account to the effect that "the same is verified and found to be correct" is to be obtained by the FA&CAOs and the Divisional Officers

(b) After receiving the necessary documents he/she shall enter all the information collected in the Treasury Portal for creating the beneficiary master. It may be mentioned that, the FA&CAO/Divisional Officers must create the master list of beneficiaries before approving for payment to any person.

4.2 Issue of Electronic Cheque :

4.2.1 The FA&CAO/Divisional Officer will generate a range of cheque numbers using his/her User ID & Password.

4.2.2 The FA&CAO/Division Code and financial year will appear as a prefix to the cheque number.

4.2.3 Each cheque number will be unique and will be in the format at **Annexure-III**.

4.2.4 The Division wise cheque issue and encashment data will be available in the concerned Treasury with which it is placed in Account from the Treasury Portal. Similarly the chalan pertaining to remittances made to the Treasury will also be available in the Portal.

4.2.5 The data relating to cheque number of Division/FA&CAO would be automatically available in the Treasury with which the Division/ Project is placed in Account.

4.2.6 Based on the above data pertaining to chalan & cheque the concerned Treasury will prepare the accounts and issue the Consolidated Treasury Receipt (CTR) and Certificate of Issue from the Treasury Portal. The encashed electronic Cheques and the paid Challans received from the Banks or generated from the Treasury Portal shall be enclosed to the Payment and Receipt Schedule of the concerned Treasury and submitted to A.G (A&E), Odisha.

5. Generation of Advice:

5.1 Each Division/FA&CAO shall send their payment advice in **Form No.I** to the CePC on every working day from among the electronic cheque generated & issued. The cut off time for sending the advice is 1:45 PM for all working days except Saturday (which is 11.30 A.M.).

5.2 The Division/FA&CAO can generate single / multiple electronic advices from the Treasury Portal against a single approved cheque.

5.3 The electronic advice so generated in the above manner should be approved before it is sent to the CePC.

5.4 The official who generates the advice is treated as the maker and the Divisional Officer/FA & CAO should function as a checker & approver.

5.5 The official who generates the electronic advice will send it for approval to the Divisional Officer/FA&CAO through the system. A signed hard copy will be retained for record.

5.6 Once the Divisional Officer/FA&CAO approves the electronic advice, it shall be available with the CePC through the Treasury Portal.

5.7 The CePC will consolidate the e-Advice received from all Divisions/projects and would prepare a single advice in **Form No.II** to RBL, Bhubaneswar following the procedure agreed upon between the Bank and the CePC.

5.8 RBI will process the e-Advice received from CePC and remit the amount through RECS/NEFT to the accounts of different beneficiaries on T+1 day basis excluding the holidays for both Bank and the Treasury.

6. Entries in Acquittance Roll and cash book etc.:

The Division/FA&CAO interface of iOTMS/IFMS will provide a payment confirmation status. The net amount of the cheque, whether or not successfully paid into the beneficiary account, would be noted in the cash book, acquittance roll or any other payments register in token of disbursement of the claim. However, if there is a report regarding unsuccessful payment, the Division/FA&CAO will take note of the uncredited amount in a separate register and record the aggregate amount of the unsuccessful payments in respect of a particular cheque on the receipt side of the cash book.

7. Communication regarding electronic payment:

The Division/FA&CAO officer should intimate electronically or through SMS, the beneficiary/agency to whom the payment is made electronically informing the beneficiary regarding the credit of funds in their Bank against the RBI reference ID for the transaction. The standard format for communication is provided in **Annexure-IV**.

8. Accounting of successful payment :

8.1 After receiving the electronic scroll from the Bank regarding successful payment to the beneficiary account, the Treasury Portal will make the debit under the Head of Account - 8782 in respect of the concerned Division/FA&CAO and will generate the Consolidated Treasury Issue i.e. CTI.

8.2 The CTI would be available in the interface of the Division/FA&CAO officer who will prepare the accounts in respect of payments made for onward submission to DAG, Puri.

Example:

Accounting at Division Level.			
Functional Head.		e-Works Cheque Head	
e.g. 4216 Debit (Dr)	Rs.100.00	8782-Head II Cheque Credit (Cr)	Rs.100.00
Accounting at Treasury Level.			
8782 Debit (Dr)	Rs.100.00		

The cash transaction on the Debit side based on the Debit scroll received, will be reflected in the Reserve Bank Deposit Statement prepared in the Treasuries and accounted for in the Books of the Accountant General (A & E), Odisha in the prescribed manner.

9. Accounting of payment return (failed transaction) :

9.1 When the payment could not be credited to the beneficiary account for some reason or other, the Bank shall credit the return amount to a Suspense Head under Head of Account – 8782 and submit an electronic credit scroll in respect of such transactions to the CePC.

9.2 The CePC will import the electronic receipt scroll in respect of the failed payment to facilitate recording of such transactions in Treasury accounts by the Treasury Officer.

9.3 The reporting of such credit will be accompanied with generation of chalan number for each of the payment returns separately.

9.4 Based on this, a credit balance under the Head of Account – 8443 – Civil Deposit – 108 will be created by the Divisions/FA&CAOs.

9.5 The details regarding the failed transactions will be available in the concerned Divisions/FA&CAOs interface of treasury portal.

Example :

A failed payment of Rs.10.00, which has been recredited to the public account till generation of fresh e-Advice by the Division.

Step-I

(When the failed amount gets credited into the Public Account)

Accounting at Division Level.			
8782-Head-I remittance	Debit (Dr) Rs. 10.00	Division.8443 Credit (Cr)	Rs. 10.00
Accounting at Treasury Level.			
		8782 Credit (Cr)	Rs. 10.00

Step-II

(When the Division issues a fresh e-advice after making necessary rectification of beneficiary's account.)

Accounting at Division Level.			
8443 Debit (Dr)	Rs. 10.00	8782-Head II Cheque Credit (Cr)	Rs. 10.00
Accounting at Treasury Level.			
8782-Head II cheque	Debit (Dr)		
Rs.10.00			

The cash transaction on the Credit and Debit side-based on the Credit and Debit scroll received, will be reflected in the Reserve Bank Deposit Statement prepared in the

Treasuries and accounted for in the Books of the Accountant General (A & E), Odisha in the prescribed manner.

10. Follow up action :

10.1 In case of unsuccessful payments which could not be credited to the beneficiary account owing to any error in the details of Payee, uploaded in the Treasury Portal, the report regarding the un-credited amounts will indicate the nature of error in the beneficiary list.

10.2 The Division/FA&CAO will be required to collect the correct information immediately and send an advice incorporating the revised payee list in respect of the un-credited amount. The Division/FA&CAO will maintain a register of all un-credited payments containing the bill number, Reference ID, cheque number, Head of Account from which the original drawal was made and make a note in the register regarding subsequent payment through the Bank account of the payee based on the payment report obtained from the iOTMS/IFMS. The register will be maintained in **Form No. III**.

11. Refund of un-credited amount :

11.1 The un-credited amount should not ordinarily be allowed to be parked in the Deposit account beyond three months from the date of drawal or the end of the financial year.

11.2 However, the un-credited amounts drawn in the month of March may be allowed to be retained till 30th of April.

11.3 Thereafter, the Divisions/FA&CAOs will draw the un-credited e-Payments from the Deposit Head which would be recorded as minus credit and the proceeds should be paid by chalan deposit to the Head of Account from which the amount was drawn and recorded as a reduction of expenditure with consequent increase in availability of budgetary allocation, if the refund is made within the same financial year. If the refund takes place after closure of the financial year, it will be recorded as a deduct entry under the minor head "901-Deduct Receipt and Recoveries on Capital Accounts" below the Major/Sub-Major Head from which it was drawn. The liability or entitlement on this account is to be eventually discharged from fresh appropriation.

12. Role of Central Electronic Payment Processing Centre (CePC) :

12.1 The CePC will serve as the Focal Point for routing of all electronic payments advised by the respective FA&CAOs/Divisions using the RBI platform. It will consolidate the advice for e-Payment received from the Divisions /FA&CAOs and upload the same in the RBI secured website <https://secweb.rbi.org.in>.

12.2 There will be two levels of authentication of the e-Advice to be uploaded in the RBI secured website. One of the designated Officers will upload the e-Advice using his User ID and Password. Another designated Officer will issue the necessary mandate for

e-Payment to the account of the beneficiary to RBI, PAD, Bhubaneswar preferably using his digital signature.

13. CePC to import the e-Scroll uploaded by RBI, Bhubaneswar:

The separate scroll in respect of drawal through electronic cheque uploaded by the Reserve Bank of India in their secured website and also in the RBI Interface of Treasury Portal will be downloaded and imported after necessary scrutiny into the Works Expenditure module of iOTMS by the CePC. In the CePC, the scrolls would be disaggregated Treasury-wise and made available in iOTMS.

In cases, where the payment could not be credited because of error in account number or otherwise, it shall be the responsibility of the CePC to obtain the report from RBI, PAD, Bhubaneswar regarding the un-credited amounts indicating the fields of error in the beneficiary list which should be made available in iOTMS for necessary follow up action by the Divisional Officer/FA&CAO. On receipt of revised e-Advice containing the correct Bank details of the payee and advice from the Divisional Officer/FA&CAO, the CePC will send the revised e-Advice to RBI, PAD, Bhubaneswar for e-Payment to the beneficiary account. In case of un-credited amounts retained beyond three months or till the end of the financial year, the Divisional Officer/FA&CAO will prepare system generated Miscellaneous Bill for drawal of the un-credited e-Payments from the Works Deposit Head by transfer credit to the Head of Account from which the amount was drawn as detailed in Para 11.3. The CePC will monitor the Division/Project-wise balance available in the Works Deposit Head and send an alert to the Divisional Officer/FA&CAO and respective Controlling Officers in this regard.

14. Reserve Bank of India, PAD, Bhubaneswar :

The Reserve Bank of India, PAD, Bhubaneswar will not only provide the payment platform but also serve as the Link Bank for all the Treasuries and Sub-Treasuries in respect of all electronic cheque payments. The e-Advice generated from the Treasury Portal by the CePC in respect of these e-Cheques will be transmitted separately to the RBI through their secured website. The designated officers of RBI will download the advice and ensure payment to the beneficiary accounts through NEFT or ECS, as the case may be. In cases, where the payment could not be credited because of error in account number or otherwise, it shall be the responsibility of the RBI, PAD, Bhubaneswar to provide the details of the un-credited amounts indicating the fields of error in the beneficiary list which should be made available in RBI Interface of the Treasury Portal for necessary follow up action by the Divisional Officer/FA&CAO. On receipt of revised e-Advice containing the correct Bank details of the payee and advice from the Divisional Officer/FA&CAO as well as CePC, the RBI, PAD, Bhubaneswar will ensure e-Payment to the beneficiary account in time and provide payment report accordingly.

14.1 RBI to debit the Government account:

On receipt of e-Advice and mandate from CePC, the PAD, RBI, Bhubaneswar will debit the State Government account through the "Drawing Account" opened in the PAD, Bhubaneswar for this purpose and also credit the Government account for un-credited amounts. Similarly, the Government account is to be debited at the time when the un-credited items are to be paid into the beneficiary account or refunded to Government account electronically.

14.2 Uploading of e-Scroll by R.B.I:

The RBI shall upload the e-Scroll in their secured website in respect of all the transactions pertaining to electronic cheque advised by CePC.

14.3 RBI to provide e-DMS:

The RBI, Bhubaneswar will upload e-DMS in their secured website and RBI interface of Treasury Portal in respect of all transactions pertaining to electronic cheque that have been processed through them in the preceding month, on the first working day of the subsequent month. The CePC will disaggregate the DMS Treasury-wise and upload in the Treasury Portal. The VDMS in respect of the e-DMS will also be uploaded by the respective Treasuries and made available to the RBI and Principal Accountant General (A&E), Bhubaneswar electronically in the Treasury Interface.

15. Allotment-Deposit based Expenditure :

All drawals against Works expenditure are based on budgetary allotment, deposit and NH credit as the case may be. Once a cheque is issued against a particular allocation/deposit/NH credit and the amount is paid to the beneficiary, there should ordinarily be no revision in the scheme of the funds so disbursed.

However, in exceptional cases, before, submission of the monthly accounts, the allocation may be modified. Thereafter, all modification in the scheme of allocation should be made through Transfer Entry.

16. Role of existing Treasury Link Banks:

The existing Treasury Link Banks will continue to provide scroll to the Treasuries in respect of Government payments and receipts which are processed through them. In other words, the transactions other than those processed through the RBI for e-Payment to the beneficiary/payee shall be reported by the existing Treasury Linked Banks in the usual manner to the Treasuries.

17. Implementation of e-Payment in phases:

To begin with the e-Payment process will be operationalized on pilot basis in Works Department- R&B Division-I &III, Bhubaneswar, H&UD Department-P.H Division-I, Bhubaneswar, Water Resources- Prachi Division, Bhubaneswar, R D

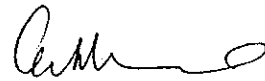
Department-Rural Works Division, Bhubaneswar & R.W.S.S. Division, Bhubaneswar w.e.f. 20th September, 2014 in respect of drawals made through cheques .

18. Implementation in other Treasuries:

Implementation of e-Payment in other Public Works Divisions/Projects in respect of drawals made through cheques will be made w.e.f. 1st November, 2014.

19. Deemed amendment to Odisha Treasury Code:

The existing provisions of the Subsidiary Rules-108 to 130 and Subsidiary Rules - 390 to 413 of **Odisha Treasury Code**, Vol.-I and other related provisions stands modified to this extent. Formal amendment to Odisha Treasury Code will follow.

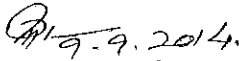


2/9/2014

Additional Chief Secretary to Government

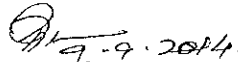
Memo No 26376/F., dated 10/9/2014

Copy forwarded to the Secretary to Governor/ Secretary to Chief Minister / Private Secretary to Minister, Finance & Public Enterprise / Principal Accountant General (A&E), Odisha, Bhubaneswar /Accountant General (Audit), Odisha Bhubaneswar / Senior Deputy Accountant General (Works), Odisha, Puri / All Departments of Government / All Heads of Departments of Government / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Finance & Management, Bhubaneswar / All Financial Advisers and Assistant Financial Advisers / All Collectors / All Treasury, Special Treasury and Sub-Treasury Officers / Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.


Joint Secretary to Government

Memo No 26377/F., dated 10/9/2014

Copy forwarded to the Commissioner of Commercial Taxes, Odisha, Cuttack/ Director of Treasuries & Inspection, Odisha, Bhubaneswar / Director, Local Fund Audit, Odisha, Bhubaneswar for information and necessary action.


Joint Secretary to Government

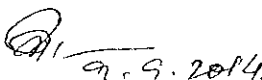
Memo No 26378/F., dated 10/9/2014

Copy forwarded to the Chief General Manager, I/C, Department of Government and Bank Accounts, Government Accounts Division, Central Office, Byculla Office Building, 4th Floor, Opposite Mumbai Central Railway Station, Mumbai-400008 / Regional Director, RBI, Central Accounts Section, Additional Office Building, Nagpur / Manager, RBI, Public Accounts Department, Pandit Jawaharlal Nehru Marg, Bhubaneswar for information and necessary action.


Joint Secretary to Government

Memo No 26379/F., dated 10/9/2014

Copy forwarded to the Chief General Manager, SBI, Local Head Office, 111/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar / Divisional Manager, Canara Bank, Red Cross Bhawan, Sachivalaya Marg, Bhubaneswar / Regional Manager, UCO Bank Building, 3rd Floor, C-2, Ashok Nagar, Unit-2, Bhubaneswar / Regional Manager, Indian Overseas Bank, Regional Office, B/2, West Saheednagar, Bhubaneswar / Asst. General Manager, SBI Government Business Department, Local Head Office, 111/1 Pandit Jawaharlal Nehru Marg, Bhubaneswar / Chief Manager, SBI, Odisha Secretariat Branch, Bhubaneswar / Deputy General Manager, Union Bank of India, Sashtri Nagar Branch, L-17/2, Nayapalli, OLIC Head Office Building, Sashtri Nagar, Bhubaneswar-751012 / Chief Manager, Punjab National Bank, Transaction Banking Department, Circle Office, 4th Floor, Dindayal Bhawan, Ashok Nagar, Janapath, Bhubaneswar-751009 / State Head (Odisha), ICICI Bank Limited Commercial Banking, OCCF Building, 2nd Floor, Opposite Sriya Talkies, Unit-III, Janpath, Bhubaneswar - 751001 / Circle Head, AXIS Bank, Bhubaneswar Circle Office, A-69, Ground Floor, Kharavel Nagar, Bhubaneswar - 751001 / Regional Manager, AXIS Bank Limited, Arch Bishop House, Satya Nagar, Bhubaneswar - 751007 for information and necessary action.


Joint Secretary to Government

Memo No 26380/F., dated 10/9/2014

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

10/9/2014

Joint Secretary to Government

Memo No 26381/F., dated 10/9/2014

Copy forwarded to the Head, State Portal Group, I.T. Centre, Secretariat for hosting in the Odisha Government website www.orissa.gov.in - Finance Department.

10/9/2014

Joint Secretary to Government

Memo No 26382/F., dated 10/9/2014

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

10/9/2014

Joint Secretary to Government

Annexure-I

Extract of F.D. Notification No.W&M(LC)-49/2010-28800(5)/F dated
24.6.2011

2.3 Divisional Officers/F.A &C.A.Os: The Divisional Officers and FA&CAOs are required to log in to the iOTMS so as to check the availability of budgetary allotment under various detailed Heads and Objects Heads. In accordance with the availability of budgetary allotment under the detailed Heads and object Heads, they are to issue Public Works cheques against claims / bills admitted by them for expenditure. **There is no need to wait for ink-signed copy of the allotment and Letter of Credit for issue of cheques.** They would only be required to record the details of the cheque to be issued i.e. cheque number, date of issue, name of the payee and the amount payable in the works expenditure module of iOTMS. Thereafter, they are to link the amount payable to the budgetary allotment available

Cond...

against the Detailed Heads and Object Heads under which the expenditure is provided for.

2.3.1. If any cheque relating to works expenditure is issued without recording the particulars of the cheque and the budgetary allotment available in iOTMS or if any cheque is issued without allotment or against insufficient allotment; while accounting for the amount paid through cheque in the Treasuries, the iOTMS will generate an alert to the Controlling Officer, Administrative Department and the Accountant General (A & E) Orissa about such unauthorized cheque drawal. Any such unauthorized drawal will make the cheque Drawing Officer liable for disciplinary action and withdrawal of cheque drawing power.

2.3.2. Since, budgetary allotment is required to be issued against Letter of Credit authorized for the first quarter of the current Financial Year, by the Controlling Officers, in accordance with Para 2.2.1. & 2.2.2, the Divisional Officers and F.A. & C.A.Os are also required to record the cheque number, and amount through which the Letter of Credit as well as budgetary allotment allocated to them has been utilized till 30th June, 2011. **This exercise should be completed by 15th July, 2011.**

3. Other Allotment and Advances

3.1 At present, the F.A.& C.A.Os of the Major Irrigation Projects are being authorized Letter of Credit for drawal of advances sanctioned in favour of Government servants working in the projects, provisional pensionary benefits as well as withdrawal from General Provident Fund.

3.2 They would now be allowed to draw the advances sanctioned in favour of the Government servants through cheques against allotment distributed through iOTMS as well as sanction orders issued in their favour.

3.3 They would also be allowed to make withdrawal from G.P.F. and provisional pension through cheques, based on the sanction order number and date which are to be fed into the iOTMS without the check against allotment.

3.4 Provisional payment of pensionary benefits like provisional gratuity, provisional commuted value of pension & provisional pension and terminal benefits like unutilized earned leave, refund of G.I.S. premium etc. shall also be allowed to draw through cheques against sanction order.

4. Drawal against Deposit Works.

4.1 For all deposits, received up to 30.6.2011, the Divisional Officers are to enter the extracts from the schedule of Deposit Works prepared for the month of June, 2011 in Form-65 according to Para 16.2.2 and 16.2.3 of Central Public Works Account Code, showing the amount of deposits received in respect of each work and the expenditure incurred up to date, showing separately the share available for works expenditure and the percentage charges recoverable as per the extant rules.

4.2 Cheques may be issued against Letter of Credit received in Form-'B' from Finance Department in respect of DRDA deposits till 30.6.2011 even if the date of validity of Letter of Credit is beyond 30.6.2011. Cheques issued on or before 30.6.2011 against such deposits may not be entertained by the Banks on or after 1.7.2011. Fresh cheques may be issued against such deposits in accordance with the revised procedure on return of the un-encashed cheques issued on or before 30.6.2011 by the Payee.

4.3 The Divisional Officers are to issue cheques against the balance available under each deposit against works expenditure and

simultaneously book the percentage charges by transfer credit to the relevant Heads of Account against the balance available.

4.4 In case of Deposits made on or after 1.7.2011 they are to enter the particulars of deposit with reference to the chalan through which the Deposit has been remitted to the treasury and other particulars from the Deposit Register separately showing the share available for works expenditure and the percentage charges recoverable as per the extant rules.

4.5 The Divisional Officers are to issue cheques, in case of deposits made on or after 1.7.2011, against the balance available and with reference to the chalan through which the deposit has been remitted to the treasury towards works expenditure and simultaneously book the percentage charges by transfer credit to the relevant Heads of Account

4.6 The iOTMS will record the balances of each Deposit Work and allow drawal there-against. A Division-wise statement is to be furnished each month to the Deputy Accountant General (Works), Puri by iOTMS through e-mail/post. **In case of any discrepancy between the balances reported by the iOTMS and the balances reported in the Monthly Accounts, the DAG Works may hold the Divisional Officers / Divisional Accounts Officer accountable.**

5. National Highways works :

5.1 The Chief Engineer, National Highways incurs expenditure towards National Highways works against the State balances and amount received by the Accountant General (A & E) Orissa in shape of cheque/Demand Draft from the Pay & Accounts Officer of National Highways which is deposited in the District Treasury, Khurda under the Head of Account - "8658 - Suspense Accounts - PAO Suspense - Items adjustable by Pay & Accounts Office (N.H.), Ministry of Road Transport & Highways". Any outstanding balance in the Suspense

Head is cleared on receipt of cheque/Demand Draft from the Pay and Accounts Office(N.H.). The agency charges @ 9% is transferred to the Receipt Head - "1054 - Roads & Bridges - 800 - Other Deposits - 0097 - Miscellaneous Receipts - 02006 - Agency charges for National Highways works".

5.2 The Chief Engineer, National Highways will enter the particulars of the chalan in which cheque/Demand Draft from the Pay & Accounts Officer of National Highways is deposited in the District Treasury, Khurda under the Head of Account - "8658 - Suspense Accounts - PAO Suspense - Items adjustable by Pay & Accounts Office (N.H.), Ministry of Road Transport & Highways" and issue online allocation among the Divisions after deducting agency charges @ 9%.

5.3 In case there is a necessity to incur expenditure for National Highways works in anticipation of reimbursement of the expenditure by the Pay & Accounts Officer of National Highways, the Chief Engineer, National Highways will move Finance Department through Works Department to incur expenditure in advance up to a certain limit.

5.4 In such cases, Finance Department will indicate the limit up to which the Chief Engineer can allow the Divisions to incur expenditure in advance. The Chief Engineer, National Highways will enter the Letter No. & Date of Finance Department in the iOTMS.

5.5 The Chief Engineer, National Highways will allocate the amount available for expenditure after deducting agency charges @ 9% against the amount made available by the Pay & Accounts Officer of National Highways and the limit indicated by Finance Department.

5.6 The Chief Engineer, National Highways would be required to enter into the iOTMS the net amount allowed to be spent for National Highways works by Finance Department over and above the disbursement received from the PAO of National Highways as on 31st

March,2011,the disbursement received during the period from 1st April,2011 to 30th June,2011 and any amount authorized by Finance Department during the said period and the net amount allocated among the Division for expenditure.

5.7 The Divisional Officers will be required to enter the particulars of all cheques issued by them for National Highways Works during the period from 1st April,2011 to 30th June,2011 by 15th July,2011.

Annexure-II

Bank Details of the beneficiary/ employee/ vendors/ payee etc.

Sl No	Beneficiary Name	Account type	Beneficiary's Bank A/c no with IFSC Code	MICR number	Mobile No	e-mail ID (Optional)
1	2	3	4	5	6	7

I hereby declare that I authorize the Drawing & disbursing Officer to electronically credit my entitlements/ claim to the Bank Account and other details furnished above which are true and correct to the best of my knowledge.

Signature:-

(Name)

Designation:-

Address:-

ANNEXURE-III

Pay _____ (Name of the beneficiary)	
Rupees (In words) _____	(in figure) _____
Account No. _____	
IFS Code _____	
MICR No. _____	
By ECS/NEFT Divisional Officer/FA&CAO	

ANNEXURE-IV

Name of payee	Account Number	Amount	Settlement date

