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## FINANCE DEPARTMENT

### NOTIFICATION

The 23rd March 2019

No. 10196—FIN-TRY-MTN-0002/2017-F.—

SUBJECT— Implementation of Integrated Financial Management System (IFMS) and Human Resources Management System (HRMS) in the office of Chief Resident Commissioner, New Delhi through Special Treasury, New Delhi.

#### Background:

The office of the Chief Resident Commissioner (CRC), Government of Odisha at New Delhi, functions under the administrative control of the Home Department, Govt. of Odisha. This works as an integrated office. It co-ordinates with various Ministries of the Central Government, Central PSUs, multilateral and bilateral agencies and various other organizations on behalf of the Government of Odisha. It looks into issues of residents of Odisha staying outside Odisha both within and outside the country. It supervises the functioning of Odisha Bhawan, Odisha Niwas and Odisha Sadan to provide the best possible services to visitors in Delhi.

Allocation of funds is made for the functioning of CRC's office through a process of Letter of Credit. Home Department issues the Letter of Credit in favour of Pay & Accounts Office (PAO) of the office of CRC under intimation to the Canara Bank, Koutilya Marg, New Delhi. Besides authorization of payments, Pay & Accounts Office is also responsible for preparation of accounts and submission to AG(O). The present process suffers from the following difficulties:—

1. The entire payment process activity in the office of CRC operates on a manual mode.
2. As all payments are encashed through the Link Bank, there is delay in encashment for persons having their accounts other than the Link Bank.

3. Manual preparation and compilation of accounts is difficult and time consuming.
4. Access to IT systems such as Integrated Financial Management System (IFMS), Human Resources Management System (HRMS) of Government of Odisha is not available to the present establishment of CRC's office.
5. Pensionary contributions in respect of employees enrolled under National Pension System (NPS) is transferred to the Fund Managers after a considerable delay due to lack of access to IT platforms such as IFMS and HRMS.

Considering the above difficulties, Principal Accountant General (A&E), Odisha have also recommended for implementation of IFMS and HRMS in the CRC's Office.

**Prerequisites for introduction of IFMS & HRMS in the CRC's Office :**

IFMS provides facilities to cater to the needs of the Drawing & Disbursing Officers (DDO's) who receives online allotments from Budget Controlling Officers and the Treasury Officers who receive the claims from the DDO's for processing and approval. The existing system does not address the requirement of Pay & Accounts Office and payment process based on Letter of Credit.

Drawing & Disbursing Officers and Treasury Officers have access to IFMS through their login credentials. Implementation of IFMS would require that the DDO's of the establishment of CRC to get access to IFMS. Secondly a Treasury has to be established in the CRC's Office to entertain the claims of the DDO and undertake the responsibility for preparation and submission of accounts.

Codes for Controlling Officer, DDO and Treasury of the CRC's establishment have to be obtained on requisition from the office of Accountant General (A&E), Odisha.

**Creation of Special Treasury :**

1. The Pay & Accounts Office (PAO) operating in the office of Chief Resident Commissioner will be replaced with creation of Special Treasury, New Delhi.
2. The Treasury will be manned by Treasury Officer in the rank of OFS, Senior Class-I. The Treasury Officer will be assisted by Additional Treasury Officer in the rank of OFS, Junior Class-I and Accountant from the Treasury Cadre of the State. For the operational support and functioning of the Treasury, the CRC's Office will provide other officials of his establishment as per requirement. The provisions of the Odisha Treasury Code (OTC) and instructions of the Finance Department and Directorate of Treasuries & Inspection issued from time to time in respect of functioning of the Treasuries will be applicable to the newly created Special Treasury in New Delhi.

**Major responsibilities of Special Treasury, New Delhi:**

1. NDLS, Special Treasury will be responsible for processing the payments of the DDO of CRC's Office and any other New Delhi based offices of the State Government.
2. It will account for all receipts of the State Government offices made under New Delhi including the CRC's Office.
3. It will prepare the monthly accounts and submit it to the AG's Office.
4. NDLS, Special Treasury may also handle the pension payment for State Government pensioners residing or opting to draw from New Delhi.

**Budget Preparation and Authorization:****Budget Preparation:**

The estimation of the budget required both for the Annual as well as the Supplementary budget would be prepared and submitted online in the IFMS to the Home Department for further action at their end. The system provides facility for online preparation of the estimate along with required annexure. It would be approved online and transmitted online to the Department.

During supplementary budget process, savings can be located, proposal can be made for usage of the savings for other purposes as admissible and new proposals can also be created. Approval and onward transmission can be made online.

Further, facility has been provided to the appropriate authority for reappropriation of the budget.

**Budget Authorization:**

Budgetary allotment to the Resident Commissioners' Office would be made in the online facility of IFMS through Budget Distribution module by the Home Department. The allocation can be made to the Resident Commissioners' Office all at once or in a phased manner as per the requirement and administrative decision of the Department.

**Sanction Order:**

As it has been made mandatory to generate Sanction Orders from the IFMS, Sanction Orders for expenditures to be made by the Resident Commissioners' Office is to be generated through the IFMS. CRC's Office will follow the instructions laid down in the Finance Department Office Memorandum No. 33639-F., dated the 13th December, 2016.

**Online Bill:**

Online bills would be prepared by the DDO with help of his/her section. Sanction Orders generated from the IFMS would be tagged to the online bill. Allocation available in the corresponding Head of Account should be verified by the DDO prior to submitting the bill to the Treasury. Beneficiary details are required to be appended to the bill for direct transfer of funds to the beneficiaries account :

- After entering the common bill details, user needs to enter specific bill details for which a specific form is provided.
- At the time of submission of bill online to Treasury, a token number is generated at Treasury database. It would be available to the DDO in the online interface for further tracking of the status of bill in Treasury. After submission of bill at Treasury, it would be processed as usual through Treasury bill processing module. In this regard, it may be mentioned that although the bill will be submitted in the online mode, the print copies generated from the IFMS will be sent in the Book of Drawal to the Treasury Officer under the physical signature of the DDO.
- This module would provide a facility to enter and view the bill specific document along with the bill details data.
- When a particular bill is objected from Treasury that bill is again available in Online Bill for resubmission. User needs to do the required modification as suggested from Treasury and again forward the bill to Treasury for review and reconsideration.

**Account Correction & reconciliation by Controlling Officer:**

- The Resident Commissioners' Office being a Controlling Officer will also reconcile the monthly and yearly accounts prepared by AG (O) and suggest corrections to the AG (O) in case of wrongful posting of accounts.
- The designated officer of the CO will have access right to the CO reconciliation module of IFMS for viewing the accounts prepared by AG (O) and accept or offer suggestion for correction, if any, as per the existing guidelines issued by the Finance Department.
- The DDO of the establishment of CRC can also offer correction suggestion through the DDO Interface to the Special Treasury, New Delhi before the closure of the Treasury account as per the extant process.

**Functions of the DDO of CRC's establishment:**

- DDO will prepare the claims of the establishment as per the financial sanctions received using the DDO interface of IFMS.
- The salary claims of the establishment will be prepared in HRMS.

- The DDO shall maintain the registers, acquaintance roll, cash book and documents as required under the various codes, rules & instructions of the Government.
- DDO shall prepare the beneficiary Bank details against each claim in the IFMS.
- He/she shall monitor the cases of failed payment and make the modification in the Bank details as required after obtaining the correction information.
- He/she shall abide by the provisions of the Treasury Code and other manuals and codes meant for the DDO's attached to the Treasury of the State.

### **Functions of Special Treasury, New Delhi:**

It would have all the functions of a special Treasury. The major functions would be as follows :

- It will process the bills generated from the RC's Office.
- The approved bills would be advised for payment through the CePC.
- It will receive the details of the payments made
- It will account for all receipts of the State Government Offices made under New Delhi including the CRC's Office.
- It will prepare the monthly accounts for the transactions made through the Treasury.
- Submit the accounts to the AG (O).
- Special Treasury may also handle the pension payment for State Government pensioners residing or opting to draw from New Delhi. It will receive and periodic appearance/ life certificate from the pensioners of State opting to submit at New Delhi.

### **Activities to be performed by the CRC's office:**

- As a Controlling Officer, the CRC's Office will prepare its own Budget Estimates in IFMS.
- It shall further distribute the Budget Authorization to the DDO of their establishment as per requirement and guideline issued by the Finance Department.
- It shall reconcile and accept or offer suggestions, if any in respect of the monthly & yearly expenditure and receipt account published by AG (A&E), Odisha.
- It shall follow the instructions issued by Government or other agencies responsible for implementation of IFMS and HRMS, as the case may be.

**Training & Implementation:**

The Directorate of Treasuries and Inspection (DTI), Odisha and Centre for Modernizing Government Initiative (CMGI), Odisha will provide training and support to the Office of Chief Resident Commissioner and Special Treasury, New Delhi for operationalization of IFMS and HRMS respectively.

**Time for Implementation :**

The new process will be implemented with effect from the 1st April 2019.

By order of the Governor

A. K. K. MEENA

Principal Secretary to Government