

No. 2-30/2015- IFD
Government of India
Ministry of Environment & Forests
(Integrated Finance Division)

Agni Wing, 1st Floor,
Indira Paryavaran Bhawan,
Jor Bagh, New Delhi
Dated, the 15th June, 2016

CIRCULAR

Subject: Instructions for processing of proposals seeking financial concurrence – regarding -

It is noticed that the files forwarded to Integrated Finance Division (IFD) for seeking financial concurrence do not contain complete information and are also not referenced properly. The following exercise needs to be ensured by the Programme Divisions (PDs) while referring the proposals to IFD:-

(A) Proposals for Deputation/Delegation Abroad.

- (i) Quarterly Rolling Plan (QRP) and all legacy data of foreign travel should be uploaded on the Foreign Visit Management System (FVMS) for the proposed programmes /visits for the next 3 months and reviewed every month with one additional month as per latest instructions of DOE dated 5th January, 2016 and circulated by IFD vide No. 2-2/2016-IFD dated the 12.1.2016.

(B) Proposals for approval of Annual Work Programme and Revalidation of Unspent amount:

- (i) Concurrence of Annual Work Programme: As per IFD O.M. No. 1-27/2014-IFD dated the 7th January, 2016., the proposal for Annual Work Plan should reach to IFD by 15th May, of the year positively. It is necessary for efficient budget management. If the PDs fail to follow the time line, they have to mention the reasons for the delay, while sending the files beyond the scheduled date.
- (ii) All proposals seeking revalidation/carry forward of the unspent amount available with the Executing Agency as on 31st March, for utilization during the next financial year should reach IFD latest by 30th June positively with full reasons/justifications.
- (iii) It is noted that sometimes files are being sent to IFD without routing it through the Divisional heads. It is re-iterated that all proposals seeking financial concurrence are to be routed through their Divisional Head.

(C) Proposal for release of funds:

- (i) BEMS software: Whenever file is sent to IFD for financial concurrence for release of funds, the PD has to enter the legacy data for the scheme and object head, upload the Physical Progress Report, photos, U.C. duly accepted by PD, after exercising checks and mention file number and proposed amount in BEMS software.

- (ii) The proposal for release of funds should mention the Name of the Scheme, Head of account (15 digits as per DFPRs and appearing in the Detailed Demands for Grants of the Ministry), amount provided for in the BE/RE in the Current Financial Year, expenditure already incurred (including the commitments made) and balance available in each case. All pages should be numbered and reference to page numbers should be mentioned as per Manual of Office Procedure (MoP) instead of marking with flags.
- (iii) It is noticed that the documents like FR/PUC, etc. which are part of the file are not placed in the file but put with flags, without mentioning the page number. This practice is not in consonance with the procedure laid down in the Manual of Office Procedure (MoP). Further these documents are not referenced as required under Para 43 dealing with "referencing" as per MoP and unwanted papers (including earlier flags) are not removed from the file. This creates confusion to locate the papers. It is advised that the page numbering of the correspondence which is part of the file be invariably given. Flags are to be used for the documents referred which are not part of the file and to be removed after examination of the case.
- (iv) While recommending for release of funds, PD should ensure that the recommendation is made, taking into consideration the capacity to utilize the funds within the time limit and the funds already available with the Implementing Agency and should not ask for/recommend the entire amount allocated/approved for a particular year in a routine manner.
- (v) A copy of guidelines of the Scheme and its related papers and Annual Work Plan may invariably be placed on the file (with proper referencing/ docketing) for examination of the proposal.
- (vi) A draft sanction order/letter is prepared in the name of grantee(s), mentioning the exact scope of work, measureable parameters for outcome and such other conditions, so that the physical progress can be easily monitored and the result of the project can be quantified and measured.
- (vii) In the case of getting the work done through a single source, PD should invariably obtain approval of Competent Authority for not going for limited/open tender and mention **detailed justifications and urgency of the case**, as mentioned in the instructions issued vide Circular No. Secretary (EF) /PPS/2011 dated the 11.4.2011. Further the provision of GFR 2005 and orders issued by Govt. of India from time to time in the matter need to be followed.

(D) **Issue of Sanction Order:**

- (i) The PDs must ensure that while issuing the sanction letter should mention IFD Diary number of the **highest officer in IFD** say AS&FA or Director (IFD) or DS(FF) as the case may be, in the last paragraph. In case, approval of the Secretary as Chief Accounting Authority is taken overruling the Financial Adviser, the last paragraph should stipulate that " This sanction issues with the approval of the Chief Accounting Authority. The advice of Integrated Finance was conveyed vide Dy. No. dated".

- (ii) The PD shall incorporate in the sanction order all conditions suggested by the IFD, while according concurrence,
- (ii) The PD shall enter the sanction order No. and the amount in the BEMS soft ware and upload a copy of the order.

(E) Miscellaneous:

- (i) As per Rule 41(6), when the note plus the correspondence of a file become bulky (say exceed 150 pages), it will be stitched and marked Volume 1 and so on. Notes should be typed / written on both side of the paper / note sheet invariably as per the instructions issued by DoE.
 - (ii) All part files are merged with the main file as soon as possible after removing duplicate papers, if any vide Rule 98 (4) of MoP.
3. This issues with the approval of Secretary (EF&CC).

Rekesh Kumar
(Rekesh Kumar) ^{15.06.16}
Director (IFD)

1. All Divisional Heads in the Ministry including NAEB and NRCD.

Copy to:

1. Sr. PPS to Secretary (EF&CC) / DGF&SS/ ~~AS(RRR)~~/~~AS(MMK)~~/AS(AP) Addl.DG (FC/WL)/AS&FA.
2. Copy to all Officers in the Ministry.
3. Controller of Accounts, MoEF&CC.
- ✓ Copy to Consultant (IT) to upload on the website of the ministry.
5. Guard File