

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 8th November, 2021

OFFICE MEMORANDUM

The undersigned is directed to refer to the discussion that took place in a meeting held on 28.10.2021 under the Chairmanship of Secretary (WR, RD&GR) with the SMDs regarding the need for quick disposal of proposal by IFD. It was emphasised that faster disposal is needed to meet targets of the schemes/projects etc. Therefore, it is essential that SMDs need to send the files to IFD, with all the information, to facilitate quick disposal.

2. Vide letter No. G-14019/1/2020IFD dated 11.08.2021 issued by IFD the SMDs were advised to furnish the basic minimum information on the files relating to release of funds. In light of the discussion held in the said meeting and for quicker disposal of the files by IFD, it is suggested that the proposal for IFD's concurrence/comments may be submitted in a self contained note covering atleast following information in different categories of proposal as given below:

A(i). Proposal relating to release of fund for Centrally Sponsored Schemes/Projects

(i) The proposal may be sent in a self-contained note wherein the first para may invariably give a brief of the proposal showing amount of release proposed, whether the proposed release is first instalment or subsequent instalment of the year, name of the scheme etc.

(ii) The proposal may preferably be processed in the concerned file where AA&ES was approved and last release was made. The amount of last release and whether the UC of the same has been received should be clearly indicated in the proposal with proper referencing with the concerned document.

(iii) The 15-digit budget head clearly indicating the object head, allocation under that head, fund released so far and balance available therein. In case re-appropriation of fund from non-functional head to functional head is required the same may also be indicated in a tabular form as given below:

Sl. No.	Re-appropriation From		Re-appropriation To	
	Budget Head	Amount	Budget Head	Amount

(iv) It may also be ensured that the proposal for release of fund is based on utilisation certificate of previous releases of fund to the State Govt or concerned Implementing Agency. The "nil" balance or unspent balance, if any, reflected in the UC furnished by the State Govt. or Implementing Agency must be reconciled by SMD with the Status report of fund utilisation on PFMS portal and the same be clearly mentioned in proposal while submitting for concurrence so that need based release of fund may be ensured.

(v) The status of audited expenditure due for submission may be indicated and copy of audited expenditure statement of the past releases, if available, may be attached in the correspondence with proper referencing in the note portion.