

**GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF FINANCE  
ITANAGAR.**

**OFFICE MEMORANDUM**

No.BT-608/2016 / 1293

Dated Itanagar, the 4<sup>th</sup> July' 2016.

1. It is observed implementation of urgent schemes are delayed as the Department process the file to Finance(Budget) Branch for budgetary support and after receiving budgetary support, the Department again submit the file to Finance Department for finance concurrence through various channel of authority. This work flow process is repetitive and cumbersome and causes inordinate delay in disposing of the files.

2. To simplify the work flow process and to increase the efficiency, it is felt necessary to subsume the two processes of budgetary support and financial concurrence into a single stage approval process of budgetary support and financial concurrence. Accordingly, the following procedure is introduced as under for immediate disposal of proposal in the Finance Department.

3. The concerned department shall submit proposal for budgetary support and finance concurrence in one go through Finance (Economic Affairs) Branch alongwith all supporting documents as per checklist circulated with a copy of fund release / sanction order from the concerned Ministry.

4. The Finance (Economic Affairs) Branch shall confirm credit of amount into the State Exchequer against the scheme proposed by the department and if amount is credited, proposal shall be endorsed to Budget Branch and if the amount is not credited the proposal shall be turned down at the very same stage by the Finance (Economic Affairs) Branch at the level of Under Secretary(EA).

copy to CES  
for guidance and  
compliance.  
14/7/16

Dy. No. 508 Dtd. 18/7/16  
O/o WRD Branch  
A.P. Civil Sectt, Itanagar

Dy No 645 Dtd 15/7/2016  
Dy Secy, WRD  
Govt of Arunachal Pradesh  
Itanagar

Diary No. 586 Date 12/7/16  
O/o Secretary (WRD)

5. The Budget Branch shall examine the part of budgetary support and shall endorse directly to Finance (D) Branch for concurrence at the Deputy Secretary level with clear cut mention of the budgetary provision and the terms & conditions to be followed by the department.
6. The Finance(D) Branch shall process for Finance Concurrence as per normal procedure after thorough scrutiny of the schemes/projects vis-à-vis all requirement for Finance Concurrence. After approval of Competent Authority, the Finance(D) Branch shall convey the Budgetary support as well as Financial Concurrence directly to the concerned Department and shall endorse a copy of concurrence to the Budget Branch for record.
7. For the schemes like NHM/SSA/MGNREGA/PRI/PMGSY etc in which money is to be transferred to the implementing agency in a stipulated time frame prescribed by Govt. of India, proposal for fund release should also be made in one go.
8. Proposal for budgetary support for unspent amount in respect of CSS/CPS/NEC/NLCPR etc. may be submitted to the Finance(Budget) Branch as usual with a reconciliation statement obtained from the Accountant General, Itanagar for respective years. On receipt of proposal from the Department, the Finance (Budget) Branch shall examine the admissibility and thereafter endorse the file to Finance (D) Branch for further concurrence. If any, discrepancy is found while processing the file in the Finance (Budget) Branch, the same shall be disposed at the level of Deputy Secretary (Budget) and endorse back the file to concerned Department for rectification.
9. The concerned department shall ensure that complete proposal shall be submitted to finance department for early disposal of the file. Delayed process of file and submission of incomplete proposal in the part of concerned department shall be their own responsibility.

  
(Ashish Kundra), IAS

Development Commissioner (Finance),  
Govt. of Arunachal Pradesh,  
Itanagar.

GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF FINANCE  
FINANCE DIVISION

No. FIN(D)-6/2003/262

Dated, Itanagar the 15<sup>th</sup> February, 2017

**OFFICE MEMORANDUM**

In partial modification of the prevailing procedure of Finance Concurrence for expenditure sanction against various schemes under state fund and Centrally Sponsored Schemes, the following procedures shall be followed by the Department(s) in Financial Year 2017-18 for implementation of Schemes/projects.

1. The Administrative Approval shall be based on estimated cost of the respective project.
2. The Finance Concurrence for expenditure sanction shall also be provided on the estimated cost. The actual expenditure in a financial year shall be restricted as per annual fund allocation in the annual budget and the departments shall submit proposals for expenditure authorization as prescribed.
3. While submitting the proposal, the Department shall indicate source of fund, fund allocation, administrative approval, financial phasing of the estimate.
4. No expenditure shall be incurred without obtaining prior Budgetary Support / allocation of fund against respective projects.
5. Cumulative expenditure of the project in any case shall not exceed sanctioned amount without approval of revised cost.

The execution of works/schemes/projects and procurement of items/ materials etc. should be done strictly as per the provisions of GFR, DFPR, CPWD Manual etc. all the Financial Rules and Regulations, the guidelines and directives issued by Govt. of India, Ministry of Finance, Govt.

Diary No. 425 Date 13/2/17  
O/o Secretary (VMD)



of India / Administrative Ministry of Govt. of India, CVC and Govt. of Arunachal Pradesh in this regard from time to time.

The process of tendering and competitive bidding should mandatorily be followed and complied with as envisaged in the GFR, DFPR, Financial Rules and Regulations and the conditions, guidelines, Circulars and directives issued / prescribed by Govt. of India, CVC and Govt. of Arunachal Pradesh in this regard.

6. The Department shall observe all codal formalities, ensuring guidelines of State Govt. / GoI which shall squarely be responsibility of the Department.

  
(Ashish Kundra)

Commissioner (Finance)  
Govt. of Arunachal Pradesh  
Itanagar

No. FIN(D)-6/2003 /262  
Copy to :-

Dated, Itanagar the 15<sup>th</sup> February, 2017

1. PPS to HCM, Arunachal Pradesh, Itanagar for information.
2. PS to HDCM, Arunachal Pradesh, Itanagar for information.
3. US to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar for information.
4. All Principal Secretaries / Commissioners / Secretaries, Govt. of Arunachal Pradesh, Itanagar.
5. All Head of Officers, Govt. of A.P., Itanagar / Naharlagun / Nirjuli
6. Additional Secretary (Finance) Govt. of Arunachal Pradesh, Itanagar.
7. Office copy.


  
(Ashish Kundra)

Commissioner (Finance)  
Govt. of Arunachal Pradesh  
Itanagar

Memo No, BT-608/2016 / 1293 Dated Itanagar, the ..... 8<sup>th</sup> July 2016.

Copy to: -

1. The Secretary to Governor, Arunachal Pradesh, Itanagar.
2. PPS to Hon'ble Chief Minister, Arunachal Pradesh, Itanagar.
3. PS to all Ministers/Parl. Secys, Arunachal Pradesh, Itanagar.
4. PS to Chief Secretary, Arunachal Pradesh, Itanagar.
5. All Principal Secretaries / Commissioners / Secretaries. Govt. of Arunachal Pradesh, Itanagar / Naharlagun.
6. All the Head of Offices, Govt. of A.P, Itanagar/Naharlagun.
7. All Deputy Commissioners, Arunachal Pradesh.
8. Office copy.

  
(Ashish Kundra), IAS

Development Commissioner (Finance),  
Govt. of Arunachal Pradesh,  
Itanagar.