

No.16-5/2004-AR

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय

SECRETARIAT

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Port Blair, dated the 24th August, 2004

CIRCULAR

Sub: Consultation with the Finance Department.

It has been observed that in the year 2003-2004, about 1900 concurrences were given by the Finance Department. Such a large number of references to the Finance Department do not appear to be necessary. By simplification of procedures and appropriate delegation, such references could be reduced in order to enable speedy execution of schemes and decisions. The most important initiative in this direction has been the suggestion for block sanctions.

2. The schemes and items of expenditure under a Head of Account or Sub Head, as may be found convenient by a department, may be referred to the Finance Department for expenditure sanction and, if required, advance drawal in an en-block manner. In other words, each and every item of a department need not be taken up for finance concurrence separately. Instead, a block proposal containing different components can be sent. It may be noted that all references to Finance Department may be made after the approval of the Administrative Secretary concerned. It is suggested that the Administrative Secretaries may hold individual meetings with their respective Heads of Departments and advise them regarding sending proposals for block sanctions.

3. It may be noted that the reference to be made to the Finance Department may be self contained with the following information:-


- (a) Name of the scheme. ✓
- (b) Plan or Non - Plan. ✓
- (c) Detailed Head of Account. ✓
- (d) Availability of approved Budget/Fund. ✓
- (e) Method of implementation. ✓
- (f) Whether Utilization Certificates (if applicable) for the previous disbursement of grants have been obtained. ✓
- (g) Whether Annual Report and audited statement of accounts of the Society/Grantee (if applicable) has been obtained.
- (h) Whether the requirements of GFRs and other financial rules(GIA Rules) have been fulfilled.

- (i) Whether the statutory clearances(if applicable) and approval of competent authority in the department obtained.
- (j) Is there any objection of the Audit or Finance Department pending in the matter?  
Whether the previous advances drawn have been settled or under settlement.
- (l) Whether the statement of tender evaluation has been signed by the officers who have evaluated the tenders.  
What is the level of the competent authority whose approval is necessary..
- (n) Whether it is accompanied by a suitable draft sanction order.
- (o) Any other relevant information.

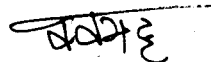
4. It may be noted that once the files are referred to Finance Department, they may not be returned to the Administrative Secretary or HOD concerned except at the level of Finance Secretary. Efforts may be made by all concerned to meet personally and record additional information/clarifications required for processing the matter further.

5. It may also be noted that reference to the Planning Department, prior to reference to the Finance Department, is not required except in cases where additional funds are sought under the Plan.

6. All Secretaries and Heads of Departments are requested to review the procedures followed within their Sections/Offices so that appropriate advice may be given to the Assistant Secretaries, Assistant Directors, Accounts Officers and Heads of Offices, who assist them in order to rationalize the procedures and informal practices followed at such levels.

  
(V V Bhat)  
Chief Secretary

- 1. All Commissioner-cum-Secretaries/Secretaries/Special Secretaries/Dy. Secretaries, A&N Administration.
- 2. Secretary to Lt. Governor, Raj Niwas.
- 3. All Heads of Departments./Offices of A&N Administration.
- 4. All Sections in the Secretariat.

  
(V V Bhat)  
Chief Secretary