

No.28712/FD/F3/2011
GOVERNMENT OF PUDUCHERRY
FINANCE DEPARTMENT

Puducherry, dt.09.08.2011

CIRCULAR

Sub: FD – Checklist for sending proposals to
Finance Department seeking concurrence of
expenditure sanctions – Reg.

Of late it is seen that proposals seeking financial concurrence are bereft of the required details especially the fund position. The Department which is seeking the expenditure sanction with or without advance drawal should invariably give particulars in the format/check list enclosed so as to avoid undue delays in processing of files in Finance Department. Also it is emphasised that Audit objections raised relevant to the proposal or schemes concerned may also be taken into consideration and full fledged proposals be sent while seeking expenditure sanction.

2. The Departments are requested to send a copy of the reply furnished in respect of audit paras to the Finance sections dealing with the departments concerned duly enclosing a copy of the relevant audit observation.

3. The above guidelines may be scrupulously followed with immediate effect for smooth functioning.

4. It is however clarified that if any incomplete proposal has been received in Finance Department as on date, a maximum time of one week will be given to comply by the Department, after which the proposal will be returned without approval.

/By Order of Secretary(Finance)/

[Signature] 9/8/11
(VANAJA NAIR. R)
Under Secretary(Finance)

Encl.: As above.

To

- 1) All Heads of Departments/Heads of Offices
- 2) All Secretariat Departments

Copy to:

P.A. to Secretary (Finance).

[P.T.O.]

PROFORMA

Checklist for sending proposals to Finance Department seeking concurrence of expenditure sanctions/advance drawals.

1. Description about the proposal :
2. Head of Account under which expenditure sanction sought for :
3. Total Amount of Funds provided in the B.E./Vote of Account of the financial year under the concerned Head of Account. :
4. Total amount for which sanctions issued so far under various powers. :
5. Balance funds available (3-4) :
6. Amount involved in the present proposal :
7. Balance available (5-6) :
8. Whether any advance drawn earlier for this purpose? If so G.O. No., date, amount and adjustment details thereof may be furnished. :
9. Whether OBA pending with Department, if any for adjustment? If so No. of OBAs and total amount due for adjustment also may be furnished? :
10. Reasons for the OBA pendency and what action has been taken by the Department for settling the OBA, may be furnished. :
11. Whether any audit paras pending? If so details may be furnished. :

Signature of HoD/Head of Office