

**No. 691/FD/F3/2022-23**  
**Government of Puducherry**  
**Finance Department**

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Puducherry, dt. 20/08/2022

**CIRCULAR**

**Subject:** Departments to respond in a timely manner to the queries raised by the Finance Department on Files

1. It has been observed that in several instances the Administrative Departments are not properly replying to the queries raised on files by the Finance Department, or replying after undue delay. This leads to unwarranted delays in decision-making.
2. In order to remedy this scenario, a few of the common queries/deficiencies frequently raised on files by the Finance Department, along with suggested approach are highlighted hereunder:

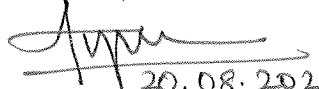
S. No.	Query	Suggestion
(a)	Specific Queries raised by the Finance Department at the time of the earlier proposal (which was conditionally approved) have not been fully answered/replies furnished.	Please carefully read the queries and answer them <i>specifically and directly</i> . Please do not evade any question to avoid repeated references.
(b)	File not submitted through the Secretariat/Nodal Department by Field Offices/Autonomous Bodies with due examination of the replies furnished to the queries of FD, or approval of the Minister-in-charge is not obtained (required for all cases of A/A and E/S above ₹ 2 Cr).	Please do the needful.
(c)	Approval of ADW&STW Department not obtained although the use of funds under the SCSP Head is involved.	Please do the needful.
(d)	Proposal not vetted by the Accounts Officer ( <i>where SAO/JAO is posted</i> )	Such vetting is a pre-requisite.
(e)	Checklists / Certificates (such as that for fund availability, Grants-in-aid checklist, SNA certificates for state-funded schemes, CSS Proforma for transfer of CSS funds from Treasury to SNA, etc.) not enclosed/ partly filled / answered casually.	Please read each point of the checklist carefully and address it specifically. Do not merely attach documents to the checklist (summary of the response on the body of the checklist).
(f)	Decision sought, financial implication, and/or the purpose for which the file submitted to the Finance Department is not mentioned.	Please clearly state. Financial implication till the project completion stage (not just for current financial year) needs to be clearly stated.
(g)	The file may be processed under the delegated powers of the Administrative Secretary.	The Administrative Secretaries may carefully understand the powers delegated to them and duly exercise them.

(h)	The proposal not continued in the same file in which the previous sanction/ administrative approval provided; or The previous FY/Sanctions file is not enclosed as the Link File.	Splitting of files and without linking with Administrative approval file or the approval of previous such proposal are not acceptable.
(i)	Errors are pointed out by Finance in application/ process, etc.	Please segregate in two cases, where the error is inadvertent and can be administratively relaxed by competent authority, and where it cannot be allowed. Admit the error category and submit it on file for a suitable decision. In case of any emergency/ urgency, with little time for retendering, the same may be clearly stated while resubmitting the file to Finance.
(j)	Important aspects of the Tender/RFP/EOI document not brought on the main notesheet while submitting the file to FD for A/A.	Please ensure strict compliance with the FD Circular No. 673/FD/F3/2022-23 dated 10.08.2022.
(k)	Proposal submitted for ex-post facto sanction without an explanatory Note from the concerned Administrative Secretary.	Please ensure strict compliance with the FD Memo No. 3011/FD/F3/A2/2021-22 dated 30.11.2021.

3. All FD queries raised on the files, not limited to the ones mentioned above, are to be responded to by the Administrative Departments within a maximum of 10 calendar days of being raised by CS / FD, and if this cannot be done for any reason, the concerned HOD or the officer in complete awareness of the proposal shall discuss the file with the Finance Secretary, after prior scheduling of a discussion. The Finance Secretary would be additionally available in his Chamber on every Friday from 9.30 am to 10.30 am and hence all Administrative Secretaries would be welcome to walk into his chamber (without the need for any prior appointment) to discuss any pending proposal.

4. It is hoped that this *modus vivendi* will considerably ease the bottlenecks in the approval/disposal of files.

//By Order//

  
20.08.2022  
(Arjun Ramakrishnan)  
Under Secretary (Finance)

All Secretaries/HoDs/Heads of Offices/Heads of Autonomous Bodies  
All Secretariat Departments  
All SAOs/JAOs

**Copy to, with a request to bring to the kind notice of the Hon'ble LG, Hon'ble CM, Hon'ble Ministers, and the Chief Secretary:**

The PS to Hon'ble LG/ Hon'ble CM/ Hon'ble Ministers/ Chief Secretary