



FINANCE (BUDGET GENERAL-I) DEPARTMENT

G.O. No.224, dated 31st March 2020
(Vikari, Panguni-18, Thiruvalluvar Aandu 2051)

Budget – Control of expenditure – Continuance of Quarterly Control of Appropriation – Budget Estimates for 2020-2021 - Orders - Issued.

Read the following:-

1. G.O.Ms.No.404, Finance (BG.I) Department, dated 16.6.1992.
2. G.O.Ms.No.730, Finance (B.Coord.I) Department, dated 20.10.1993.
3. G.O.Ms.No.520, Finance (BG.I) Department, dated 27.6.1994.
4. G.O.Ms.No.100, Finance (BG.I) Department, dated 31.3.2003.
5. G.O.Ms.No.167, Finance (BG.I) Department, dated 31.3.2004.
6. Government Letter No.27289/Finance (BG-I) Department, dated 30.4.2004.
7. G.O.Ms.No.121, Finance (BG.I) Department, dated 31.03.2019.
8. Government Letter No.35751/BG1/2019-1, Dated 29.07.2019.
9. G.O.Ms.No.221, Finance (B.Coord) Department, dated 27.03.2020.

ORDER:

In the Government Order seventh read above, orders had been issued for the continuance of the system of Quarterly Control of Appropriation in the year 2019-2020 for the purpose of better expenditure management, financial control and accountability.

2. After careful review, Government direct that the system of Quarterly Control of Appropriation shall continue to be implemented for the allocations made in Budget Estimates 2020-2021 **with certain modifications from the previous year**, as follows:

- A. The fund provided in the Budget Estimates for the year 2020-21 has already been sent through the IFHRMS to all the Heads of Departments. Further, the Heads of Departments have also been directed to complete allocation of the budgetary funds till the last level Drawing and Disbursing Officers (DDOs) under their control by 20.03.2020. The budget allocation in the IFHRMS includes (i) budget allocation to own DDOs; (ii) Cross allocation of budget to the HoDs of other departments, to be distributed by the recipient HoDs to their own DDOs; and (iii) Budget Transfer from one HoD to another HoD / BCOs of the other departments, who in turn, can allocate the budget to the DDOs of some other departments, as per the administrative hierarchy / procedure followed hitherto.

- B. **The Quarterly Control of Appropriation shall be followed during the Vote-on-Account period.** During the Vote-on-Account period also, the quarter-wise distribution of the allocation shall be made with reference to the total budgeted amount only under each Head of Account based on Annexure I to IV to this order. ***This has been taken care of in the IFHRMS budget allocation process and hence the budget allocation made in the IFHRMS will be fully compliant of this requirement.***
- C. The IFHRMS will take care of the QCA exempt heads of accounts notified by the Government from time to time. Further, the specific QCA norms for the Works Departments (formerly LOC operated departments, i.e. PWD / Highways / Forests) have also been ensured in the IFHRMS.
- D. The budgetary allocation made in the IFHRMS will automatically reach the concerned Budget Controlling Officers (BCOs) / Drawing and Disbursing Officers and the authorized officials in the respective offices can see the budget allocated to them by logging into the IFHRMS using their user ID and password. In addition, the budget allocation details can be downloaded as a report and the print-out option is also facilitated in the IFHRMS.
- E. In addition, in the IFHRMS Go-Live districts / PAOs, the budget allocation / availability data will be automatically pre-loaded for preparation and presentation of the bills by the DDOs to the treasuries. Thus, once the budget allocation is completed properly by the HoDs / BCOs in the IFHRMS, there will not be any requirement to upload the budget data of any DDO through the WEB-ADI option by the treasuries for the Budget 2020-21.
- F. Simultaneously, the Sub-Treasury / District Treasury / Pay & Accounts Offices can also see the budget allocation made to the DDOs attached to their treasury offices and can take a DDO-wise print-out of the same. Thus, the budget allocation completed in the IFHRMS facilitates the budget availability information to all the DDOs / treasuries, irrespective of whether these offices are in the Go-Live locations or still continued in the ATBPS locations.
- G. However, as already advised by the Government, this year, i.e. 2020-21, being the first year of full pledged IFHRMS implementation year, the Heads of Departments may also prepare in the conventional method, a proportionate quarter-wise distribution statement of appropriation in respect of all Heads of Accounts (down to the sub-detailed head level) excluding the salary component and the items of expenditure which have been exempted from the operation of the Quarterly Control of Appropriation System under "General Exemption" (category listed) in paragraph 4 below. This shall be as per the format in the annexure to this order. The quarter-wise distribution for the payments of the Public Works (Buildings / Water Resources Department), Highways and Forest Departments towards Works (alone) shall be as prescribed in the format in Annexure – II to this order.
- H. The Heads of Departments should verify the IFHRMS generated quarterly budget allocation statement with the conventional offline quarter-wise distribution statement prepared by his office, for correctness of the figures. After due verification, a copy of the conventional quarter-wise distribution

statement of appropriation should be sent to the Pay and Accounts Officers / Treasury Officers concerned directly. The Pay and Accounts Officers / Treasury Officers should ensure that the offline quarter-wise distribution statement received from the Heads of Departments tallies with the IFHRMS allocated budget data and admit the bills based on availability of appropriation for each quarter. As per the normal procedure, the quarter-wise budget distribution data should be fed into the ATBPS by the respective treasury offices, where the IFHRMS Go-Live is yet to commence.

- I. The Heads of Departments should send the conventional quarter-wise distribution statements, as communicated to the treasury offices, to their own sub-ordinate officers also. The District and other sub-ordinate officers, should, in turn prepare Sub-Treasury / jurisdiction-wise distribution statements and communicate the same to their subordinate officers with copies to the District Treasury Officers concerned for authorization and onward transmission to the Sub-Treasury Officers. These conventional off-line statements from the respective district / sub-district level officials are meant for ensuring the correctness of the IFHRMS fetched data.
- J. The Pay and Accounts Officers / Treasury Officers / Sub-Treasury Officers may admit salary and the items of expenditure indicated under "General Exemption" in paragraph 4 below without insisting on quarterly regulations.
- K. All Treasury units must insist on the duly authenticated appropriation statements for the year 2020-2021 and verify the amount claimed in each bill against the appropriation authorized in the statements. Any failure in this regard will be viewed seriously. Any additional expenditure in the quarter, over and above the authorized appropriation for that quarter, can be incurred only on the basis of a specific authorization by Government in Finance Department.
- L. The Commissioner of Treasuries and Accounts is requested, in turn, to issue necessary instructions to his subordinates, to ensure that bills presented to them are cleared only with reference to these Quarterly Distribution Statements and in special circumstances, specific authorization exempting the expenditure from Quarterly Control of Appropriation system issued by the Government in Finance Department.
- M. It is expected that the enforcement of the Quarterly Control of Appropriation system will ensure that the rush of expenditure at the close of the financial year is avoided and the quarterly allocations are utilized, as far as practicable in the same quarter itself. In order to remove operational difficulties and with objective of ensuring smooth implementation of budgeted schemes, the Government also permit the Heads of Department to carryover the balance appropriation from the preceding quarter to the subsequent quarter during 2020-2021.

3. The Government also direct that:-

- (i) **The earlier practice of reserving 15% of the appropriation had been dispensed with for the years 2018-2019 and 2019-2020 and the same should be followed for the year 2020-2021 also.** The available appropriation should be distributed as per the format in the annexure I to IV to this order.

- (ii) The Heads of Departments are requested to ensure that the total expenditure including additional sanctions accorded by the Government from time to time, under the Demand (Revenue, Capital and Loan) shall not exceed the appropriation obtained in the Vote-on-Account **during the Vote-on-Account period and the total appropriation available in Budget Estimates 2020-2021 and supplementary grants, if any, in the subsequent period, subject to the condition that this criteria is not applicable for the following items of expenditure:-**
- (a) Charged expenditure**
 - (b) Ways and Means Advances**
 - (c) Advance drawals per Treasury Rule 27**
 - (d) Expenditure under the major head 2245.**
- (iii) Even in case of QCA relaxation accorded by the Government for any particular head of account and / or additional sanctions accorded by the Government, it should be ensured that the overall expenditure shall not exceed the available appropriation under particular Demand as mentioned in the para 3 (ii) above.

GENERAL EXEMPTIONS TO THE SYSTEM OF QUARTERLY CONTROL OF APPROPRIATION:

4. The Government exempt the following items of expenditure from the operation of the Quarterly Control of Appropriation System during 2020-2021:-

- (i) Central Sector Schemes and the schemes Shared between the Government of India and the State Government
- (ii) Externally Aided Projects
- (iii) Rural / Urban Development Schemes of
 - a. Swachh Bharat Mission
 - b. Aajeevika (NRLM)
 - c. Indira AwasYojana
- (iv) Moovalur Ramamirtham Ammaiyar Memorial Marriage Assistance Scheme and other Marriage Assistance Schemes
- (v) Dr. Muthulakshmi Reddy Memorial Maternity Assistance Scheme
- (vi) Free supply of Sewing Machine
- (vii) Salaries and Dearness Allowances (excluding Medical charges, Travel concession)
- (viii) Encashment of Leave Salary
- (ix) Fixed Travelling Allowances
- (x) Wages
- (xi) Telephone charges
- (xii) Electricity charges
- (xiii) Service Postage & Postal Expenditure

- (xiv) Rent, Rates and Taxes
- (xv) Pension including Old Age Pension
- (xvi) Gratuities
- (xvii) Assistancess under Chief Minister's Uzhavar Pathukappu Thittam
- (xviii) Scholarships and Stipends
- (xix) Loans and advances sanctioned to the State Government Servants like Festival Advance, Marriage Advance, Motor Conveyance Advance, House Building Advance, etc.
- (xx) Transfer Travelling Allowances
- (xxi) Payment of Professional and Special Services in respect of Pleader Fee, Special Services and Other Payments only
- (xxii) Compensation
- (xxiii) Interest
- (xxiv) Machinery & Equipments - Upto 60% of the total Budget Estimates in 2020-2021
- (xxv) Purchase of Computer and Maintenance of Computers
- (xxvi) Procurement of Agricultural Inputs
- (xxvii) TANII (Part II) Schemes (Non - Recurring expenditure) [can be incurred after main Appropriation Act is assented by the Hon'ble Governor]
- (xxviii) Maintenance under the detailed head 318 (restricted to 60%)
- (xxix) Minor Works (restricted to 60%)
- (xxx) Contributions to Specific Fund and Insurance premium
- (xxxi) Repayment of Principal under Major Head 6003 and 6004
- (xxxii) Prizes and Awards
- (xxxiii) Purchase of Motor Vehicles
- (xxxiv) Inter-Account Transfer
- (xxxv) Write-off and losses
- (xxxvi) Investments
- (xxxvii) Medicine
- (xxxviii) Cost of Books / Note Books / Slates, etc.
- (xxxix) Royalty

5. QCA RELAXATION IN IFHRMS: The QCA relaxation process had been made as a fully online process under the IFHRMS with effect from 31.07.2019 (vide Government Letter No.35751/BG-I/2019-1, dated 29.07.2019). The Government had already instructed the Heads of Departments to send the proposal for QCA relaxation through the IFHRMS only. It is informed that the proposals for relaxation of QCA will be processed through online IFHRMS only, for both the Go-Live and ATBPS locations. After approval in Finance Department, the Heads of Departments should distribute the QCA relaxed amount in the IFHRMS itself, which will be

automatically displayed and made available to the concerned DDOs / attached treasuries in both the Go-Live and ATBPS locations. **Hence, it is re-iterated that proposal for relaxation of QCA will be entertained under the IFHRMS only.** The QCA relaxation proposal in the IFHRMS shall be initiated by the HoD only. Therefore, the QCA relaxation by the Government can be allocated by the HoD only to the extent of relaxation permitted by the Government and it will be directly given to the DDOs without the intervention of the BCOs in the process.

6. The Heads of Departments are directed to promptly carry out the reconciliation of accounts with Pay and Accounts Offices / Treasuries / Office of the Accountant General, periodically without any backlog.

7. The Additional Chief Secretaries / Principal Secretaries / Secretaries to Government have the responsibility to continuously evaluate the financial performance of different Heads of Department under their administrative control and also ensure that the expenditure is maintained within the Budget provisions. In addition to the measures outlined in the order fifth read above and in other instructions, **the Heads of Department are free to adopt any other physical controls on expenditure to achieve economy.**

8. It is the responsibility of all Administrative Departments and the respective Heads of Departments to ensure that the budgeted Government programmes are implemented speedily. While doing so, the canons of financial discipline, propriety and accountability should be maintained at all costs.

(BY ORDER OF THE GOVERNOR)

**S. KRISHNAN
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

To

The Additional Chief Secretaries / Principal Secretaries / Secretaries to Government, Departments of Secretariat, Chennai - 9.

All Departments of Secretariat (Bills) (2 copies).

The Legislative Assembly Secretariat, Chennai - 9.

The Secretary to the Governor, Governor Estate, Chennai - 22.

All Heads of Department.

The Registrar General, High Court, Chennai -104.

The Secretary, Tamil Nadu Public Service Commission, Chennai-3

The Commissioner of Treasuries and Accounts, Chennai-35.

The Commissioner, Government Data Centre, Chennai-25.

All Pay and Accounts Officers / Treasury Officers / Sub-Treasury Officers.

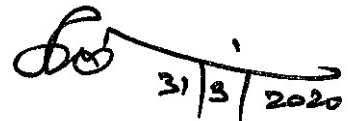
Copy to

All Officers in Finance Department, Chennai-9.

All Sections in Finance Department, Chennai-9.

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31/3/2020

SECTION OFFICER

ANNEXURE - I

In respect of all Departments and categories **not** covered under Annexure II to IV.

Detailed and Sub-detailed heads	Budget Estimates 2020-2021	First Quarter *	Second Quarter *	Third Quarter *	Fourth Quarter
(1)	(2)	(3)	(4)	(5)	(6)
	100%	25%	25%	25%	25%

ANNEXURE - II

Payments for Works (alone) in respect of Forests / Public Works / Highways Departments.

Forest Department

Detailed and Sub-detailed heads	Budget Estimates 2020-2021	First Quarter *	Second Quarter *	Third Quarter	Fourth Quarter
(1)	(2)	(3)	(4)	(5)	(6)
	100%	40%	40%	10%	10%

ANNEXURE - III**Public Works Department (Buildings / Water Resources Department) and Highways Department****Other than Capital Works**

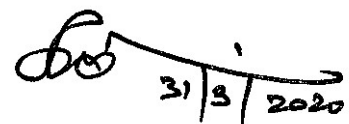
Detailed and Sub-detailed heads	Budget Estimates 2020-2021	First Quarter *	Second Quarter *	Third Quarter *	Fourth Quarter
(1)	(2)	(3)	(4)	(5)	(6)
	100%	33%	25%	25%	17%

ANNEXURE - IV**Capital works**

Detailed and Sub-detailed heads	Budget Estimates 2020-2021	First Quarter *	Second Quarter *	Third Quarter	Fourth Quarter
(1)	(2)	(3)	(4)	(5)	(6)
	100%	40%	30%	15%	15%

(*) During Vote on Account period, the expenditure should not exceed the voted amount.

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31/3/2020

SECTION OFFICER