

No. A-65011/65/2004-P.11  
Government of India  
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan,  
Jor Bagh Road, Aliganj,  
New Delhi-110003.

Dated: 8<sup>th</sup> September, 2017

**OFFICE ORDER**

With the approval of the Competent Authority, the following work is allocated to Budget Division till further orders. The Chief Controller of Accounts is the divisional head of the Budget Division and the reports to the Chief Accounting Authority of the Ministry through AS&FA:

**(I) Budget Work:**

- (1) Preparation of Statement of Budget Estimates (SBE), Revised Estimates (RE) and Final Estimates (FE).
- (2) Preparation of Supplementary Demands for Grants.
- (3) Examination of re-appropriation proposals within the delegated Powers of the Ministry and processing of re-appropriation proposals beyond the Powers of the Ministry.
- (4) Preparation and printing of Detailed Demands for Grants (DDG).
- (5) Coordination of all Schemes and Non-schemes of the Ministry of Environment, Forest and Climate Change and work in close association with Ministry of Finance & NITI Aayog.
- (6)

**(II) Department related Parliamentary Standing Committee**

- (1) Coordination with PDs for submission of replies on questionnaires.
- (2) Presentation before the Parliamentary Standing Committee
- (3) Submission of Action Taken Note (ATN).

**(III) Cash Management**

- (1) Compliance of Cash Management (MEP/QEA) instructions and reporting to Ministry of Finance.
- (2) Monitoring of Expenditure and reporting in Senior Officers Meeting (SOM).


**(IV) Monitoring of outstanding Audit Paras**

- (1) Monitoring of outstanding Comptroller & Auditor General(C&AG)/Public Accounts Committee (PAC) paras with Program Divisions (PDs) and on Audit Paras Monitoring System (APMS) Portal.
- (2) Coordinate Standing Audit Committee (SAC) Meetings and follow up with PDs.
- (3) Report to Monitoring Cell, Ministry of Finance.

**(V) Outcome-Output Framework for Schemes**

- (1) Preparation of Outcome Budget
- (2) Coordinating with PDs on Outcome Budget indicators through the web based interactive dashboard developed by NITI Aayog.
- (3) Monitoring and reporting on Special Component Plans, namely Scheduled Caste Sub-Plan (SCSP), Tribal Sub-Plan (TSP) and North Eastern Region (NER) to respective nodal Ministries & NITI Aayog.

**(VI) Allocation of funds under Advance to Government Servants.**

  
(C.S. Thakur)  
Under Secretary (P.II)

**Distribution:**

1. Chief Controller of Accounts/ Statistical Adviser, MoEF&CC
2. PS to Minister of EF&CC
3. PPS to Secretary (EF&CC)/PPS to DGF&SS/ PPS to AS&FA/ PPS to AS(AP)/PPS to AS(AKJ)/PPS to AS(AKM)
4. JS(RSP)/ JS(GB)/JS(RKS)/JS(JT)/ Economic Advisor
5. All officer of the level of DS/Director.
6. DS (IT)/ Consultant (IT) for updation on website.
7. DMED(erstwhile PC )/ Budget & Accounts/ IFD/ GA/ Media/ Protocol/ GC/ RFD/ P.I/ P.III/Parliament/ RTI Cell/ Vigilance/ IWSU/ Library/ IFC.
8. Guard File/Spare Copies/ Personal File