URGENT
REMINDER

No.2-2/2017-IFD
Ministry of Environment, Forest & Climate Change
Government of India
(Integrated Finance Division)

New Delhi, dated the 25th September, 2018

OFFICE MEMORANDUM

Sub: Monthly DO Format for Financial Advisers - reg.

The undersigned is directed to refer to this Division's O.M. of even No. dated 29th March. 2017 (Copy enclosed) wherein all the Divisional Heads were requested to send the requisite information in the prescribed format on the above mentioned subject by **5th day of every month positively** so that it can be included in the monthly D.O. Letter of AS&FA to Finance Secretary.

2. In addition to the above information, DoE vide its O.M. No.23(3)/E.coord/2017 dated 20th September, 2017 has requested to include following items/reports in the monthly D.O. letter:

i. Dues payable on goods and services procured through GeM as of end of last month (format enclosed)

3. The Divisional Heads concerned are requested to send the requisite information on para 2 (i) above in the **prescribed format** in respect of Autonomous Bodies/Statutory Bodies/Sub-ordinate Offices under their administrative control by **5th day of every month positively**. **The information for August, 2018 should be sent by 28th September, 2018 so that it can be included in the monthly D.O. for the month of August, 2018 to be sent by FA to Finance Secretary.**

(Manoj Shrivastava)
DS(IFD)

To

I. All Divisional Heads by name (including NAEB and NRCD)
II. DS(GA) in respect of Ministry Proper.
III. All AB/SB/Sub-ordinate Offices under the Ministry.

URGENT
MOST IMMEDIATE

No.2-2/2017-IFD
Ministry of Environment, Forest & Climate Change
Government of India
(Integrated Finance Division)

New Delhi, dated the 29th March, 2017

OFFICE MEMORANDUM

Sub: Monthly DO Format for Financial Advisers - reg.

The undersigned is directed to forward herewith the D.O.No.23(3)/E.Coord/2017 dated 23rd March, 2017 received from Department of Expenditure, Ministry of Finance enclosing therewith a format for submission of relevant information to Department of Expenditure in respect of activities related to this Ministry **on monthly basis;** by the 15th day of the following month.

2. Divisional Heads concerned are, therefore, requested to send the requisite information in the prescribed format by **5th day of following month positively** so as to incorporate the same in the monthly DO letter to be sent by AS & FA to Finance Secretary &Secretary (Expenditure).

(Ramesh Kumar)
Under Secretary to the Government of India

To

All Divisional Heads by name (including NAEB and NRCD) for submission/updating of required information pertaining to their Division for facilitating IFD to incorporate in the monthly communication to MOF

Copy for information to:

1. PPS to Secretary(EF&CC) /SS(RRR)/ DGF&SS
2. PPS to AS&FA/ AS(AP)/ Sr.EA/ Addl.D.G.(FC/WL/PT)/CCA

अशोक लवासा
वित्त सचिव
Ashok Lavasa
Finance Secretary

सत्यमेव जयते

भारत सरकार
वित्त मंत्रालय
व्यय विभाग
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE

D.O.No.23(3)/E.Coord/2017

23rd March, 2017

Dear Financial Adviser,

You are aware that Ministry of Finance has taken a number of budgetary and accounting reform initiatives recently. This has thrown up new challenges in the way Departments/Ministries manages its business in a financially prudent manner.

2. Financial Advisers are the keystone for the implementation of schemes/projects and for exercising financial prudence in accordance with the extant Government guidelines and facilitating the smooth conduct of Government business. Constant communication and interaction between the Department of Expenditure and Financial Advisers is one of the critical success factor in enabling the Government achieve its key objectives. Hence, there is a felt need to put in place a mechanism for feedback from Financial Advisers periodically, which covers the entire gamut of your activities.

3. Keeping the above intent in mind, I am attaching a format through which you may like to keep us informed of the activities related to your area of responsibility separately for each Department under your charge on monthly basis, by the 15th day of the following month. You may like to include from your side additional issues in keeping with the specific nature of activities that your Department/Ministry undertakes.

With regards,

Yours sincerely,

Lavasa

Encl : As above

(Ashok Lavasa)

Financial Advisers of all Ministries/Departments.

DRAFT MONTHLY D.O. FORMAT

1 Budget allocation and expenditure till date, with the corresponding figures for the previous years and unspent balance, if any. (As per format)

Sections	Budget Estimates	Acutals Upto Month	COPPY**	%age of actual to BE		Unspent Balance, if any
				Current	COPPY	
Revenue						
Capital						
Total						

***Corresponding period of the previous year.*

2. EFC/SFC/PIB/CEE and DCNs:

(i) Number of EFC, SFC, PIB and CEE required/planned for the year 2017-18 and actual meetings held and recommendations finalized. Any outstanding issue in this regard.

(ii) Number of Cabinet Decisions required to be taken and actually taken to finalize the schemes already appraised.

3. Major legislative initiatives taken by Ministry/Department during the month.

4. EMC Recommendations:

(i) Whether database of Autonomous Bodies (ABs) have been updated.

(ii) ATRs on EMC Recommendations:

S.No.	Para No. of EMC report	Recommendation of EMC	Action taken*	Status**(Implemented/ Ongoing/ Not accepted)

**All notifications/ guidelines/ orders issued for implementation of EMC recommendations may be attached with the reply.*

***In the case of recommendations on which action is ongoing, timeline for implementation must be indicated.*

5. Audit Para Monitoring:

(i) Pendency in PAC paras:

S.No.	Name of the Department	No. of para pending at starting of the last month	No. of para settled during the month	No. of para pending at end of the month	Timeline for settlement of pending para

(ii) Pendency in CAG paras:

S.No.	Name of the Department	No. of para pending at starting of the last month	No. of para settled during the month	No. of para pending at end of the month	Timeline for settlement of pending para

(iii) Date of Standing Audit Committee Meeting:

(iv) Important decisions, if any.

6. Foreign Visit Management System (FVMS):

(i) Whether Quarterly Rolling Plan (QRP) has been prepared and uploaded on the portal.

(ii) Whether the details of the visit undertaken have been updated on the portal.

7. Status of implementation of SIU recommendations.

8. Any suggestion by way of amendment of rules/regulations for financial management.

9. Major deviation from GFR, DFPR that FA may like to report.

10. Any items pending in Department of Expenditure.

11. Any other issues that FA may like to raise.

****

Dues payable on goods and services procured through GEM as of end of last month								
Sr. No.	Ministry	Department	Organisation	Due < 10-days	10 - 30 Days	Due 30-60 Days	Due >60 Days	Total Amount Due