OFFICE MEMORANDUM


The undersigned is directed to refer to this Division’s O.M. of even No. dated 29th March, 2017 (copy enclosed) wherein all the Divisions were requested to send the requisite information in the prescribed proforma by 5th day of the following month. However the information is still awaited from most of the Divisions.

2. Divisional Heads concerned are once again requested to send the requisite information in the prescribed format by 5th day of following month positively on regular basis so as to incorporate the same in the monthly DO letter to be sent by AS & FA to Finance Secretary & Secretary (Expenditure). The material for March, 2017 may be sent to IFD by 10/04/2017.

(Ramesh Kumar)
US(IFD-II)

To

All Divisional Heads by name (including NAEB and NRCD) for submission/updating of required information in enclosed forma 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
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


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
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,

( Ashok Lavasa )

Encl: As above

Financial Advisers of all Ministries/Departments.
1. Budget allocation and expenditure till date, with the corresponding figures for the previous years and unspent balance, if any. (As per format)

<table>
<thead>
<tr>
<th>Sections</th>
<th>Budget Estimates</th>
<th>Actuals</th>
<th>COPPY**</th>
<th>%age of actual to BE</th>
<th>Unspent Balance, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Para No. of EMC report</th>
<th>Recommendation of EMC</th>
<th>Action taken*</th>
<th>Status** (Implemented/ Ongoing/ Not accepted)</th>
</tr>
</thead>
</table>

*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:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Department</th>
<th>No. of para pending at starting of the last month</th>
<th>No. of para settled during the month</th>
<th>No. of para pending at end of the month</th>
<th>Timeline for settlement of pending para</th>
</tr>
</thead>
</table>

(ii) Pendency in CAG paras:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Department</th>
<th>No. of para pending at starting of the last month</th>
<th>No. of para settled during the month</th>
<th>No. of para pending at end of the month</th>
<th>Timeline for settlement of pending para</th>
</tr>
</thead>
</table>

(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.

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