

Date: 05-07-2022

**CIRCULAR**

Sub: Finance – Budget – Files Not Appropriated & awaiting funds (2/2) – Procedure to be adopted - Reg

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The Board Budget RE 2021-22 & BE 2022-23 has been approved and circulated to all areas. CE(O&M)-I & CE(O&M)-II has furnished from all areas, a list of bills which have not been appropriated under O&M account codes.

In this regard it is requested to follow the below procedure

- (i) The Respective area / location has to authorize that the bills have not been appropriated / paid already and also to confirm if the bills pertaining to prior period have already been paid.
- (ii) The authorized bill has to be sent to IA wing on or before 31-07-2022 for scrutiny mentioning 2/2 file category and the following may be submitted
  - a. Period of claim
  - b. BPV for the previous period claim.
  - c. Administrative sanction in case of temporary outsourcing.
  - d. Ratification obtained for such temporary outsourcing.
  - e. Orders for extension for the O&M outsourcing contracts if any.

Apart from the above, other relevant documents if available may be submitted.

- (iii) Upon scrutiny and approval of IA wing, Finance(Budget) will obtain the orders of the competent authority for sanctioning of additional funds (for the consolidated bills of all the areas / locations approved by IA).
- (iv) After obtaining the orders of the competent authority, the bills may be sent for processing as per the regular procedure.

sd/- 05-07-2022  
Managing Director

//t.c f.b.o//



F.D 7.7.22.