



Finance (SS) Department,
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Letter No. 46519/ Fin.(SS)/ 2020-1, dated 24-12-2020

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Deputy Secretary to Government (Budget)

To
All Secretariat Departments
All Heads of Departments
All Boards/ Corporations

Sir/ Madam,

Sub: IFHRMS – Allotment of Revised Estimates
2020-21 to Drawing and Disbursing
Officers – Instructions – Issued.

The State-wide Treasury Go-Live of IFHRMS has been achieved in November 2020. Hence all the budgetary allocations including Additional Sanctions (ASLs), Contingency Fund Advances and Quarterly Control of Appropriation relaxations must be compulsorily done in the appropriate modules of the IFHRMS only so that the Drawing and Disbursing Officers of various departments will be able to prepare and present the bills and the Treasuries/ Pay & Accounts Offices (PAOs) will be in a position to pass them for payments.

2) Prior to the above, based on the training sessions conducted and hand holding support provided to the officials at various levels, the Budget Estimates for 2020-21 has been sent through the IFHRMS also for allotment of the budget by the Heads of Departments (HoDs) and Budget Controlling Officers (BCOs) in the districts to the below level Drawing & Disbursing Officers (DDOs), including inter-departmental allocations. The Additional Sanctions (ASLs), Quarterly Control of Appropriation relaxations and Contingency Fund Advances have also been fully administered through the IFHRMS only since April 2020. Therefore, the officials concerned in the departments should be familiar and conversant with the fund allotment procedure in the IFHRMS.

3) In the IFHRMS, the 'Budget Allocation' is a process for allotment of BE to the own DDOs of the same HoD, as per the budget hierarchy. The 'Budget Transfer' is also one of the methods of fund allotment which shall be done after the initial budget allocation is completed, wherein the following types of allocation and re-allocation have been facilitated:

- i. **Budget Transfer** – Allocation of the budget available with one HoD to the DDOs of the other HoDs, either through the HoD/BCO or directly to the DDOs of other HoDs
- ii. **Budget Re-Transfer** – Re-allotment of funds allotted through the 'Budget Transfer' amongst the DDOs of other HoDs
- iii. **Budget Re-Allocation** – Re-allocation of funds within the own DDOs of one HoD

4) The above method has been used by the officials of the HoDs and BCOs during the current financial year 2020-21 and should be familiar with this process also. As per the concept of budget transfer, the budget shall be transferred from a DDO code of either the HoD or his BCO to the DDO code of the same HoD or the other HoD, through any of the types mentioned in paragraph 3 above. In these cases, though the budget amount is not incurred, but it is transferred to the other DDO. Therefore, while doing the RE allocation, it must be ensured that an amount equivalent to the budget transfer already made is compulsorily provided to those DDOs who have done the budget transfers/ from whom the budget transfer have been effected by the HoD/ BCO.

5) In continuation to the above, the following instructions are issued in connection with the allocation of Revised Estimates (RE) 2020-21 through the IFHRMS Application:

- a. The RE U.O. Notes being issued by the Finance Department separately will form the basis for allotment of Revised Estimates 2020-21 to the concerned DDOs.
- b. **The RE 2020-21 figures will be automatically transmitted to the HoDs through the IFHRMS on the cut-off date (a message will be hosted in the IFHRMS website User Login) for making allotments to the concerned DDOs.**
- c. The Revised Estimates include the provisions for the New Service/ New Instrument of Service/ Direct Inclusion types of ASLs that have been considered in the First Supplementary Estimates 2020-21 presented to the Assembly on 16.9.2020.
- d. The Revised Estimates also include the provisions for Specific Inclusion/ RE-FMA/ Re-appropriation types of ASLs sanctioned during the current financial year upto 16.12.2020.

- e. Upon allotment of the RE by the HoDs/ BCOs, the previously allocated BE 2020-21 and ASLs upto 16.12.2020 will be replaced by the RE figures and the appropriation for the preparation of bills will be checked with reference to the RE allotment only.
- f. Therefore, unlike the allotment of BE 2020-21 which has been carried out for quite a long period taking advantage of the phased Treasury Go-Live, **it is essential that the allotment of the RE 2020-21 is completed by the HoDs and the BCOs within a specified period in the current context of complete Treasury Go-Live.**
- g. Hence, **the HoDs and BCOs will be allowed a maximum of one week from the date of issue of the RE U.O. Notes by the Finance Department for completion of the RE allotment to the DDOs under their administrative control.**
- h. **Alert message will be displayed in the IFHRMS for the concerned users regarding the timelines for completion of RE allotment process.**
- i. The RE allotment process is the same as was done for BE 2020-21, wherein the HoDs have to allot the RE to the next level BCOs in the budget hierarchy already mapped in the IFHRMS and the BCOs shall further allot it to their below level DDOs mapped in the system.
- j. **While doing the RE allocation in the system, the fund allotment to the minimum of Budget Transfer already done under the respective DDO codes must be ensured.** This basic validation of prompting the HoDs/ BCOs to provide an amount equivalent to the Budget Transfer made is built in the system in order to avoid excess allocation/ spending.
- k. The system is also capable of validating the allotment to 'not less than the actual expenditure' incurred under each head of account by the concerned DDO, but, however, this will not be possible for the current year RE, because of the phased manner of Go-Live.
- l. **Hence, in addition to providing an amount equivalent to the 'Budget Transfer', the RE allotment shall also take care of the expenditure incurred so far and the balance amount if any to be provided under each head of account for the DDOs concerned, within the overall RE approved by the Government.**
- m. To help the HoDs and the BCOs in this matter, a budget allotment report containing the below level DDO-wise budget allocation/ budget transfer/ ASL allocation done till the particular date will be made available in the budget user login.
- n. The Budget Transfer mode will be disabled from the date of communication of RE U.O. Notes by the Finance Department and it will


be re-enabled again after the cut-off date for completion of the RE allocation by the HoDs and BCOs.

- o. For this purpose, the 'Budget Transfers' in the pipeline, i.e., transactions initiated but not approved, will not be considered as an allotment in the total appropriation report.
- p. **Hence, budget transfers, if any to be done, shall be accordingly prioritized and completed before the cut-off date for disabling this function in the IFHRMS.**
- q. **Failure to complete the entire process in time will result in non-availability of RE allotment to the respective DDOs as a result of which such DDOs will not be in a position to prepare and present bills in the IFHRMS for which the HoDs will be fully responsible.**
- r. This financial year being an extra-ordinary year due to COVID-19 pandemic and also the general election to the State Assembly, highest priority must be accorded for allotment of the RE within the prescribed time limit in order to properly and purposefully utilize the fund allotments made by the Government despite severe financial constraints.

6) Further, as per the provisions of the Tamil Nadu Budget Manual Volume-I, it is the responsibility of the Chief Controlling Officers and the Controlling Officers to ensure that the DDOs under their control do not overspend than the allotted amount and all the expenditure including the salary and retirement benefits related claims are made under the relevant budget heads of accounts only. Accordingly, the HoDs and BCOs are advised to fully take care of the utilization and reconciliation of the expenditure in the IFHRMS also.

7) Therefore, all the HoDs are directed to look into this important task personally, give suitable instructions to the concerned officials under their control including the BCOs in the Regions/ Districts/ etc. and ensure proper allocation of the RE 2020-21 through the IFHRMS within the prescribed time limits. A copy of this letter is hosted in the user login page of the IFHRMS portal also for ready reference of all concerned.

Yours faithfully,



For DEPUTY SECRETARY
TO GOVERNMENT (BUDGET)

LB
24.12.20