

FINANCE DEPARTMENT
Budget Division (PFMS Cell)
Government of National Capital Territory of Delhi
4th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi

No.F.47/2/2021-AC/3413-3415

Dated: 16/11/2022

To

All the Head of the Departments,
Govt. of NCT of Delhi,
New Delhi.

Sub: Standard Operating Procedure (Sop) for Countersign on Data Sheet and Undertaking of CSS.

Sir,

Ministry of Finance, Department of Expenditure, Govt. of India has issued an OM dated 15th June, 2022 vide which the Ministry has referred to item no. (i) and (ii) of DoE's OM dated 23rd March, 2022 wherein it was stipulated as under:-

- (i) Entire amount of central share of CSS released till 31st March, 2022; and
- (ii) The corresponding State share in full should be transferred to the SNA account before the release of 1st instalment of funds for 2022-23.

Ministry in their OM dated 15.06.2022 had further decided that **in case the complete data is not available in PFMS**, the fulfilment of the conditions (i) and (ii) prescribed in the OM dated 23.03.2022 may be based on the data and the under taking (as enclosed with their OM) to be given by the **concerned Secretary of the State Department and counter signed by the Finance Secretary of the State**". The said OM dated 15.06.2022 has also been endorsed by Finance Department to all HODs vide endorsement dated 23.06.2022 for information and necessary action.

As such, if data is being reflected in SNA-01 Report in respect of CSS scheme on PFMS platform, Department is not required to send the proposal to the Finance Department as per Ministry's OM dated 15.06.2022.

AND

In case, the complete data is not available in PFMS, the following tasks may be perceived by the concerned Department before sending the proposal to FD for counter signature on Data Sheet and undertaking by the Finance Secretary of the State:-

1. Amount reflected in under mentioned columns of Data Sheet should be got verified by the concerned Department from the Pr. Accounts Office:-
 - Col No.1 i.e. Unutilized Central Share with the State Treasury as on 01.04.2021.
 - Col No.3 i.e. Central share received in 2021-22.

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- Col No.5 i.e. total funds utilization directly from the State Treasury in 2021-22.
 - Col. No.6 i.e. Funds transferred to the SNA Account.
2. Amount reflected in respect of following columns of Data Sheet should be got verified by the concerned Department from Budget Division of Finance Department, GNCT of Delhi:
- Col No.2 i.e. Unutilized State share with the State Treasury as on 1st April 2021.
 - Col. No.4 i.e. Proportionate State Share in 2021-22.
3. The Undertaking on prescribed format as per OM dated 15.06.22 should be signed by Secretary of the Department.
4. In case, there is any difference between the funds released by GoI and funds transferred to SNA Account by the Department in a Financial Year, the same should specifically be stated/clarified by giving footnote in Data Sheet.

This issue with the approval of Principal Secretary (Finance).

Yours faithfully,



(D.B.GUPTA)

Joint Director (Budget)

Copy for information and necessary action to:

- 1) Controller of Accounts, Pr. Accounts Office, Govt. of NCT of Delhi, New Delhi.
- 2) Sr. Accounts Officer (Budget), Govt. of NCT of Delhi. New Delhi.
- 3) Guard File/Website of Finance Department.



(D.B.GUPTA)

Joint Director (Budget)