

Government of Manipur
Secretariat: Finance Department
(Finance Resources)
OFFICE MEMORANDUM
Imphal, the 28th October

Subject: Withdrawal of fund from MH-8449-OD and MH-8443-CD

No.12/14/2012-FR: The need for streamlining and devising effective means for proper monitoring of drawal of funds from Public Account Heads, namely MH-8449-OD and MH-8443-CD, has been felt for quite some time. The need has all the more arisen because of the increase in the accumulating balance under these heads and the corresponding increase in drawals, year after year. Proper monitoring and accounting of drawals from these heads is critical to ensure that drawals does not exceed the deposited amount and every drawal is accounted for.

2. As per the current practice, the concerned Administrative Departments submits the proposal for drawal to the Finance Department and the latter processes the same, after ensuring that all pre-requisites for drawal have been met. Some of these are submission of challans copies of deposits, liability statement, tender documents, if necessary, lists of beneficiaries, etc. However, more often than not, the challan copies submitted are not in original and photo copies only are submitted. In some cases, it is noted that the challan copies does not show the challan number/TC number, signature of the TO, Bank stamps etc. Further, the departments while submitting proposal for drawal does not clearly indicate how much amount has been drawn earlier against the deposited amount, when it was drawn, and how much balance is available.

3. The state government is of the view that the current practice is fraught with possibility of fraudulent drawals or drawals in excess or less than the deposited amount. In order to obviate any possibility of excess drawals and ensure proper monitoring and accounting of drawals of funds from the deposit heads, it has been decided that henceforth all departments will invariably furnish the original chal'ans in file while submitting proposal for drawal of funds from MH-8449 and MH-8443. The Departments will also submit a detailed statement of fund position lying in MH-8449 and MH-8443 for each work/ scheme as per the format enclosed as Annexure.

4. The Office Memorandum will be followed with immediate effect.

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(R.R.Rashmi)
Addl Chief Secretary (Finance)
Government of Manipur