GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES

STATE EXPENDITURE BUDGET MANAGEMENT PROJECT

The following are the minimum requirements with respect to the roles of Finance Department, SSM and SNA in the implementation of State Expenditure Budget Management Project.

I. ROLE OF FINANCE DEPARTMENT

a) Prior approval of Finance Department for fixing sub-limits for wages.
b) Prior Approval of Finance Department for modification of funds from one component to another.
c) Prior approval of Finance Department for allocation of revenue earned to a component other than salary or loan.
d). Viewing facility for Finance Department and generation of MIS reports.

II. ROLE OF STATE SCHEME MANAGER(SSM) - DAT

Directorate of Accounts and Treasuries will function as SSM - Require the **user credential** for the following roles.

a) Registration of Organisation (Single Nodal Agency)
b) The SSM would define the level of hierarchy for each autonomous organization as one-to-one (Single Organization) / one-to-many (Implementing Agencies). The SSM will register the bank Account details of sub-agencies based on the request raised by SNA.
c) Creation of Components under the Single Nodal Account (Saving Account) like Salaries, Capital Assets, General Administration, Subsidy/Loan etc.
d) Component wise fund allocation. i.e. (assign the corresponding limit for release of funds against each Grant In Aid(GIA) component or fix the expenditure limits not exceeding the fund allocated).
e) Fund allocation request raised for 'Wages' sub-component by the SNA shall be approved (I Level) by the SSM with the prior approval of FD.

f) Provision for modification from one component to another component based on the request raised by the Organisation, the SSM shall approve (I Level) with the prior approval of FD.

g) Based on the request raised by the SNA for allocation of revenue to Salary or Loan component, the same shall be approved by SSM.

h) Based on the request raised by the SNA for allocation of revenue to a component other than salary or loan, the same shall be approved by SSM (I Level) with prior approval of FD.

<u>REPORTS/VIEWING FACILITY</u>

a. Organisation wise Opening Balance, Revenue received from various modes, Expenditure, Closing Balance.

b. Organisation wise bank Account details like savings Account, holding account and subsidiary accounts, transaction wise viewing facility.

c. Organisation wise Revenue received from various modes in transaction level.

d. Organisation wise/Component wise Expenditure made in transaction level.

e. Organisation wise/Component wise (Expenditure) Payment disbursed to Beneficiary/Vendors.

III. ROLE OF DEPARTMENTS / ORGANISATION (SINGLE NODAL AGENCY – SNA)

a) Open a Single Nodal Account in the form of Saving Account in any Scheduled Commercial Bank those who are having Banking facility as per the G.O.Ms.No.03/FD(W&M)/2022 dated: 13.04.2022

b) Intimate the Nodal Account details to the DAT.

c) Organisation shall transfer the entire unspent balance available in various bank accounts to Nodal Account.

d) Creation of Beneficiary/vendor/Employee bank account details.

e) SNA should raise a request to SSM for registration of sub-agencies under their control. SNA assigns the sub-limits for each of their sub-agencies.

f) Creation of sub-components and assign/modify limits for each sub-components depending upon their requirements.

g) In case of sub-components ‘wages’, SNA should raise the request to SSM through IT setup of the bank.

h) The system will however not permit the autonomous Organizations to incur expenditure beyond the limit assigned under the main component.

i) Revenue will be deposited in the Single Nodal Account. SNA should raise the request to SSM through IT setup of the bank for allocation of revenue to a main component viz. Salary, loan/subsidy, General Administration, Capital Assets etc., Proposal seeking prior approval of Finance Department has to be mooted out for modification/allocation to components other than salary or loan.

j) Open a separate Holding Account as current account in the same bank for making statutory payments like GST, EPF, Income tax, Gratuity, etc., through cheques or internet banking.

k) Maximum time limit for holding the amount in the Holding account is 14 days, after which the money shall be credited back to the concerned SNA account.

l) To earn additional interest, the organizations are permitted to deposit the idle amount in the form of a Sweeping Account (with the same branch of their agency Bank alone) by fixing the threshold limit for each component. The interest so earned on the deposits shall be credited into the Salary component by the SSM based on the request raised by the organization.

m) All Security Deposits held by the organisations, which are liable to be refunded, can be maintained in a separate S/B account and the same may be linked to SNA. Further, the interest earned on such accounts has to be deposited to SNA and the same shall be utilized for Salary purposes alone.

n) Provident Funds and Insurance Funds that belong to the employees can be maintained separately by the Organizations. It would also need to be linked to SNA. The interest earned on such accounts belongs to employees and may be credited to the same account.

The bankers shall provide additional customization/modification of their IT platform at the time of actual implementation of SNA, if necessity arises so.