

Government of West Bengal  
Finance Department  
Audit Branch

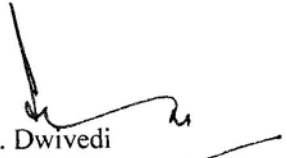
Memo.No.1159-F(Y)

Date:06<sup>th</sup> March,2020

**Sub: Functionality for according "Advance Administrative Approval" in AAFS  
Module of IFMS for projects to be taken up in next financial year**

It has been observed that the major expenditure related with Development Schemes is incurred during the last two quarters of the Financial Year. Traditionally first quarter is utilized for planning, identification of schemes, preparation of Detailed Project Reports, according Administrative Approval and completing tender formalities. **By the time pre-project formalities are completed, the monsoon sets in making it difficult to start the work till September / October leading to actual expenditure in the last two quarters only.**

2. **To ensure timely execution of different works an advance planning by the Departments is essential (Ref. Memo No. 222-F(Y) Dated 10<sup>th</sup> January, 2018).** The Departments more or less have a fair idea of their possible allocation in next Financial Year. Therefore, the last quarter of a Financial Year can be utilized for preparatory works, Administrative Approval and Financial Sanctions (except release of funds) and floating of tenders / issuance of work order, so that work can be grounded in the first week of April of the next Financial Year. However, release of fund can only be done after getting release of next year Budget by the Finance Department i.e. after 1<sup>st</sup> April.
3. In view of the above the Governor is pleased to introduce a facility in AAFS Module of iFMS for according Advance Administrative Approval, so that departments may accord Advance Administrative Approval in this Financial Year, of a project to be taken up in Next Financial Year, within the limits of a certain percentage of Indicative Budget (*Normally "Published Budget" of the current financial year shall be considered as the "Indicative Budget" for "Next Financial Year"*) as mentioned in Annexure I.
4. In partial modification of Memo. No. 308-F(Y) dated 17.1.2020, the "Limit of Phasing" for all future financial years **shall be restricted to hundred percent of Indicative Budget of the future financial years.**
5. **However no new works and procurement projects shall be taken in AAFS module for the Financial Year 2019-20.**

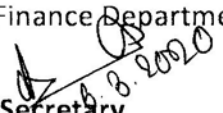
  
H.K. Dwivedi  
Additional Chief Secretary to the  
Government of West Bengal

## Annexure I

Sl.No.	Department	Percentage of Indicative Budget allowed for Advance Administrative Approval	Multiplying Factors for Advance Administrative Approval in AAFS
1	Agricultural Marketing	20%	0.2
2	Agriculture	20%	0.2
3	Animal Resources Development	20%	0.2
4	Backward Classes Welfare	20%	0.2
5	Consumer Affairs	20%	0.2
6	Cooperation	20%	0.2
7	Correctional Administration	20%	0.2
8	Disaster Management and Civil Defense	20%	0.2
9	Environment	20%	0.2
10	Finance	20%	0.2
11	Fire & Emergency Services	20%	0.2
12	Fisheries	40%	0.4
13	Food & Supplies	20%	0.2
14	Food Processing Industries and Horticulture	30%	0.3
15	Forests	20%	0.2
16	Governor's Secretariat	40%	0.4
17	Health & Family Welfare	30%	0.3
18	Higher Education	20%	0.2
19	Home and Hill Affairs	30%	0.3
20	Housing	40%	0.4
21	Industry Commerce and Enterprises	20%	0.2
22	Information & Cultural Affairs	20%	0.2
23	Information Technology & Electronics	20%	0.2
24	Irrigation & Waterways	40%	0.4
25	Judicial	20%	0.2
26	Labour	20%	0.2
27	Land & Land Reforms and Refugee Relief & Rehabilitation	40%	0.4
28	Legislative Assembly Secretariat	20%	0.2
29	Mass Education Extension & Library Services	10%	0.1
30	Micro, Small & Medium Enterprises and Textiles	20%	0.2
31	Minority Affairs & Madrasah Education	20%	0.2
32	North Bengal Development	20%	0.2
33	Panchayats & Rural Development	40%	0.4
34	Paschimanchal Unnayan Affairs	20%	0.2
35	Personnel & Administrative Reforms	20%	0.2
36	Planning & Statistics	10%	0.1
37	Power & Non Conventional Energy Sources	25%	0.2
38	Public Health Engineering	40%	0.4
39	Public Works	40%	0.4
40	School Education	40%	0.4
41	Science & Technology and Bio-Technology	20%	0.2
42	Self-Help Group & Self-Employment	20%	0.2
43	Sunderban Affairs	40%	0.4
44	Technical Education, Training & Skill Development	20%	0.2
45	Tourism	20%	0.2
46	Transport	20%	0.2
47	Tribal Development	20%	0.2
48	Urban Development and Municipal Affairs	40%	0.4
49	Water Resources Investigation & Development	40%	0.4
50	Women & Child Development and Social Welfare	40%	0.4
51	Youth Services and Sports	20%	0.2

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-1.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-1.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5<sup>th</sup> Floor, Sector-1, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. The General Manager, Reserve Bank of India, Banking Department, 15 N.S. Road, Kolkata-1.
6. The General Manager, Reserve Bank of India, PAD, 15 N.S. Road, Kolkata-1.
7. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
8. The Additional Chief Secretary/Principal Secretary/Secretary ,  
..... Department, Government of West Bengal.
9. The Secretary, Finance(Audit) Department, Government of West Bengal.
10. The Commissioner,.....Division,  
.....
11. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
12. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department.  
----- He is requested to upload this order in the Finance Department's website.
13. The ..... Department / Directorate  
.....
14. The Director of Treasuries & Accounts, West Bengal, 3<sup>rd</sup> Floor, Mitra Buildings, 8, Lyons Range, Kol-1.
15. The Director.....
16. The District Magistrate / District Judge / Superintendent of Police,.....
17. The Sub-Divisional Officer, .....
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane, Kol-12.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Kol- 12.
20. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III, SUVANNA, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
21. The Treasury Officer, .....
22. The Group...../.....Branch, Finance Department

  
**Joint Secretary**  
**to the Government of West Bengal**