



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Budget 2020-21(Final) – Release of full Budget – Guidelines for issue of Comprehensive Budget Release Order (CBRO) and Budget Distribution – Orders –Issued.

FINANCE (BUDGET I) DEPARTMENT

G.O.Ms.No.63

Dated: 03-07-2020

Read the following:-

- 1) GO Ms. No. 59, Dated 30.03.2001 of Finance (Budget-I) Department.
- 2) U.O. Note No. 29875-A/1283/A1/BG.I/2006, Dated 25.11.2006 of Finance (Budget-I) Department.
- 3) GO Ms.No.70, Dated 24.03.2014 of Finance (Budget-I) Department.
- 4) GO Ms. No. 101, Dated 12.08.2015 of Finance (Budget-I) Department.
- 5) GOMs.No.69, Dated 14.08.2019 of Finance (Budget-I) Department.
- 6) GOMs.No.99, Dated 14.08.2019 of Finance (C&DM) Department.
- 7) G.O.Ms.No.145, Finance (Budget.I) Department, Dt: 08.11.2019
- 8) G.O.Ms.No.146, Finance (Budget.I) Department, Dt: 08.11.2019
- 9) G.O.Ms.No.25, Finance (Budget.I) Department, Dt: 28.03.2020
- 10) G.O.Ms.No.28, Finance (Budget.I) Department, Dt: 06.04.2020
- 11) G.O.Ms.No.46, Finance (Budget.I) Department, Dt: 25.05.2020
- 12) G.O.Ms.No.39, Law (F) Department, Dt: 02.07.2020
- 13) G.O.Ms.No.57, Finance (Budget.I) Department, Dt: 02.07.2020

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ORDER:

In the G.O. 9th read above, the Appropriation Ordinance, 2020 relating to Vote on Account Budget 2020-21 for the first three months of Financial Year 2020-21, as approved by the State Legislature, has been communicated to all the Secretariat Departments/Heads of Departments/Chief Controlling Officers.

2. In the G.O. 12th read above, it has been informed that the Andhra Pradesh Legislature has voted without reduction, the demands for grants for the full financial year 2020-21, as presented to it on 16th June, 2020.

3. In the G.O. 13th read above, the Andhra Pradesh Appropriation (No.3) Act, 2020 (Act No. 21 of 2020), constituting the demands for grants for the full financial year 2020-21, as voted by the Andhra Pradesh Legislature, has been informed to all the Secretariat Departments & Heads of the Departments as the Budget Estimates.

4. In the G.O. 10th read above, while communicating the budget estimates, permission was accorded to incur expenditure to the extent of the provision made for three months for the Vote on Account budget period, i.e. from 01.04.2020 to 30.06.2020, duly following the regulations as applicable. As this is an advance grant for a part of the financial year, this has been merged in the Budget Estimates 2020-21 now sanctioned by the Legislature & communicated vide the G.O. 13th read above. All the Departments of Secretariat, Heads of the Departments & other Drawing Officers are advised, in the said G.O., that the expenditure for the financial year that commenced from 1st April, 2020 should now be regulated with reference to the provisions made in these Budget Estimates for the Financial Year 2020-21

5. In order to ensure streamlined budget management & to facilitate timely availability of funds to the implementing agencies, the Government has instituted the Comprehensive Budget Release Order (CBRO) process in the G.O 4th read above. The purpose of the CBRO process is to enable the Departments to distribute the budget allotted to them in accordance with their annual work plans, programme priorities & the specific monthly /quarterly requirements of the Department, rather than mere distribution in equal quarterly installments. As per this, issuance of the CBRO, based on distribution of budget by the Chief Controlling Officers (CCOs) to Sub-Controlling Officers (SCOs) & Drawing and Disbursement Officers (DDOs), is a pre-requisite to incur the expenditure.

6. To enable the Finance Department to issue Comprehensive Budget Release Order (CBRO) for the financial year 2020-21 in a timely manner, thereby enabling the Departments to incur the expenditure, all Secretariat Departments and Chief Controlling Officers (Heads of Departments) are hereby requested to use the CFMS Budget Module to prepare the budget distribution among the SCOs & DDOs for the entire approved 2020-21 Budget in accordance with their annual work plan, programme priorities, monthly / quarterly fund requirement, etc. subject to the guidelines provided in this G.O. & to submit the same to Finance Department. In order to enable to incur expenditure, it is mandatory that this process of distribution and issuance of CBRO is completed. Therefore, the CCOs /SCOs are requested to complete this at the earliest.

7. All Secretariat Departments and Chief Controlling Officers (Heads of Departments) will use the CFMS online screens to prepare the budget distribution amongst their SCOs and DDOs for the entire approved 2020-21 Budget in accordance with their annual work plan, programme priorities, the monthly /quarterly fund requirement, etc. The following principles shall govern the budget distribution:

- a) The total of Budget Distribution for the four (4) quarters, under every head, shall not exceed 100% of the allocated BE for the financial year.
- b) The Secretariat Departments and CCOs may retain a part of the Budget, not exceeding 10% in reserve, for release at their discretion to the better performers.
- c) A minimum provision of 25% must be made for the 4th quarter. Thus, only 75% of the Budget is available for distribution for the first three quarters. The provision made for the 4th quarter will not be available to be utilized, unless the expenditure up to 2nd quarter covers 90% of the proposed allocation in the CBRO.
- d) As the Vote on Account budget 2020-21 is subsumed in the full budget 2020-21, the expenditure already incurred shall be accounted in the first quarter while distributing the Budget through the CBRO. Wherever, it is noticed that the expenditure under a particular HOA has exceeded the full year BE, the concerned CCO should coordinate with the Finance Department for regularizing the same by way of re-appropriation. In case, a particular HOA is available in the Vote on Account budget but not in the final BE, provision to the extent of the expenditure incurred shall also be regularized by way of re-appropriation/additional funds.
- e) **HOAs with the following combinations are ordered to be operated in relaxation of budget control:**
 - i. All DH/SDH under DH 010 – Salaries
 - ii. All DH/SDH under DH 040 – Pensions
 - iii. All DH/SDH under DH 020 – Wages (with Financial concurrence)
 - iv. All DH/SDH under DH 060 – GIA Salaries (Only for the cases migrated to HRMS Payroll, rest will operate as budget controlled)
 - v. All DH/SDH – under DH 070 – Work Charged Employees

- vi. All DH/SDH under Arrear Pensions (090)
- vii. All DH/SDH under Arrear Salaries (100)
- viii. Fixed Travelling Allowance (110/114)
- ix. Payments to Home Guards - 280/282 (With Financial concurrence only)
- x. Honorarium to V.R.A's – 280/286 (Sanctioned posts only)
- xi. Payments to Asha Workers -290/291(With financial concurrence)
- xii. DH/SDH under DH 290/293 (Payments to Village Volunteers)
- xiii. DH/SDH under DH 290/294 (Payments to Ward Volunteers)
- xiv. Payments to Tribal Community Health workers – 290/295(with Financial concurrence)
- xv. DH/SDH – 300/301 – Individual Contract Employees (against sanctioned post and with Finance concurrence)
- xvi. DH/SDH – 300/302- Other Contractual Services (Sanctioned against vacant post and with Finance Concurrence)
- xvii. DH/SDH – 310/317 – Ex-gratia Payments (accidental death/ compassionate appointment) – sanctioned on specific orders from case to case
- xviii. DH/SDH – 310/318 – Obsequies Charges
- xix. All HOAs under MH 2245 – Relief on Account of Natural Calamities, except that of SMH 80
- xx. All HOAs under MH 2071 – Pensions and Other Retirement Benefits
- xxi. 2225-01-800-11-04-310-312VN and 2225-01-800-12-04-310-312 VN - Expenditure pertaining to SC/ST Atrocities Act
- xxii. 2235-60-104-00-04-500-501 VN – Expenditure relating to Booster Scheme
- xxiii. 7610-00-800-00-04-001-000 VN – Expenditure relating to Employees Festival Advance

f) HOAs under the following combinations are ordered to be operated as BRO items and therefore expenditure in these HOA combinations can be incurred only after the issue of BROs:

- i. All DH/SDH under 170 –Training;
- ii. All DH/SDH under 200–Other Administrative Expenses (except 200/207 Medical Expenses (non-employees));
- iii. All DH/SDH combinations 210 - Materials and Supplies (except 210/212 Drugs and Medicines);
- iv. DH/SDH combinations 260/261–Advertisements–Print Media; 260/262 Advertisements – Electronic Media; and 260/263 –Outdoor Advertisements;
- v. DH/SDH combination 300/303–TA/DA to Contract Employees;
- vi. DH/SDH combinations 330/333 – Incentives to Individual Beneficiaries and 330/334 – Incentives to Organizations/Industries;
- vii. All DH/SDH under 360 - Fees, Fines &Refunds;
- viii. DH/SDH combination 410/411. Secret Service Expenditure
- ix. DH/SDH combinations 500/501 – Compensation (Non-R&R) and 500/502 – R&R Cash Benefits;
- x. DH/SDH combination 510/512 – Purchase of Motor Vehicles;
- xi. DH/SDHcombination520/521–Purchase of Machinery & Equipment;
- xii. DH/SDH combination 540/541 –Investments;
- xiii. DH/SDH combination 560/561 – Repayment of Borrowings;
- xiv. All DH/SDH combinations 800. User charges
- xv. All DH/SDH combinations 900. DBT – Grants-in-Aid (Except YSR Pension Kanuka)

- g)** The online BRO items mentioned in para 7 (f) will be issued each quarter only after receipt of request from the concerned Departments with detailed justification and after incurring of expenditure of the amount already authorized.
- h)** Provisions made for New Schemes in budget for 2020-21 will be considered for release only after receipt of proposals from the concerned Departments with detailed work plan and budget. Specific BROs will be issued for the same.
- i)** In respect of Centrally Assisted State Development Schemes under Group Sub- Head (GSH) 12 & corresponding Matching State Share provided under GSH 06, Budget will be released, through a specific Budget Release Order (BRO), only on receipt of the funds from Government of India & the concerned funding agency. In instances, where difficulty arises in the payment of salaries in time to employees covered under Centrally Sponsored Scheme on account of non-issuance of BROs due to non- release of funds by Government of India, the concerned Department are directed to send proposal in time for seeking advance release of the amount required towards salaries pending receipt of funds from Government of India, in order to avoid any delay in the payment of salaries. In such instances, the Finance (FMU) Departments shall issue the BRO towards the requirement of salaries, subject to adjustment of the amount, while subsequently releasing the CSS and MSS amounts.
- j)** In case of the Externally Aided Projects under GSH 03, RIDF Schemes under GSH 07, and AIBP under Group Sub Head 21, that operate on reimbursement basis & where the State has to incur the expenditure first, the Budget is considered as released & there is no need for a BRO to incur the expenditure. This is applicable for only DH/SDH 270 and 530.
- k)** In case of Loan Repayments under MH6003 and MH6004; and interest payments under MH 2049, the concerned Department shall upload the exact distribution figures for the financial year based on the schedule of payments.
- l)** In respect of Capital Head of Accounts (other than GHs 12 & 06) related to the Works Expenditure of all Departments, the budget should not be distributed to the DDOs. The Budget Control must be observed at the level of HoD only. Further, the bills that have sufficient fund available at the HoD level, must be sent for Audit to the Works PAOs & the rest shall be maintained a separate queue at the HOD level, after the DDOs submit the same. Once sufficient budget is made available by the Government, the bills will be cleared from the HOD queue on seniority, based on their submission date. However, in respect of works under DH 270-Minor Works & DH/SDH 310/319, the bills will be allowed up to the Budget provision only.
- m)** Expenditure towards advertisement charges under DH/SDH 260/261 – Advertisements - Print Media; 260/262-Advertisements-Electronic Media; 260/263-Outdoor Advertisements and 260/264 – Sponsorships/Publicity shall be met by the Information & Public Relations (I & PR) Department only. The concerned Departments shall place the work orders, duly defining the scope of the work, to the I&PR Department, without mentioning the name of the newspaper/advertising agency. The I&PR Dept, shall in turn shall execute the work & make payment to agencies/newspapers from its budget.
- n)** In respect of any budget provisions under HOAs with DH 800, all permissions hitherto granted to the respective departments, will have to be freshly reviewed & revalidated/ updated by the Finance Department & the BROs shall be issued, wherever necessary, in consultation with Budget Section.

- o) No re-appropriation is permissible for F.Y.2020-21 at the HODs level. If any amount is required to be re-appropriated within the Grant available, such action will be taken by the Finance Department only.

8. The principles outlined in the paras above, shall be configured in the Budget Control Master screens of CFMS & shall validate the distribution process. The Budget as per the above principles shall be made available in CFMS to the Secretariat Departments/HODs for further distribution to their SCOs/DDOs/PD Administrators. Where needed & feasible, the system shall make automated distribution/release with the approval of Special Secretary (B&HR).

9. **The following are the timelines for issue of Budget distribution:**

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| a) Uploading the budget for FY2020-21 in CFMS portal: | 3rd July 2020 |
| b) Release to HODs/Commencement of Distribution: | 3rd July 2020 |
| c) HODs to complete Distribution and Submit: | 5th July 2020 |
| d) FMUs to issue CBROs: | 6th July 2020 |

10. All the HODs & FMUs are advised to complete the activity as per the timelines above, failing which there will be constraints in preferring the bills. Also, configuring of respective office workflows and having the accurate HR data in the system is a key prerequisite for transacting in the system.

11. The CEO, APCFSS shall make necessary changes in the CFMS and enable the system for budget distribution and incurring of expenditure accordingly in addition to ensuring that the guidelines herein under this order are appropriately configured, maintained, monitored and reported on time to time basis.

12. All Secretariat Departments/Heads of the Departments/Director of Treasuries and Accounts, Pay & Accounts Officer, Directorate of Works Accounts & CEO, APCFSS are requested to follow these instructions scrupulously.

13. In case of any clarifications, the Departments/HoDs are requested to reach out to the concerned FMUs, Budget and IT wings of the Finance Department. The DDOs/SCOs/HODs/Secretariat Departments may contact the following members of the Help Desk for any information /assistance while distribution.

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|------------------------|-----------------------|
| 1. Sri K. Harikrishna, | Ph. No.: 7729981922 |
| 2. Sri T Sai Krishna, | Ph. No.: 9966838308 |
| 3. Sri Y Uma Mahesh, | Ph. No.: 9948637899 |
| 4. CFMS Help Desk, | Ph. No.: 0866-2468999 |

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHAMSHER SINGH RAWAT
PRINCIPAL FINANCE SECRETARY

To
All the Secretariat Departments
All the Heads of the Departments
All the District Collectors
The Accountant General (A&E), AP
The Director, Treasuries &Accounts, Ibrahimpatnam
The Pay & Accounts Officer, Ibrahimpatnam

The Director, Works Accounts, Ibrahimpatnam
The Dy. Directors/ District Treasury Offices
The CEO, APCFSS, Ibrahimpatnam.

Copy to:

All FMUs and Officers in Finance Department

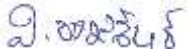
OSD to Minister for Finance

The PS to Chief Secretary

The PSs to the officers in CMO

The PS to PFS/Secretary (RM&IF)/Special Secretary (B&HR)/Special Secretary
SF/SCS

//FORWARDED:: BY ORDER//


SECTION OFFICER