

S. KRISHNAN, I.A.S.,
Additional Chief Secretary to
Government



Finance (SS) Department,
Secretariat, Chennai-9.

D.O. Letter No.46134/Fin.(SS)/2019, Dated: 05.03.2020

Dear

Sub: IFHRMS – Parallel Budgeting 2020-21 – Allocation of
Budget 2020-21 to the Drawing and Disbursing Officers
in the IFHRMS – Timelines – Communicated.

You are aware that the Budget for the ensuing financial year 2020-21 was already presented to the Legislature on 14.2.2020 and the same budgeting process is replicated in the IFHRMS to ensure the system's capabilities to independently handle the entire budgeting activities from 2020-21 onwards.

2) The budgeting activity in the IFHRMS will be completed by the Finance Department in the first week of March 2020 and the Budget for 2020-21 will be made available to the Heads of Departments/ Departments of Secretariat in the beginning of second week of March 2020 for allocation to the Drawing and Disbursing Officers (DDOs) under their control, through the IFHRMS.

3) As the budget is the core of all core functions upon which the other activities can be performed in the IFHRMS, it is essential and mandatory to concentrate and complete this process for the ensuing financial year 2020-21, in order to ensure adequate budget provision to each DDO by 1st April 2020.

4) I, therefore, request you to bestow your personal attention in this matter and ensure that all the budget allocating officers in your office and in the regions/ districts/ divisions under your administrative control are fully geared up to allocate the budget for the year 2020-21 to the respective DDOs on or before 20.3.2020 in the IFHRMS system. The system is customized to take care of the expenditure ceilings during the 'Vote on Account' period and hence the normal budget allocation for 2020-21 shall be done in the system.

5) For improving preparedness, I suggest you to be ready with the usual off-line budget allocation by this week end, based on the Demands for Grants for 2020-21 already circulated to your department. You may know that your department had done budget allocation for BE 2019-20 in September-October 2019, but not all the Budget Controlling Officers had completed this last time. So, you may take necessary efforts to gear up your field machinery in this.

6) This department has arranged an exclusive facility, a computer lab in the 4th Floor Conference Hall, Namakkal Kavignar Maligai, Secretariat to guide and support the budgeting activities of the officials from the Heads of Departments/ Secretariat Departments, which can be made good use of by your department officials.

7) I solicit your utmost co-operation in successfully completing the budget allocation and ensuring the budget in the hands of all the DDOs by 20.3.2020 positively. I also request you to communicate to me the status of completion of the process in the formats enclosed herewith, by 24.03.2020.

with regards,

Yours sincerely,



(S. KRISHNAN)

To
All Secretaries in Secretariat.
All Heads of Departments

Copy to:
All Officers in Finance Department.

FORMAT - I: ABSTRACT

IFHRMS BUDGET ALLOCATION 2020-2021

NAME OF HEAD OF DEPARTMENT:

| S.N. | DDO Hierarchy | No. of DDOs | No. of DDOs received Budget 2020-21 in IFHRMS | Pending DDOs yet to receive Budget 2020-21 in IFHRMS * |
|------|--|-------------|---|--|
| 1 | HoD DDO (Budget Allocating Officer/ Chief Controlling Officer) | | | |
| 2 | Budget Controlling Officers (BCO DDOs) in the Regions/ Districts; Division | | | |
| 3 | DDOs in Taluk/ Blocks | | | |
| | TOTAL DDOs in the Department | | | |

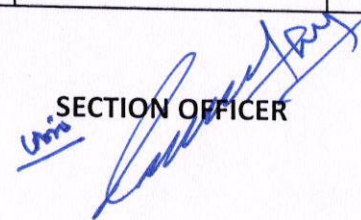
* Details of Individual DDOs should be furnished in the Format -II


SECTION OFFICER

FORMAT - II: DETAILED PENDING LIST of DDOs WHO HAVE NOT RECEIVED THE BUDGET 2020-21
IFHRMS BUDGET ALLOCATION 2020-2021

NAME OF HEAD OF DEPARTMENT:

| S.N. | DDO Code - Old | DDO Code - IFHRMS | DDO Name | DDO Location | Name of Dist. Try. and Sub-Try. of the DDO | Budget is received from which BCO/ HoD | |
|------|----------------|-------------------|----------|--------------|--|--|--------------------------|
| | | | | | | Name and Location | DDO Code of the BCO/ HoD |
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SECTION OFFICER