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Government of Odisha
Housing & Urban Development Department

No. 2987 /HUD Bhubaneswar, Dated the 31.1.17
13-DIR-57-016-59/14

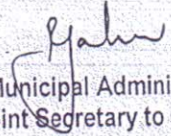
ORDER

The Budget Estimate of the Chatrapur (N) for the year 2016-17 with receipt amounting to Rs. 9,66,14,681/- and expenditure amounting to Rs.9,11,57,705/- is hereby approved under section 109 of Odisha Municipal Act/Section 141 of Odisha Municipal Corporation Act with the following instructions/conditions to be scrupulously adhered to by, the concerned Municipal Council and the Executive Officer/Municipal Commissioner. Any deviation and mis-utilisation of Municipal funds shall be viewed seriously.

1. No government Grant shall be utilized for any other purpose other than its originally sanctioned purpose. Under extremely urgent circumstances, if it is required to utilize for any other purpose, then prior permission is required to be obtained from the Government.
2. No expenditure can be incurred unless backed by a budget.
3. Any expenditure prior to being incurred shall be backed by appropriate sanctions (administrative/technical sanctions as the case may be) in accordance with the procedure laid down in the Odisha Municipal Act and Odisha Municipal Corporation Act.
While incurring expenditure out of Corporation/Municipal fund, sanction of the Competent Authority needs to be taken as per the provision.
4. The ULBs are required to maintain a separate bank account for each separate scheme for which the money is sanctioned. Own income should not be mixed with Govt. Grant & wherever joint account is mandatory, necessary coordination with PD, DUDA may be done immediately.
5. Emphasis has to be given on revenue enhancement measures. Utmost care has to be taken for fully coverage of PropertyTax/Holding Tax with proper assessment and revision. The other sources like License Fees, Advertisement Fees, User Fees, Mobile Tower fees & other Miscellaneous fees etc. should be given emphasis. There should be some monitoring mechanism for proper review & actions to achieve the target as mentioned in the budget.
6. All the liabilities which are excluded from the Budget like EMD, ISD & APS should be deposited in a separate account so that the ULB can earn maximum amount of interest and be able to refund the 3rd parties at any time. These liability amounts should not be diverted for any other purpose at any cost as it is related to 3rd party payment.
7. All the deductions from the different bills (like SD, IT, WCT, CESS, Royalty, EPF etc) should be immediately deposited in Govt. Account. Diversion of these deductions towards any other purpose is not allowed.
8. Loan received from various sources should be kept in close watch by the Executive Officer/Municipal Commissioner and should be taken proper care for its utilisation during the financial year, so that income can be generated from the asset and loan can be repaid with interest as soon as possible. The loan availed for the projects shall be kept under the strong administrative control to yield the revenue.
9. Annual Action Plan has to be submitted in respect of all the grants for approval of Govt., failing which the expenditure will be treated as irregular.
10. Grants under the Plan Schemes for roads should be spent only on new construction of roads and not on repairs.

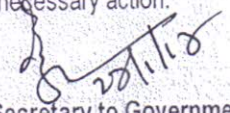
11. The grants for maintenance of roads should be spent only on repair/ Maintenance/ Improvement/ expansion of motorable roads of ULBs.
12. Expenditure of 25% for basic services to Urban Poor as per Budgetary provision has to be strictly adhered to.
13. The closing balance is to be maintained as per provision.
14. Repayment of Electricity & Water dues shall be considered on priority and cleared up to the last quarter of the Financial Year as far as practicable and no part of the dues be left unpaid.
15. Priority to be given for completion of incomplete works and due maintenance of existing infrastructures.
16. The budgetary provisions shall strictly be incurred as per the provisions of Odisha Municipal Act/Odisha Municipal Corporation Act and instructions from Government issued on the score from time to time.
17. Monitoring & measuring the Budgeted head of expenditure is Budget variance Report (BRV). The BRV shall be prepared on quarterly basis by the ULB to analyse the positive and negative variance with reasons.
18. Expenditure towards observation of LSG day & Independence day etc to be made as per provision fixed by this Department earlier.

The Budget Estimate is approved subject to strict observance of all financial formalities.


Director, Municipal Administration &
Ex-Officio Joint Secretary to Government

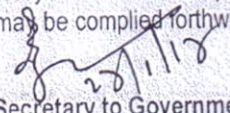
Memo No. 2382 /HUD., Bhubaneswar, the 31.1.17

Copy forwarded to the Collector & District Magistrate, Ganjam for information and necessary action.


Deputy Secretary to Government

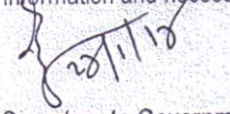
Memo No. 2383 /HUD., Bhubaneswar, the 31.1.17

Copy to the Executive Officer, Chatrapur (N) for favour of information and necessary action. The receipt of approval of the Budget may be acknowledged and special instructions issued there under may be complied forthwith.


Deputy Secretary to Government

Memo No. 2384 /HUD., Bhubaneswar, the 31.1.17

Copy forwarded to the Under Secretary to Govt., Funds Section, H&UD Dept. for information and necessary action.


Deputy Secretary to Government