



F.No 46-1/2015/ST  
GOVERNMENT OF INDIA  
Zoological Survey of India

New Alipore, Kolkata-53  
Dated 24<sup>th</sup> April 2018

OFFICE MEMORANDUM

02/05/18

**Subject:- Introduction of Mandatory Payment through PFMS**

As per Rule 232 & 233 of General Financial Rule 2017, Every Centrally Sponsored Scheme should have a time-bound quantifiable and measurable outcome targets. To ensure monitoring and effective control over such schemes, the number of schemes should be restricted, so that the gain from the expenditure on such schemes is maximized. The role of the Departments should be capacity building, inter-sectoral coordination and detailed monitoring. The monitoring of funds should be undertaken through PFMS. The Departments should establish a mechanism to ensure that the funds earlier released have been effectively utilised and that the data and facts reported relating to physical and financial performance are correct. Ministry of Environment, Forest & Climate Change or DST or Government sponsor Projects or any other projects are undertaken by Zoological Survey of India and the results from which are expected to be in national interest. Normally the entire expenditure on such projects or schemes including Capital Expenditure is funded by the MOEF&CC or DST or any other Government departments. On completion of the Projects or Schemes and the receipt of technical and financial reports, the Ministries/ Departments should decide and communicate to the implementing agencies whether the assets should be returned, sold or retained by them. If the assets are to be retained, the Zoological Survey of India should include the assets at the book value in own accounts.

The universal roll out of the Public Financial Management System (PFMS) in ZSI has been completed. PAO(BSI/ZSI) is paying authority in respect of payments of ZSI. It is observed that many projects have been received through MoF&CC or DST or other agency. All PI are requested to switch over their respective projects to PFMS since payment is required to made on line through PFMS only. In this regard refer Ministry of Finance Office Memorandum 48(06)/PF-II/2016 dated 12 Sep 2017. It is also observed that Indents are received at the last movement to Stores Section which debarred the tendering and other procedures. Indentor will intimate the date of commencement of Project and completion of Project. The following procedure has been made for indent of items for Externally Funded Projects:-

- (a) Indentor will forward their demand with detailed specification. Mentioning Make and Model in Indent will not be accepted. It has been noticed that PIs are forwarding their Indent with particular Make & Model. The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure. Specification should be made in such a way that specification meets of at least three different manufacturers.
- (b) Indent will be forwarded along with Detailed Project Report at the time of receiving the approval. Item must be available in DPR.
- (c) It has been observed that either estimated cost has not been mentioned in the indent or estimated rates are being worked out in an unprofessional and perfunctory manner which results in retendering or delay in procurement. Estimated cost will be provided by the Indentor.
- (d) The details of following information for on line payment is to be attached along with Indent:- Grant No, Function Head, Object Head and Category. Indent should be approved by the competent authority.

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(e) At the End of Project, Pls are requested to return the items to Stores Section before taking UC from DDO / PAO so that assets are taken on the account of Zoological Survey of India.

Therefore, all concerned are required to take necessary steps while forwarding Indent to Stores Section.



(UK Singh)  
Head of Office

BS40 ✓ All Officer-in-Charge

DDO

PAO (BSI/ZSI)