

File No.16-1/2020-B/part/229  
Department of Telecommunications  
(Budget Section)


New Delhi, the 6<sup>th</sup> July, 2021

**OFFICE MEMORANDUM**

Subject : Cash Management System in Central Government –Modified Exchequer control Expenditure Management in respect of Q2 of 2021-22.

Vide O.M.No. 12(13)-B(W& M)/2020 dated 30<sup>th</sup> June,2021(copy enclosed) on the above subject, Department of Economic affairs, Ministry of Finance has decided to restrict the overall expenditure within 20% of BE 2021-2022 in quarter 2 (July to September ,2021).

- 2. All heads of DoT units are therefore requested to take steps to restrict the overall expenditure within 20% of BE 2021-22 in Q2 (July to September ,2021) in compliance with the above decision of MoF.
- 3. Any deviation from these guidelines would require prior approval from Ministry of Finance .
- 4. This issues with the approval of Member (F) DCC.

  
(Pradip Pramanik)  
ADG(Budget)

Enclo : As above.

To

- 1. All Sr.DDDGs/DDGs/CVO/JS Level Officers of DoT HQ.
- 2. Heads of Attached Offices /Field Offices /Statutory Bodies/Autonomous Bodies/Training Institute of DoT(As per list attached)

Copy to:

- 1. Director (IT) ,4<sup>th</sup> Floor ,Sanchar Bhawan, for uploading the OM on Dot website.

F.No. 12(13)-B(W&M)/2020  
Ministry of Finance  
Department of Economic Affairs  
(Budget Division)

New Delhi,  
30<sup>th</sup> June, 2021.

**OFFICE MEMORANDUM**

**Subject:** Cash Management System in Central Government-Modified Exchequer Control Based Expenditure Management in respect of Q2 of 2021-22.

Attention of Ministries/Departments is drawn to this Ministry's O.M. issued under F.No.15(39)-B(R)/2016 dated 21.8.2017 regarding modified exchequer control based expenditure management under Cash Management System in Central Government.

2. The existing guidelines for expenditure control have been reviewed. Keeping in view the evolving situation arising out of COVID-19 and anticipated cash position of Government, it is felt essential to regulate Quarterly Expenditure Plan (QEP)/Monthly Expenditure Plan (MEP) of specific Ministries/Departments for Quarter 2 (July-September, 2021) in the following manner:

(i) **Category A** - Ministries/Departments of the following Demands/Appropriations will continue to be governed by the extant MEP/QEP guidelines:

Number and Name of the Demand/Appropriation	
Demand No. 1	Department of Agriculture, Cooperation and Farmers' Welfare
Demand No. 4	Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy ( AYUSH)
Demand No. 6	Department of Fertilisers
Demand No. 7	Department of Pharmaceuticals
Demand No. 15	Department of Food and Public Distribution
Demand No. 20	Capital Outlay on Defence Services
Demand No. 21	Defence Pensions
Demand No. 37	Interest Payments
Demand No. 39	Pensions
Demand No. 40	Transfers to States
Demand No. 44	Department of Health and Family Welfare
Demand No. 45	Department of Health Research
Demand No. 59	Ministry of Housing and Urban Affairs
Demand No. 62	Department of Drinking Water and Sanitation
Demand No. 67	Ministry of Micro, Small and Medium Enterprises
Demand No. 84	Ministry of Railways
Demand No. 85	Ministry of Road Transport and Highways
Demand No. 86	Department of Rural Development
Demand No. 94	Department of Space

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30/6/2021

● (ii) **Category B:** Ministries/Departments of the following Demands/Appropriations will require to restrict the overall expenditure within 20% of BE 2021-2022 in Quarter 2 (July to September, 2021):

Number and Name of the Demand/Appropriation	
Demand No. 2	Department of Agricultural Research and Education
Demand No. 3	Atomic Energy
Demand No. 5	Department of Chemicals and Petrochemicals
Demand No. 8	Ministry of Civil Aviation
Demand No. 9	Ministry of Coal
Demand No. 10	Department of Commerce
Demand No. 11	Department for Promotion of Industry and Internal Trade
Demand No. 12	Department of Posts
✓ Demand No. 13	Department of Telecommunications
Demand No. 14	Department of Consumer Affairs
Demand No. 16	Ministry of Corporate Affairs
Demand No. 17	Ministry of Culture
Demand No. 18	Ministry of Defence (Civil)
Demand No. 19	Defence Services (Revenue)
Demand No. 22	Ministry of Development of North Eastern Region
Demand No. 23	Ministry of Earth Sciences
Demand No. 24	Department of School Education and Literacy
Demand No. 25	Department of Higher Education
Demand No. 26	Ministry of Electronics and Information Technology
Demand No. 27	Ministry of Environment, Forests and Climate Change
Demand No. 28	Ministry of External Affairs
Demand No. 29	Department of Economic Affairs
Demand No. 30	Department of Expenditure
Demand No. 31	Department of Financial Services
Demand No. 32	Department of Investment and Public Asset Management (DIPAM)
Demand No. 33	Department of Revenue
Demand No. 34	Direct Taxes
Demand No. 35	Indirect Taxes
Demand No. 36	Indian Audit and Accounts Department
Demand No. 41	Department of Fisheries
Demand No. 42	Department of Animal Husbandry and Dairying
Demand No. 43	Ministry of Food Processing Industries
Demand No. 46	Department of Heavy Industry
Demand No. 47	Department of Public Enterprises
Demand No. 48	Ministry of Home Affairs

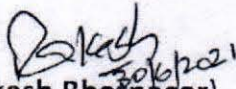
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Number and Name of the Demand/Appropriation	
Demand No. 49	Cabinet
Demand No. 50	Police
Demand No. 51	Andaman and Nicobar Islands
Demand No. 52	Chandigarh
Demand No. 53	Dadra and Nagar Haveli and Daman and Diu
Demand No. 54	Ladakh
Demand No. 55	Lakshadweep
Demand No. 56	Transfers to Delhi
Demand No. 57	Transfers to Jammu and Kashmir
Demand No. 58	Transfers to Puducherry
Demand No. 60	Ministry of Information and Broadcasting
Demand No. 61	Department of Water Resources, River Development and Ganga Rejuvenation
Demand No. 63	Ministry of Labour and Employment
Demand No. 64	Law and Justice
Demand No. 65	Election Commission
Demand No. 66	Supreme Court of India
Demand No. 68	Ministry of Mines
Demand No. 69	Ministry of Minority Affairs
Demand No. 70	Ministry of New and Renewable Energy
Demand No. 71	Ministry of Panchayati Raj
Demand No. 72	Ministry of Parliamentary Affairs
Demand No. 73	Ministry of Personnel, Public Grievances and Pensions
Demand No. 74	Central Vigilance Commission
Demand No. 75	Ministry of Petroleum and Natural Gas
Demand No. 76	Ministry of Planning
Demand No. 77	Ministry of Ports, Shipping and Waterways
Demand No. 78	Ministry of Power
Demand No. 79	Staff, Household and Allowances of the President
Demand No. 80	Lok Sabha
Demand No. 81	Rajya Sabha
Demand No. 82	Secretariat of the Vice-President
Demand No. 83	Union Public Service Commission
Demand No. 87	Department of Land Resources
Demand No. 88	Department of Science and Technology
Demand No. 89	Department of Biotechnology
Demand No. 90	Department of Scientific and Industrial Research
Demand No. 91	Ministry of Skill Development and Entrepreneurship
Demand No. 92	Department of Social Justice and Empowerment

Number and Name of the Demand/Appropriation	
Demand No. 93	Department of Empowerment of Persons with Disabilities
Demand No. 95	Ministry of Statistics and Programme Implementation
Demand No. 96	Ministry of Steel
Demand No. 97	Ministry of Textiles
Demand No. 98	Ministry of Tourism
Demand No. 99	Ministry of Tribal Affairs
Demand No. 100	Ministry of Women and Child Development
Demand No. 101	Ministry of Youth Affairs and Sports

3. Items of large expenditure would continue to be governed by the guidelines issued by this Ministry's O.M. F.No. 12(39)-B(R)/2016 dated 21.8.2017. Ministries/ Departments are advised to observe the guidelines strictly and regulate the expenditure accordingly in the current fiscal. Any deviation from these guidelines would require prior approval from Ministry of Finance. While processing applications for relaxation of guidelines, priority will be given to relaxations arising on account of increases in capital expenditure.

4. This issues with the approval of Finance Secretary and Secretary, Department of Expenditure.

  
 (Rakesh Bhatnagar)  
 Deputy Director

The Cabinet Secretary, Government of India;  
 The Comptroller & Auditor General of India;  
 The Secretaries of all Ministries/Departments;  
 The Secretary (Defence Services), Ministry of Defence;  
 The Financial Commissioner, Ministry of Railways;  
 Member (Finance), Department of Telecommunications;  
 Controller General of Accounts, Ministry of Finance, Department of Expenditure; and  
 Financial Advisers/Pr.CCAs/CCAs of all Ministries/Departments.

F.No.15(39)-B(R)/2016  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(Budget Division)

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Dated Aug 21, 2017

Office Memorandum

Sub: Cash Management System in Central Government – Modified Exchequer Control Based Expenditure Management

1. This OM is issued in supersession of following OMs: -
  - F.NO. 4(10)-W&M/2016 dated August 4, 2016
  - F. No. 21 (1)-PD/2005 dated December 27, 2006
  - F. No. 21 (1)-PD/2005-Vol II dated July 30, 2012
  - F. No. 21 (1)-PD/2005 dated January 15, 2013
  - F. No. 21 (1)-PD/2005 dated July 3, 2013
  - F. No. 21 (1)-PD/2005 dated January 10, 2014
  - F. No. 21 (1)-B(PD)/2014 dated July 22, 2015
  
2. To bring about more effectiveness and efficiency in cash management system, a Cash Co-ordination Committee (CCC) headed by JS(Budget) with members from office of CGA, RBI and Budget Division was constituted by the Government on 19.05.2016 vide OM dated 19.5.2016.
  
3. Based on the deliberations of the Committee, consultation with Financial Advisors of some key Ministries representing infrastructure, Social, and economic Sector was undertaken. Inputs from O/o Controller General of Accounts were also sought. Accordingly, guidelines for more effective and efficient cash and expenditure management in the Government of India have been prepared and outlined here. This will help avert situation of temporary mismatches in cash outflows and cash inflows, and thereby prevent additional transitory borrowing through treasury bills/ CMBs and thereby help save on interest expenses. It would also prevent unnecessary build-up of cash, which creates liquidity crunch in the economy and in process again raises cost of Government borrowing.
  
4. Accordingly, the following guidelines are hereby notified:
  - (i) All FAs shall ensure that Monthly/Quarterly Expenditure Plan (MEP/QEP) of respective Ministries are prepared and sent to Budget Division, DEA, Ministry of Finance within two weeks of passing of their Detailed Demand for Grants (DDG) in Parliament. MEP/ QEP would be worked out and included as Annex to the DDG in respect of the concerned Demand for Grants (DG). MEP/ QEP form the basis of cash forecast and

preparation of indicative calendar for Government borrowings. Deviations from MEP/QEP may result into distortions in the cash planning by GoI with multiple negative implications including increased cost of borrowing and hence would be viewed seriously.

- (ii) The MEP would form the basis of QEP and Ministries/ Departments concerned will not be allowed to release payments beyond QEP (equal to sum of MEPs within that quarter) without prior consent of Budget Division. Practice of expenditure beyond QEP without prior approval of Secretary (Expenditure) would be viewed adversely. No ex-post facto approval for the deviations from the approved QEP shall be normally considered.
- (iii) MEP/QEP may accordingly be prepared, with due diligence by factoring the overall trend of expenditure, seasonality of specific expenditure items, and the following broad principles:
- a. To the extent possible, the bulk expenditure items of more than ₹2000 crore may be timed in the last month of each quarter to utilize the direct tax receipt inflows in June, September, December, and March. The releases may be kept within 17<sup>th</sup> (or next working day if 17<sup>th</sup> is a holiday) and 25<sup>th</sup> (or next working day if 25<sup>th</sup> is a holiday) in these months.
  - b. Within the MEP/QEP, a calendar of big releases of ₹200 crore to ₹2000 crore shall be prepared to build certainty in cash outflows, as far as possible. The range of dates of such releases may be kept between 21<sup>st</sup> (or next working day if 21<sup>st</sup> is a holiday) and 25<sup>th</sup> (or next working day if 25<sup>th</sup> is a holiday) of a month to take advantage of the GST (excise duty and service tax) inflows.
  - c. The dates for these major expenditure of ≥ ₹200 crore shall be annexed to the MEP/QEP.
  - d. As at present, Salary would be released on last working day of each month.
  - e. In case a major expenditure of more than ₹200 crore and above needs to be released outside these dates, prior approval with two working days' notice, shall be taken from Budget Division which shall, depending on cash position, convey acceptance (through fax or email) or suggest another appropriate date for such release. In case of any exigency, if so made out, the permission shall be given on same day.

- (A)
- f. Prior permission from Budget Division shall be a pre-requisite for any single payment release in excess of ₹5000 crore. The FAs may guard against attempts to deliberately split expenditure to stay within limits.
- g. Not more than 33% and 15% of expenditure of Budget Estimates shall be permissible respectively in the last quarter and last month of the financial year. The restriction shall be observed both scheme-wise as well as for the Demand for Grants as a whole.
- h. The FAs will monitor the release of funds to autonomous bodies and other organizations to ensure that there is no undue build-up of funds with such bodies/ organizations and money is released to them just in time.
- (iv) The exchequer control would apply cumulatively at the Demand for Grant (DG) level only i.e. inter-se variations between months within a quarter would be permissible, subject to statutory restrictions and guidelines in this regard.
- (v) The relaxation in the QEP and carry forward of the unspent amount across quarters may be exception rather than norm. While seeking such relaxations, detailed justification for the deviations shall be recorded. The generic reasons such as 'delays in sanction order', 'late receipt of claims', delays in necessary approvals' shall not be accepted unless substantiated by specific reasons.
- (vi) Savings, if any, incurred during QEP would not be available for automatic carry forward to the next quarter, without revalidation of such savings by the Budget Division for the next quarter through modification in QEP. However, spillover in MEP, not inconsistent with QEP will not require prior revalidation from the Budget Division. The FAs may nonetheless use such MEPs for their internal monitoring with the target of complying by the QEP limits.
- (vii) The Budget Division would convey its decision on revalidation of QEP, within 7 days of the request, unless there are some specific queries.
- (viii) The provisions stipulated under Rule 209 (6) (iii) of GFR shall be strictly complied by all Ministries/Departments and accordingly, the releases to the various Implementing Agencies (IAs) have to be restricted / rationalized keeping in view the unspent balances lying with the IAs. For this purpose, the Programme Division of Ministries/Departments shall take help of PFMS Portal to know the bank balance of the recipients (IAs) before making every fresh release. The instructions of Department of Expenditure regarding the use of PFMS Portal for Central Sector Schemes issued vide F.No. 66 (29) PF-II/2016 dated 15-07-2016 shall be strictly followed by all



Ministries/Departments. It is learnt that O/o Controller General of Accounts has been making efforts to extend the PFMS portal to all types of payments. Accordingly, the same principles of 'just in time release' should be applied for releases in respect of all payments to the extent possible.

- (ix) The releases to any Implementing Agencies (IA), including an Autonomous body, shall be on monthly basis, rather than in an ad-hoc manner, to avoid any avoidable parking of funds.
- (x) Financial Advisers shall review and freeze the timing of the receipts of Dividend and various other Non-Tax receipts (NTRs) of their respective Ministry/Departments. The dividend payments and buy back considerations would be targeted in the H1 part of financial year. The FAs shall also monitor the timely realization of other NTR and submit collection details of other NTR through the online portal 'Bharat Kosh' developed by CGA.
- (xi) Each Ministry/ Department would indicate month-wise estimate of the possible non-tax revenue inflows concerning that Ministry/ Department to Budget Division, while communicating their MEP/QEP, so that these inflows are factored in while according permission for expenditure. In case month-wise estimate is not feasible, such information would be provided on quarterly basis.

This Issues with the approval of Finance Minister

  
(Prashant Goyal)  
Joint Secretary (Budget)