



FINANCIAL MANUAL

Odisha Integrated Irrigation Project for
Climate Resilient Agriculture

(OIIPCRA)

**ODISHA COMMUNITY TANK DEVELOPMENT AND
MANAGEMENT SOCIETY (OCTDMS)**

Department of Water Resources
Government of Odisha

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ABBREVIATIONS AND ACRONYMS

AA	Agricultural Assistant
APC	Agriculture Production Commissioner
ARD	Animal resources Department
BRS	Bank Reconciliation Statement
CAAA	Controller of Aid Accounts and Audit
CAG	Comptroller and Auditor General of India
CE, MI	Chief Engineer Minor Irrigation
CIFA	Central Institute of Freshwater Aquaculture
CIFRI	Central Inland Fisheries Research Institute
CIFT	Central Institute of Fisheries Technology
CIWA	Central institute for women in agriculture
CoF	College of Fisheries
CS	Chief Secretary
DC	District Collector
DDA	Deputy Director Agriculture
DDH	Deputy Director Horticulture
DDO	Drawing and Disbursement Officer
DLPMT	District Level Project Management Team
DoAFE	Department of Agriculture and Farmers Empowerment
DoF	Directorate of Fisheries
DoH	Directorate of Horticulture
DoWR	Department of Water Resources
FIAC	Farm Information and Advisory Centre
GCF	Green Climate Fund
IUFR	Interim Unaudited Financial Report
JAO	Junior Agriculture Officer
JHO	Junior Horticulture Officer
KVK	Krishi Vigyan Kendra
OCTDMS	Odisha Community Tank Development & Management Society
OIIPCRA	Odisha Integrated Irrigation Project for Climate Resilient Agriculture
OPDC	Orissa Pisciculture Development Corporation
PD	Project Director
PR	Panchayati Raj
SPMU	State Project Management Unit
STD	Special Term Deposit
UC	Utilization Certificate
WB	World Bank

1. ABOUT THE PROJECT

1.1 Title

This document is the “Financial Management Manual” for the Odisha Integrated Irrigation Project for Climate Resilient Agriculture (OIIPCRA). This manual shall come into effect from the date of its approval by the Government. Any provision not covered under this manual shall be decided by the Governing Body of OCTDMS and / or appropriate authority assigned by the Government.

1.2 Purpose of the Manual

The main purpose of the manual is to ensure a sound Financial Management Practice by providing a guideline for integrating planning, budgeting, accounting, financial reporting, internal control, auditing, procurement, disbursement and the physical performance of the project for managing project resources efficiently and effectively to achieve the objectives of the project. This manual will establish the consistent and effective policies and procedures in order to ensure uniform practices throughout all districts covered under the project. The system will provide uniformity among different districts, facilitate exercise of adequate and appropriate control over all the expenditures and assets acquired, as well as ensure the correct recording of financial transactions in the appropriate books and records. It also aims to safeguard assets against wastage, fraud and misappropriation by ensuring accuracy and reliability in the records maintained.

1.3 Applicability of the manual

This manual is applicable to Financial Administration of all activities under the project where disbursement from the project budget or any financial liability on the behalf of the project is incurred.

1.4 Amendment in the manual

The State Project Management Unit (SPMU) under the approval of the Governing Body with prior concurrence of Finance Department and concerned Administrative Department (if required) may amend this manual. All such amendments must be circulated to all concerned officials and departments. Such circular should contain details of Para/ Line to be replaced and the date from which this will be effective. The Finance Unit at SPMU will maintain this manual.

1.5 Concept of the Project

Odisha Integrated Irrigation Project on Climate Resilient Agriculture project is a World Bank financed project aimed at improving tank-based livelihoods and strengthening community management of selected tank systems.

1.6 Components of the project

Project Components	Project Cost (USD)	IBRD Financing (USD)	Counterpart Funding (USD)
Climate Smart Intensification and Diversification of Production	74.60	52.22	22.38
Improving Access to Irrigation and Water Productivity	137.90	96.53	41.37
Institutional Capacity Strengthening	9.7	6.79	2.91
Project Management	12.93	9.05	3.88
Contingency Emergency Response	0.00	0.00	0.00

Total Project Cost	235.13	164.59	70.54
Front end fees	0.41	0.41	
Total financing required	235.54	165.00	70.54

1.7 Project Implementation Unit

OIIPCRA will be anchored through OCTDMS, a special purpose vehicle under the administrative control of the DoWR. OCTDMS, a society under Society Registration Act 1860, gives reasonable flexibility and autonomy to facilitate the implementation of this project. Considering the fact that, implementation of this project involves several line departments e.g. Agriculture, Fishery and ARD and even some tanks that come under a basin (medium irrigation tanks) and the tanks under PR department for the GCF linked components, a tight governance mechanism has been envisaged.

Institutional Framework is as follows:

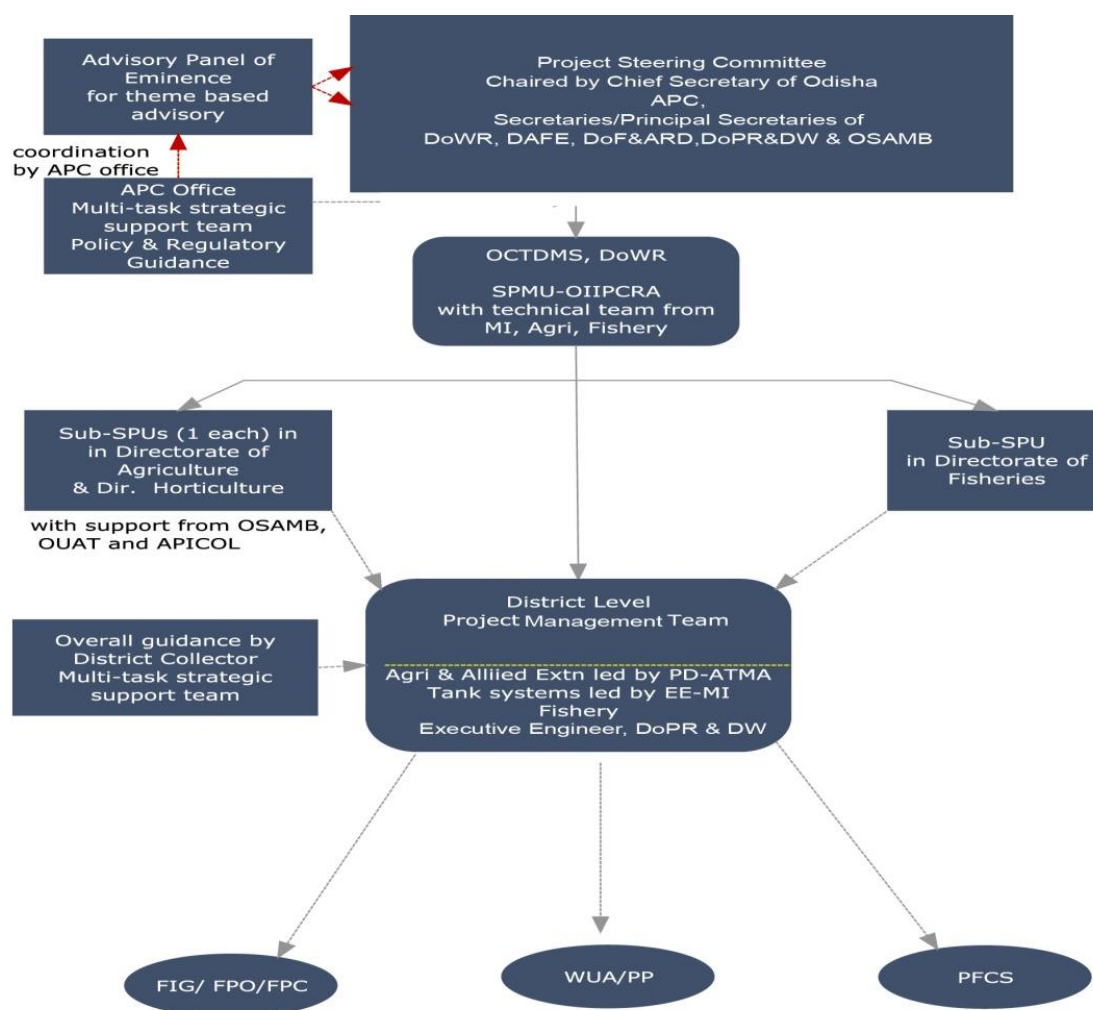


Figure 1: Institutional Framework of the Project

1.8 Institutional Arrangement, State Level

Proposed Institutional Framework: State level

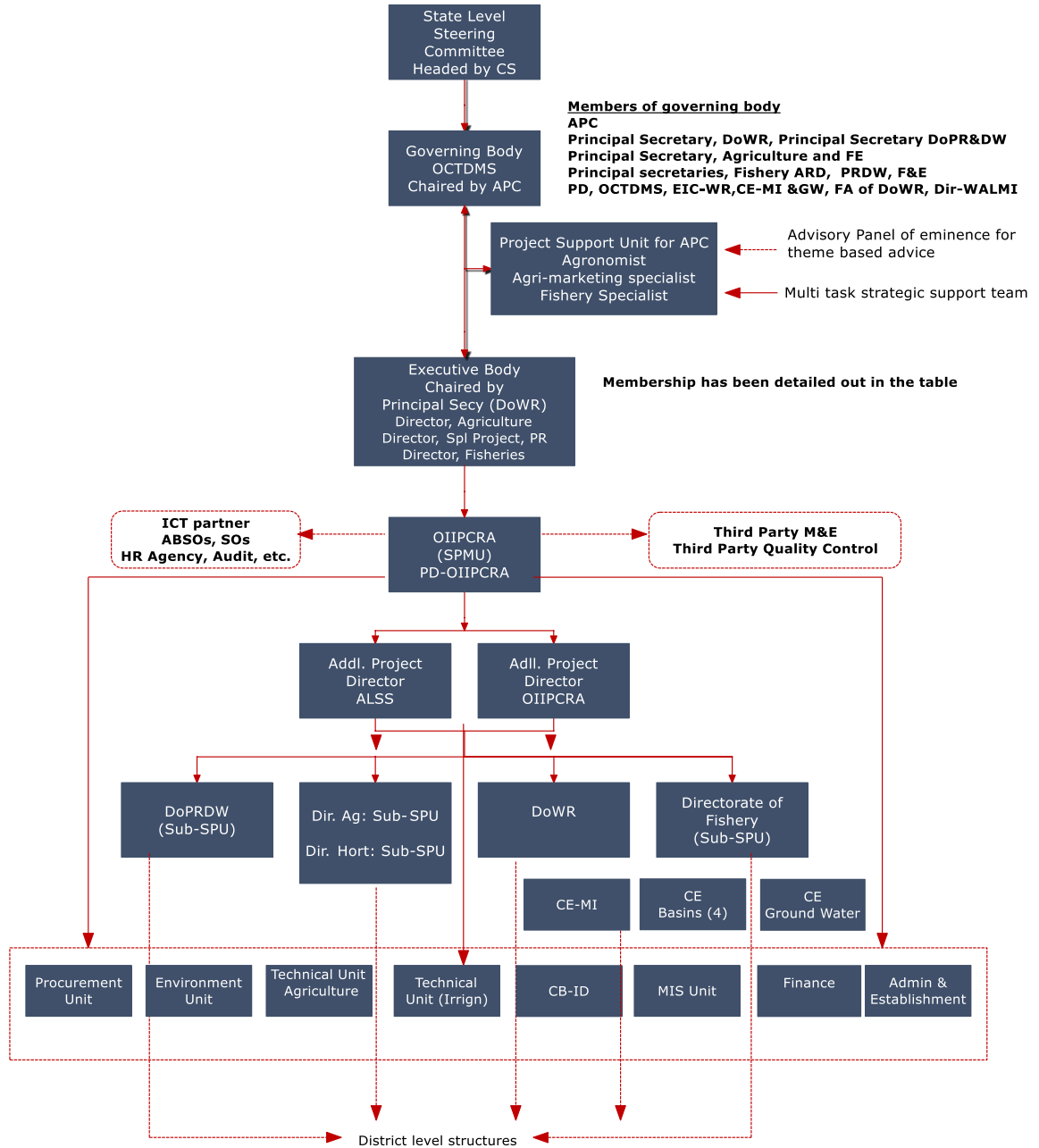


Figure 2: State and District Level Institutional Arrangement

1.9 State Level Institutional Arrangement for Project Implementation

Roles and Responsibilities of various committees, partner departments and support organizations have been detailed out below.

(1) State Level Steering Committee of OIIPCRA

The committee chaired by Chief Secretary (CS) will provide broad policy guidance to the project and help in inter-departmental coordination. The committee will comprise of APC, Secretaries or Principal Secretaries of the Government of Odisha for DoWR, DAFE, Department of Fisheries and Animal Resources Development, DoPR&DW, and OSAMB.

(2) Governing Body of OCTDMS

- I. Provide overall policy guidance and coordination on matters relating to programme implementation by the State Project Management Unit and district level project management teams.
- II. To ensure coordination with various departments, agencies and convergence of different activities under various components of the project.
- III. To ensure that the project is implemented as per the approved Annual Work Plan and Budget and Audit Accounts.
- IV. To formulate, alter and amend the objectives, rules and regulations of the Society, constitute committees from time to time as and when considered necessary for effective execution of the programmes, and schemes.
- V. Delegate powers and function to the employees, committees and the consultants of the Society as needed.
- VI. Consider and approve the annual accounts ensuring proper auditing of the expenditure by competent authority.

(3) Executive Body (EB) of OCTDMS

- I. Implement the policies / decisions of the Governing Body.
- II. Interact with GOI / World Bank and support the implementation of, or directly implement, various activities as well as programmes ensuring participation of the defined stakeholders in different components of the project.
- III. Co-ordinate with various line departments, State Govt. and other sectoral/funding partners, resource organization and support organizations (for social mobilization, training) and ensure participation of stakeholders in different components of the project.
- IV. Monitor and evaluate the implementation of the schemes by the various partner agencies including SOs.
- V. Undertake any other activities that are consistent with the aims and objectives of the Society.

(4) Project Cells in the Partner Departments at the State Level

Apart from the Project Support Unit attached to the APC office, there shall be Sub-Project Support Unit (Sub-PSU) in Department of Agriculture and Farmers' Empowerment under the Principal Secretary; under Director Fishery and Director-Special Projects-PR. The key function of the cells will be to interface with SPMU and district level departmental officials to give special thrust to activities of the project envisaged under their respective components.

(5) Project Director-SPMU, OIIPCRA

- I. The Project Director shall be the Chief Executive Officer of the Society and Member-Secretary of the GB and EB.
- II. He shall be officer of the rank of Additional Secretary/Special Secretary as decided by the State Govt.
- III. All executive and financial power of the Society shall vest on the Member Secretary who shall be responsible for the planning implementation and monitoring of activities as would be guided and decided by the Society.
- IV. Will exercise and discharge such other duties as may be delegated to the Secretary by the Society.
- V. Will convene the meetings of the Governing Body and record the minutes of the proceedings
- VI. Will remain in overall in-charge of planning, implementation and monitoring of all activities of the Society.
- VII. Will be in overall in-charge of the funds of the Society and operate the Society's accounts in the Banks
- VIII. In addition, he will also execute the specific components of the GCF with support from various agencies contracted separately

1.10 District Level Institutional Arrangement for Project Implementation

(1) District Level Project Management Team (DLPMT)

For smooth execution of the project and framed activities under different project components, each project district will have a District Level Project Management Team (DLPMT). This team will be responsible for project planning and monitoring. The DLPMT will comprise of members from the executing Departments / Directorates, i.e., agriculture, horticulture, irrigation, PR&DW and fishery. The District Level Project Management Team will be headed by the Collector and District Magistrate of the concerned district who will also function as the chairperson of the DLPMT.

(2) Project cell in PD-ATMA office

This cell will be responsible for regular tracking of activities and prepare status report for review by collector.

2. THE FINANCIAL MANAGEMENT SYSTEM

A sound Financial Management system is critical for the efficient and effective decision- making required for the success of the project. This brings together planning, budgeting, accounting, financial reporting, internal control, auditing procurement, control, disbursement and physical performance of the project with the aim of managing the project resources properly for the achievement of the project objectives.

The Financial Management staff at the various line departments, including Divisional Accountants at the Offices of Executive Engineer/s MI department will be responsible for managing the project funds. To cope with the additional workload, if needed additional accounting staff on contract basis, will be engaged at the Directorate level and will support the existing departmental staff to ensure adequate oversight over the financial management performance under the project. The SPMU will also engage and maintain through the project life adequately qualified financial management staff to manage the accounting and financial reporting functions for the SPMU and the project.

2.1 Purpose

The project is to be implemented at multi-layer including at ATMA, SPMU, Directorate and department level. The purpose of the Financial Management system is to put in place the system and procedure for book keeping, laying down accounting policy, transaction recording and management, audit, procurement, maintenance of books of accounts, generation of financial report, project monitoring tools etc., aligned with the norms of the funding agency for the guidance of the officials while handling the financial and operational issues in the project.

2.2 Aim

The financial management of OIIPCRA aims at producing real time, relevant and reliable financial information that would allow the project executives to plan and implement the project, monitor compliance with agreed procedures, and appraise the project progress towards the set objectives.

2.3 Objectives

Following are the objectives of the financial management system of the project.

- Efficient use of scarce resources – proper funds flow
- Efficient accounting system
- Insuring the use of IT for reliable, relevant, real time and online financial reporting system
- Proper and useful utilization of fund
- Compliance of applicable rules and laws
- Accountability and responsibility for efficient use of project resources
- Proper forecasting and budgeting
- Identify financial risks
- Timely preparation and submission of disbursement report
- Financial evaluation of the project both - pre and post
- Ensuring sufficient fund availability for the project
- Use of information technology in financial management and procurement

2.4 Salient Features of Financial Management System of OIIPCRA:

- Planning and budgeting
- Fund flow arrangement
- Banking operation and BRS
- Accounting

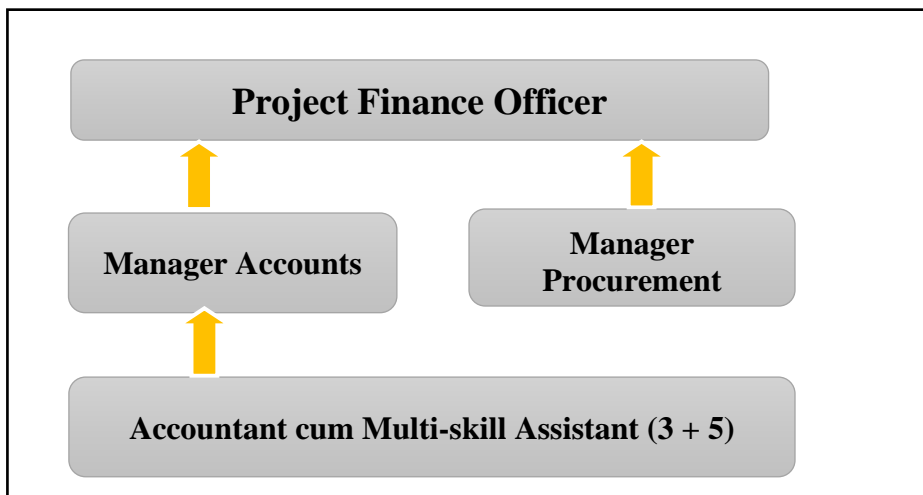
- Delegation of power
- Internal control
- Financial reporting
- Audit
- World bank disbursement

2.5 Organizational Structure of Financial Management

Separate approval of Finance Department is required to be obtained regarding hiring of Manager, Procurement / Accountant-cum-Multi Skill Assistant from open market in respect of other contractual posts.

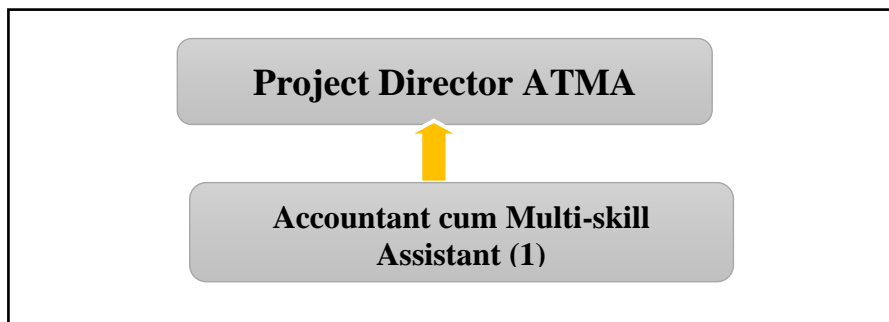
Following staff will discharge the financial management function at different levels of OIIPCRA.

State Level - SPMU



- Project Finance Officer - from Odisha Finance Service (OFS) of the rank of Deputy Secretary or above appointed by the Govt. of Odisha.
- Manager Accounts – Hired on contractual basis from open market
- Manager Procurement – Hired on contractual basis from open market or Rank of Executive Engineer from GoO.
- Accountant cum Multi-skill Assistant (3) - Hired on contractual basis from open market for SPMU office.
- Accountant cum Multi-skill Assistant (5) (APC office -1, DoA&FE -1, DoH -1, DoF – 1, CE–MI office -1) - Hired on contractual basis from open market.

District Level



- Project Director ATMA-District Agriculture Officer with additional charge of OIIPCRA
- Accountant cum Multi-skill Assistant: Hired on contractual basis from open market one for each district, total 15 nos.

2.6 Role of Finance and Accounts team

- Preparation of annual budget; release of funds for the project received from GoO; receipt and accounting for the grant.
- Verification of requisition and timely transfer of fund to ATMA Offices (dist. Level).
- Audit and scrutiny of payment claims received from suppliers / contractors and consultants.
- Preparation and scrutiny of Establishment bills of the staff paid from the project budget.
- Maintenance of records, books of accounts, registers, files and other related documents.
- Classifying and grouping expenditure on the basis of
 - Budget heads
 - Component and sub-components of account
- Preparation of monthly Bank Reconciliation statement and annual Financial Statements.
- Preparation and processing of interim unaudited financial reports on a monthly/quarterly basis for reimbursement from the IDA Credit.
- Preparing regular financial progress reports indicating variances from budgets for different cost centers under the project.
- Ensuring compliance with relevant statutory financial rules with respect to deduction of taxes and filing of tax return.
- Examining all claims for payment from the project budget.
- Maintenance of Fixed assets record, compilation of fixed asset's record for the whole project.
- Financial vetting and concurrence on procurements, deciding the most competitive bid on financial parameters, participating in financial negotiations.
- Arranging External and internal audit and ensuring compliance with and settlement of audit observations.
- To provide any other financial information as and when required for proper progress of the project.
- Capacity building in the finance team at all levels
- Planning and implementing Information technology tools for accurate, reliable, relevant, real-time and online access of the project financial information as required by the stakeholders.

2.7 Training of Account Staffs:

The provision of budget shall be made for training of Accounts Staff at all Accounting Centers. The accounting staff on deputation and on contract shall be trained regarding the various project components, their procedures and methods of implementations. Also accounting staff shall be trained regarding the finance manual and overall accounting and financial management system of the project.

The SPMU/ATMA/Implementing Agencies financial staffs will be sent to other states for exposure visits and also to other premier financial institutions to scale up their financial management skills. The procurement team at SPMU will train the concerned personnel at ATMA and implementing agencies on procurement management as and when required.

2.8 Job Descriptions

An indicative, not exhaustive job description of different persons involved in the financial Management is as shown below. These descriptions may be revised as and when required and approved by the Governing Body.

(a) Project Finance Officer (State Level)

- i) Shall prepare the financial statement with due audit and shall place the same to the GB.
- ii) Shall maintain the accounts, cause due verification of the monthly transactions and the monthly receipt and expenditure statement, which shall be put up to the Executive Body as required.
- iii) Shall verify financial usage of the funds disbursed by the project to the various participating organizations.
- iv) Shall ensure that the Society establishes procedures and processes that ensure regular disclosure of annual work plans, Annual reports, budgets, actual transfers, bidding documents, evaluation of bids, audit statements and any other information for complete transparency in the decision making and working of the society.

(b) Manager Accounts (State Level)

- i) He / She will be overall in-charge of different financial functions like;
- ii) Planning, budgeting, fund management and release of fund to different implementation units;
- iii) Monitoring and analysis of financial progress vis-à-vis budget, targets etc.
- iv) Onward reporting of the progress and submission of reports.
- v) Issuing formats for accounting and reporting
- vi) Compliance with audit requirement.
- vii) Undertake periodic review meeting and field visits to project districts.
- viii) Issuing opinion on financial matter and advice the Project Director on financial matters
- ix) Planning and implementing Information technology tools for accurate, reliable, relevant, real-time and online access of the project financial information as required by the stakeholders.
- x) To act as resource person for trainings and capacity building

(c) Manager Procurement (State Level)

He / She will be the overall in-charge of Procurement functions like;

- i) Concurring in all financial contracts at SPMU
- ii) Shall ensure timely issuing of bidding documents and evaluation of bids
- iii) Undertake periodic review meeting and field visits to project districts
- iv) Preparing yearly procurement plan
- v) Compliance with procurement audit requirement.

(d) Project Director ATMA (District Level)

- i) Shall verify the physical and financial usage of the budgetary provision allocated by the SPMU.
- ii) Shall ensure that the ATMA establishes procedures and processes that ensure regular disclosure of annual work plans, Annual reports, budgets, actual transfers, bidding documents, evaluation of bids, audit statements and any other information for complete transparency in the decision making and working of the ATMA.

(e) Accountant cum Multi-skill assistant (State Level – SPMU, Directorate, APC office and ATMA office)

- i) Check the payment from point of view of financial propriety.
- ii) Maintain cash book, cheque issue register, advance register, bill register, payroll register, security deposit and bank guarantee register and other deposit registers.

- iii) Verify and scrutiny of bill for their admissibility.
- iv) Verifying and taking rectifying efforts with respect to different reconciliation reports including monthly bank reconciliation statement and monitoring advances for its settlements.
- v) To act as resource person for trainings and capacity building, whenever required at project level.
- vi) Getting record audited by external/internal auditors.
- vii) Auditing bills / claims before payment.
- viii) Maintaining day to day transaction in Tally accounts.
- ix) Maintaining different audit related records.
- x) Maintaining data records for the SPMU & DPMU.
- xi) Collecting data and feeding the same into the computer.
- xii) Generating information for the financial decision making.
- xiii) Assisting Manager Accounts SPMU in record keeping.
- xiv) Any other function assigned by Manager Accounts SPMU.

3. PLANNING AND BUDGETING

This involves identification of specific task for achievement of the objectives of the project and allocating fund from the available and anticipated resources. The annual budget preparation cycle will commence after the work plans for each district have been determined. It is important for the budget cycle to be aligned with the GoO timetable so that the project financial requirements can be provided for in the State's budget. The annual budget will be prepared for each financial year starting from 1st of April and ending on 31st of March as per circular / guidelines issued by GoO from time to time.

3.1 Features to be considered while Preparing the Budget

(1) General

- The budget should be prepared based on the actual requirement and should be linked with the physical indicators and targets.
- The budget should be realistic and achievable.
- There should be enough provision for review and revision of the budget.
- It should be prepared twice in a year first as Budget Estimate and the second as Revised Estimate each with a gap of six months. The BE for the next year should be ready by January of the previous year and the RE should be ready by July of the current year.
- The exercise for preparation of the budget should start at least two months prior to the time when it should be ready.
- Most essentially, the budgeting principle should be uniform and there should be no scope of discrimination across SPMU or ATMA offices.

(2) Activities

The process of budget preparation will start with the identification and prioritization of activities. Every activity is to be linked with already decided objective/s and the source from where it is to be financed. The measurable target for that activity will also be specified for the purpose of monitoring of expenditure.

(3) Provision for Procurement of Goods

- Procurement of Goods is to be made preferably through GeM portal following established procedures of Government of Odisha / Government of India.
- The procurement plan specifying method for each procurement with the most realistic time for completion of essential formalities will be decided. It should be within the budget available for the purpose.
- Proper provision for lead-time, climatic and seasonality in operation will be provided.
- While preparing the cost estimate for procurement, provision for physical contingency and price contingencies should be provided.
- Similarly, provision for known contingencies like topography and physical characteristics of tanks will be made in the budget.
- Further, any spill over payment of the previous year will be provided in the current year budget.

(4) Provision for Works

- Provision will be made for payment of on-going works and spill over works.
- For all works, estimates will be prepared on the basis of prevailing Schedule of Rates, Government of Odisha.
- Since payment for works is made on different stages of progress, the terms of contract along with likely physical progress in the budget year should be studied carefully before making any such provision.
- For a new works to be taken up in the budget year, fund for only that portion of the works which is most likely to be over by the budget period will be provided.

(5) Provision for Payment of Services

- The terms of the contract will be borne in mind while providing such services.
- Only the component which is relevant for the budget year will be considered for the purpose of provision.

(6) Provisions for Administrative Expenses

- Administrative expenses are mostly of recurring nature. So past expenditure with suitable and realistic adjustment for increase in activities / price may serve a good guidance for such provisions.

3.2 Approach and Process of Preparation of Budget

All line departments (Agriculture/Horticulture/Fisheries), APC office & EE of DoWR (for civil works) will prepare its own budget estimate and send to SPMU as per the mentioned timeline.

The SPMU, at the topmost layers will prepare its own budget and will consolidate the same with the budgets obtained from different implementing agencies. The budget draft so prepared will be submitted to the Governing Body of the OCTDMS for their recommendation and approval.

The PD will submit the project budget estimates to DoWR after collecting the expenditure projections. The project budget will be allocated as part of the DoWR budget. Project funds will be routed through the state budget; a separate budget code, 2702-01-3229-OIIPCRA (EAP) has been issued for the purpose. The PD will be Budget Controlling Officer in respect of the provisions relating to project as well as the Drawing and Disbursement Officer (DDO) for all expenditures at SPMU level.

The DLPMT will have a quarterly meeting. The district ATMA office's last 3 months expenses and the upcoming 3 months Financial/Physical budget will be approved in this meeting.

3.3 Types of Budget

For effective monitoring along with the main budget, Component and sub-component wise budgets and yearly procurement plan will be prepared.

Following heads will be considered in the component wise budget:

1. Climate Smart Intensification and Diversification of Agriculture
2. Major Works
3. Support to Water Sector Reforms
4. Capacity Building
5. Project management

3.4 Time Frame for Preparation of Budget Estimate#

Implementation Unit	Date	Date of submission to next higher level	Remarks
Line Departments (Implementing Agencies)	1 st October	15 th October	From 1 st to 15 th October the implementing agencies will prepare its own budget and submit to SPMU office.
EE Office (District Level)	1 st October	15 th October	From 1 st to 15 th October the EE Office will prepare its own budget and submit to SPMU office.
APC Office	1 st October	15 th October	From 1 st to 15 th October the APC Office will prepare

Implementation Unit	Date	Date of submission to next higher level	Remarks
			its own budget and submit to SPMU office.
SPMU	15 th October	15 th November	From 15 th October to 15 th November the SPMU will prepare its budget and it will compile the budget for whole project & submit the draft budget for approval to the Steering Committee of the OIIPCRA.

#: Budget estimation process of the project will follow Government of Odisha budget cycle.

3.5 Revision of Budget

Subject to proper provision of funds for the project by the state government and satisfactory progress under the component / activity for which such revision is required and no objection from the funding agency, the budget may be revised on the recommendation of the Governing Body of OCTDMS.

3.6 Appropriation of Budget

Since the budget is approved by the Steering Committee, no appropriation without its approval will be executed. For this purpose, proposal for appropriation along with all possible source of revenue and expected expenditure for 12 months will be submitted to the Steering committee.

4. FUND FLOW

The purpose is to ensure an efficient and effective fund flow system enabling availability of sufficient fund for payment at different project units. The system should be such that at any time sufficient fund for meeting essential expenditure for next quarter should be available.

4.1 Sources of Fund

- GoO –i.e. Funds received from World Bank, in advance GoO provides fund through budget provision to OIIPCRA
- Any other source

4.2 Project Implementing Agencies

The project will be implemented by following agencies:

- OIIPCRA -State Project Monitoring Unit (SPMU);
- CE, MI - Dept. of Water Resources (DoWR), Directorate. of Agriculture/Horticulture– Department of Agriculture and Farmer’s Empowerment, Directorate of Fisheries and ARD and other Govt. and non-Govt. agencies, as per the project plan;
- ATMA office (District level)

4.3 Financial Flow

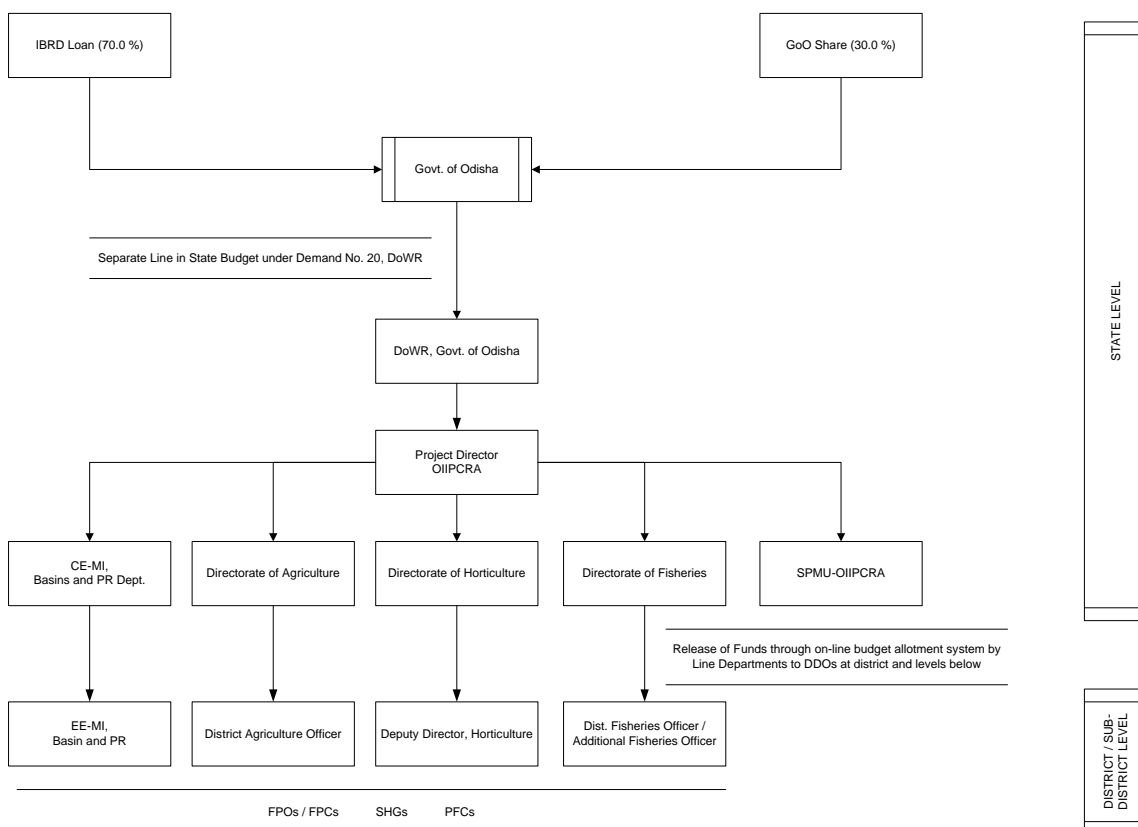


Figure 3: Financial Flow (State and District Level)

4.4 Flow of Funds

World Bank funds will be made available to the GoO through the GoI, under the standard back-to-back arrangements between the GoI and the State (Govt. of Odisha). The budget will flow to the Dept. of Water Resources, Govt. of Odisha for further disbursement to the implementing entities. After approval of the annual budget and the enactment of the Appropriation Act, the budget will be placed with the PD-OIIPCRA. Office of PD-OIIPCRA will release funds to Chief Engineer, MI and Heads of Department / Line Departments (implementing entities, i.e., Director, Agriculture; Director, Horticulture; and Director, Fisheries) through on-line budget allotment system for scheme related expenditures and capital work-related expenditures. The capital work related provisions will be disbursed using the Works Expenditure module of IFMS. Chief Engineer, MI and Heads of Department / Line Departments (implementing entities) will further disburse the funds to the executing agencies at the project district level using IFMS. On receipt of funds from PD-OIIPCRA, all Controlling Officers will distribute the funds to their field formations, responsible for implementation of the project using IFMS. The field staff of the respective departments will draw the funds from the Treasury, as and when required, submitting the bills and sub-vouchers, sanction orders etc. using the State extant processes. The payments relating to scheme/s will be credited directly to the beneficiary's account.

The concerned subject matter specialist/expert/unit will have to put up fund requisition to the Project Director-OIIPCRA, to release fund to the implementing agencies as per the component and sub-components of the project (Annexure 3 – Part B).

4.5 Fund Flow for Capital Work Related Expenditure

The capital work related provisions will be placed with the Chief Engineer (CE), Minor Irrigation by PD, OIIPCRA using works expenditure model of IFMS. The Chief Engineer, M.I. will further distribute the funds to the executing agencies using the IFMS. The executing agencies will use WAMIS & IFMS for preparation of bills, payment to Contractors/ Vendors, accounting of vouchers as per the extant process.

4.6 Fund Flow for Scheme Related Expenditure

- The Director of Agriculture and Director of Horticulture will distribute funds to the District Agriculture Officer (PD-ATMA) /Deputy director Horticulture using IFMS. PD-ATMA will submit the UCs/statement of expenditure to Director, Agriculture/ Horticulture respectively, who in turn will submit to the PD-OIIPCRA.
- PD-ATMA, being nodal officer will work out an annual action plan considering the proposal submitted by other livelihood sectors/line departments. The annual action plan will be placed in the meeting of district level project monitoring team headed by district collector for discussion and approval. The approved annual action plan will be circulated by project director ATMA to all district officials for implementation with information to respective directors & PD-OIIPCRA.
- Director fisheries will distribute the funds to the district fisheries officer using IFMS for the implementation of project activities. Since most of the fisheries related activities will be done through partner institutions (such as OPDC/CIFA/CoF/CIFT/CIWA/CI-FRI), the payment and receipt of vouchers to these institutions will be directly made with the respective institution heads as decided in their contract. The payment of funds to the institution shall be made using IFMS.
- The above institutions shall maintain appropriate supporting documents evidencing the actual expenditure for providing necessary Statement of Expenditure (Annexure 13). The institutions will incur expenses in concurrence with the approved annual action plan.

5. PAYMENT MECHANISM

5.1 Payment from SPMU

The SPMU will make payment to the suppliers, contractors and service providers including consultants as per the terms of contract with them through Treasury mode. The payment arrangement under OIIPCRA is designed keeping in mind following factors.

1. Transparency in payment system
2. Ease in recording and accounting for payments
3. Better and effective banking operation
4. Better and efficient fund management
5. Timely and accurate reporting

The concerned unit/ section/ person of the project has to submit finance / fund related file/s directly to the Project Finance Office (PFO) for review and necessary action. The Project Finance Officer may take decision at his/her level and dispose the file or she/he may forward the file to higher authority or to Manager, Accounts for necessary review and action.

5.2 Payment for Works

The contractor will submit the bill complete in all respect by 10th of every month to the Engineer in charge (Junior Engineer) of the project. The Engineer In charge will verify and certify the bills within 10 working days. In the absence of the Junior Engineer the EE MI will assign the job of certification to another engineer but in all cases such certification should be over within ten working days. Such certified bill should be verified by the Assistant engineer and Executive Engineer within next tendays. So, the whole certification work should be over within 20 working days from the date of submission of the bill.

The verified and certified bill will be submitted to the EE MI for payment. He will get the bill audited and paid within next ten working days. So, all bills submitted by the contractor should be paid within 30 working days. A register in the prescribed format will be maintained for all payments with respect to works. A summary sheet of all bills submitted during the month and/ paid will be submitted to the SPMU along with the monthly financial reports. A monthly report of bills not paid in 30 calendar days should invariably be submitted to the CE MI with a copy to Project director SPMU. TDS will be deducted and deposited (only for applicable cases) as per the Income Tax norms and OGST Act, 2017 and rules made thereunder (Annexure 2). A proper filing will be done by them as per the Income Tax norms. Subsequently MI office should maintain & submit to SPMU on monthly basis.

Activity	Timeline
Submission of fully completed bills by the contractor and certification by junior engineer	10 days
Verification by Assistant engineer and Executive Engineer	10 days
Clearance from EE MI	10 days

5.3 Procurement Committee:

- a) The Review committee for procurement of OIIPCRA will be as follows:
- Additional Project Director (Engg.) – Chairman
 - Project Finance Officer – Member
 - Executive Engineer, Monitoring – Member
 - CB& IS Expert – Member
 - Fishery Expert – Member
 - Agriculture Expert – Member
 - Manager, Accounts – Member

- Representative of SIRD – Member
- Representative of APICOL – Member
- Representative of OLM – Member
- AEE, Procurement – Member Convener

In case of specific requirement, members may be co-opted with the approval of Project Director, OIIPCRA.

Roles and Responsibilities of the review committee will be as follows:

- I. Recommend the ToR of the works, Goods and Consultancies.
- II. Evaluate the bids and recommend for procurement.
- III. Review the procurement progress, examine claims and recommend for release of payments thereof at different stages.

b) A local purchase committee has been constituted to consider, recommend, and to look in to the procurement aspects of goods and services within a cost of Rs. 1, 00,000 /-.

The committee constituted under the chairmanship of project finance officer as follows:

- Project Finance Officer – Chairman
- Executive Engineer, Monitoring – Member
- CB& IS Expert – Member
- Fishery Expert – Member
- Agriculture Expert – Member
- Manager, Accounts – Member
- AEE, Procurement – Member Convenor

5.4 Payment of Salaries

All payment of salaries of staff at ATMA office will be made by the SPMU by 1st week of the next month. The salary will directly be credited in the accounts of the staff unless specifically requested by the staff. For this, staff working in the field will be required to open savings accounts. All Taxes Deducted at Source by SPMU will be paid to the respective tax authorities. The ATMA office staff have to submit absent statement to the SPMU by 25th of every month. Failure of this will lead to withholding of salary for the month. Salary will only be released after receiving of properly filled absent statement. A standard leave statement format is attached in annexure 1. The monthly remuneration/ or any payment of all staff shall be credited through IFMS. The Project Director will have full power to sanction expenditure for payment of salaries, wage and other forms of remuneration to the SPMU staff as per the approved rate.

5.5 Payments for Training/Workshop/Meeting

This will include all direct costs relating to training such as cost of trainees, traveling expenses, cost of organizing and conducting training / workshops, cost of printing of brochures for training, honorarium to experts etc. The budget for training/workshop has to be prior approved by the PD. The project plans to create an empaneled list of vendors for supplying of stationery, lunch or snacks, conference room charges etc. Direct payment to the vendors through IFMS will be done after availing their services. The project plans to minimize providing cash in advance. Bills and vouchers have to be produced within 15days after the completion of programme and no advance will be given in case the previous advance is not settled. The training/workshop/meeting coordinator has to submit a photo of the program attached to the submitted bills and vouchers for the settlement.

5.6 Checklist for passing of bills voucher before submission to Finance unit for payment

All payments will be scrutinized as per the checklist mentioned below:

A. For Goods:

1. Work Order/ Agreement No./ Purchase Order No. _____ Date _____
2. All goods have been delivered, Date. _____
 - (a). Goods have been installed (if any) Date. _____
 - (b). Manufacturer warranty, registration paper and any other relevant paper to the goods supplied has been recorded.
3. Entry in stock register _____
4. Defect liability (if any) certificate is issued during goods installed _____
5. Expenditure's Component No. _____ / Sub-Component No. _____
6. Approval of competent authority _____

B. For Works:

1. Work order / Agreement No. _____ Date. _____
2. Approval from competent authority for payment _____
3. Bill must contain PAN No., GST No., Phone No. _____
4. Certificate for work completion/ work in progress are issued by authorized engineer _
5. Documentation of the works at each stage by the authorized engineer _____
6. All the measurements have been recorded in the MB _____
7. Security deposit/ GST payment /Royalty has been maintained _____

C. For Consultancy Services:

1. Work order / Contract Agreement No. _____ Date. _____
2. Recommendation of review committee attached _____
3. Approval of competent authority _____
4. The claim is in accordance with the provisions of the contract agreement _____
5. Bill must contain PAN No., GST No., Phone No. _____
6. Bills have been produced within the contract period _____ (if fails the file may move to Govt.)

D. For Vehicle Services (Monthly/ as and when required basis):

1. Agreement No. / Work Order No. _____ Date. _____
2. Vehicle logbook/ Duty slip should maintained/ completed with all respect _____
3. Bill must contain PAN No., GST No., Phone No. _____
4. Approval of competent authority _____
5. As and when required basis (Opening & closing KM checked by Security staff / any other staff assigned by the Project Director)

E. For Goods/ Small Repair & Maintenance/ Contingency (Up to Rs.5000/-):

1. Work Order No. (if any) _____ Date. _____
2. Administrative Approval in File _____ Date. _____
3. Bill must contain (if any) PAN No., GST No., Phone No. _____
4. Approval of competent authority _____
5. Expenditure's Component No. / Sub-Component No. _____

Procedure: -

The concerned unit/ section/ person has to submit the respective file to Finance Unit for payment with attached check list as above with certification on the body of the bill/invoice that the particular bill/invoice has not been processed for payment earlier.

NOTE: In case any expenditure done by project officials under the verbal instruction of Project Director has to have a post-facto approval from Project Director in file before submitting the bill/vouchers to finance unit for payment approval.

5.7 Payment for Vehicle Usage

The service provider must provide a properly maintained logbook with an invoice for the processing of payment within 15 days from the end of each month. This is only applicable for hired vehicles on monthly basis. In case of daily hired basis (as and when required), duly filled vehicle requisition form (Annexure 5) by the concerned staff has to be furnished to the finance unit for the arrangement of vehicle minimum 3 days prior to the date of tour. Post tour, the service provider must provide a duty slip (with duly signed by the user/s with affixed official seal) along with an invoice for the processing of payment within 15 days. All vehicle bills will be processed within 45 days from the date of submission of bills.

5.8 Time limits for payments from SPMU

The SPMUs will observe the same time limit for payment as observed by ATMA office. Any payment not made within 30 working days will be reported to the Project Director, OIIPCRA.

5.9 Payment for purchase of goods without quotation

As per the Finance Department GoO, office memorandum no. 4939/F., dated 13.02.2012, any purchase of goods up to a value of Rs. 15,000/- (Rupees fifteen thousand only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

“I, ..., am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price”.

6 ACCOUNTING POLICY

6.1 Accounting and Maintenance of Accounting Records

The project will use the government system of accounting. Two levels of accounting centers—State and District level of the respective line departments will be required to account for and record all receipts and payments made to suppliers, contractors, SOs, and staff, and other expenditures on, e.g., capacity building and project management. The Minor Irrigation (MI) department of WRD will use WAMIS & IFMS for preparation of bills, payment to the Contractors/Vendors, accounting of vouchers etc. as per the extant processes. OCTDMS will use the existing computerized systems [TALLY] to maintain the books of accounts for all OIIPCRA related expenditure.

6.2 Provision for day to day small expenses at SPMU level

The project plans to open a current account at the SPMU level for meeting the day to day expenditure (contingency expenses) with a maximum balance of Rs. 10,000/-. The current account shall be co-terminus with the project period.

6.3 Computerization of account

The whole accounting system in the project will be computerized. The latest version of TALLY will be used. If required necessary training may be imparted to the concerned OIIPCRA staff.

6.4 Books of Account

Following are the list of books of account to be maintained. This list may be revised and updated with the approval of the appropriate authority as per the need on the recommendation of Project Finance Officer. If required, the finance head at different units may suggest new books of records.

- 1) Cash book and bankbook
- 2) Cheque issue register
- 3) General Ledger and Journal Books
- 4) Advance register
- 5) Bill register
- 6) Security deposit and bank guarantee register
- 7) Store receipt and issue register
- 8) Fixed assets register (Annexure 6)
- 9) Works Contract Register

7 DELEGATION OF POWER

The powers delegated to the State Project Monitoring Unit and District level official in respect of technical and administrative sanction and powers for works and other items are in detailed below.

7.1 For Works

State Project Unit

Amount	Technical Sanction by	Administrative Sanction by
Above Rs. 400 Lakhs	Chief Engineer	Project Director, SPMU

District Level

Amount	Technical Sanction by	Administrative Sanction by
Up to Rs 100 Lakhs	Executive Engineer	Project Director, SPMU
Rs 100 Lakhs to Rs 400 Lakhs	Superintending Engineer	Project Director, SPMU

Note: The Administrative Dept. will follow OPWD code while delegating the powers of administrative sanction to different authorities. Further, as per rule 13 (5) of DFPR, 1978, the Administrative Dept. is the competent authority to accord administrative approval in respect of projects financed under EAP.

7.2 For other items

State Level

Type of delegation		Amount	Administrative Sanction by
Goods		Up to Rs 25 Lakhs	Project Director, SPMU
		Above Rs 25 Lakhs	Vice Chairman, OCTDMS
Procurement of Services		Up to Rs 25 Lakhs	Project Director, SPMU
		Above Rs 25 Lakhs and up to Rs.50 Lakh	Vice Chairman, OCTDMS
		Above 50 Lakhs	Chairman, OCTDMS
Procurement of Consultants		Up to Rs 25 Lakhs	Project Director, SPMU
		Above Rs 25 Lakhs and up to Rs.3 Crore	Vice Chairman, OCTDMS
		Beyond Rs. 3-Crore	Approval of Finance Department is required
Contingent Expenditure	Recurring expenditure	Up to Rs 6 Lakhs each case	Project Director, SPMU
		Above Rs 6 Lakhs each case	Vice chairman, OCTDMS
	Nonrecurring expenditure	Up to Rs 6 lakhs each case	Project Director, SPMU
		Above Rs 6 Lakhs each case	Vice chairman, OCTDMS

District Level

Type of delegation		Amount	Administrative Sanction by
Goods		Up to Rs 2 Lakhs	PD-ATMA
		Above Rs 2 Lakhs	Project Director, SPMU
Contingent Expenditure	Recurring expenditure	Rs.10 Lakh per annum in each case	Project Director, SPMU
		Nonrecurring expenditure	PD-ATMA
	Nonrecurring expenditure	Up to Rs 2 Lakh each case	PD-ATMA
		Above Rs 2 Lakh each case	Project Director, SPMU

Works: The Project Director will be entitled to accord Administrative Approval and Financial sanction of works of different nature – building and original works, tank restoration, repair and maintenance of structure etc. subject to the provision in the project.

Goods: Subject to the provision of World Bank governing purchase of goods, the Project Director will be competent to sanction expenditure connected with and place orders for the purchase of all goods, machineries and equipment required for the program up to a value not exceeding Rs. 25 Lakhs.

Procurement of services: The project Director is competent to sanction expenditure not exceeding Rs 25.00 lakhs in case for procuring services, technical support services, training for capacity building and evaluation studies etc. connected with program implementation.

7.3 Power to enter into contract

The Project Director will be competent to approve the tender call notice and bid documents in connection with any procurement, the project director will also have power to enter into agreement or contract with any executants or suppliers of goods or provider of service with whom order are to be placed for procurement of any works, goods or services in connection with the program and to approve payment for procurement made by the SPMU.

8 INTERNAL CONTROL

Along with internal audit, monitoring and supervision of activities for achieving the project objectives are the main tools for effective internal control. It is the duty of all involved in the implementation of the project to access the effectiveness and efficiency in operations, reliability in financial and other reporting and to ensure the project guidelines are properly observed.

Sl. No.	Major Control Activities
1.	Segregation of responsibilities
	The role and responsibility of accounts staff, procurement staff & drawing and disbursing officer should be segregated, and one person cannot hold two responsibilities.
2.	Verification by SPMU and Project Director
	Frequent and random visits of the SPMU-Finance wing/ Project Director to project accounting centers will be done to review and monitor the internal control of the project. On monthly basis review will be done at SPMU level with implementing agencies regarding opening balance of funds along with the next month plan of expenditures with component/subcomponent wise.
3.	Physical Verification of Stock
	All stocks and assets of the project will be physically verified at least once in a year by a committee of three persons nominated by the Project Director OIIPCRA at SPMU and implementing offices. The report of the physically verification will be submitted to the Project Director OIIPCRA in its meetings.
4.	Signing of day books
	Early entry in the Cheque issue register should be attested by the signature of the authorized signatories of Cheques. Similarly, the cash book entry should be attested by the DDO. The DDO will operate the bank account as per the norms of GoO. Each project accounting unit will close the books within a specified number of days of the end of the month and forward the same to the SPMU to consolidate. The SPMU will have the responsibility for qualitative and timeliness aspects of the financial reporting.

Indicators for efficient financial management- The following reports will be used as indicators for efficient financial management:

- Expenditure vis-a-vis budget / appropriation on quarterly basis
- Fund flow - Analysis of bank balance held in bank
- Trained and qualified staff for financial management
- Internal training imparted to Financial Management Staff in the Project Financial Management processes
- Compliance to observation of Internal, External and AG audit.

9 FINANCIAL REPORTING

9.1 Financial reporting

The office of the Project Director, OIICPRA will be responsible for preparing quarterly financial reports using agreed templates, for the project, consolidating IFMS reports. The quarterly interim financial reports (IFRs) will be submitted to the World Bank within 45 days of the close of each quarter and will form the basis for disbursements from the IBRD Loan.

9.2 Period of reporting

The financial report of the project will be generated monthly and should be ready within 15 days of the next month or earlier if possible.

9.3 Types of financial reports

Name of Report	Prepared By		Frequency
	Implementing Agency	SPMU	
Sources & Uses of funds	-	-	Monthly/Quarterly
Financial Progress Report (Against agreed annual Work Plans/Budget)	-	-	Monthly/Quarterly
Statement of Expenditure and Consolidated Interim Unaudited Financial reports	(Annexure 13)	(Annexure 8,9,10,11,12,)	Monthly/Quarterly
Annual Financial Statements (Receipts & Payment, Income and Expenditure and Balance Sheet)	-	-	Annually

For implementing agency, 5th day of the following month will be the last date for submission of reports. SPMU will consolidate all reports and submit to the Project Director by 20th of the following month.

9.4 Financial Reporting and Interim Unaudited Financial Reports from implementing agencies to SPMU

The thematic experts of the SPMU / units of OIIPCRA will be coordinating with the Line Departments / Implementing Agencies to obtain UCs/statement of expenditure in due time. The concerned thematic experts / units of OIIPCRA will get approval of the UCs / SoE from the Project Director, OIIPCRA before submitting to the finance unit of the project for the submission of IUF to CAAA / World Bank / GoO / GoI.

See Annex 13 for monthly/Quarterly reports for the respective implementing agencies.

9.5 Interim Unaudited Financial Reports from SPMU to WB

See Annex 8,9,10,11,12 for format of monthly/ quarterly reports.

9.6 Annual Financial Statements

A Balance Sheet depicting the financial position of the project as on 31st March, Receipt and Payment Account for the financial year and Income and Expenditure account for the financial year ending 31st

March will be prepared. The Balance Sheet will clearly depict assets and liabilities on the 31st March, the Income and Expenditure Account, as the name suggests will disclose income and expenditure during the financial year ended on 31st March and Receipt and payment account disclose total receipts and total payments during the financial year.

10 AUDIT

10.1 AG Audit

The administrative department will build a financial accountability system through proper maintenance of records to facilitate issue of Audit certificates by Accountant General (E&RSA), Odisha.

10.2 Internal Audit

Odisha General Financial Rules (OGFR) will provide the internal control framework, including internal audit processes for all expenses incurred under OIICPRA by the line departments using IFMS for accounting. For the SPMU, the existing financial and administrative manual will guide the FM processes, including the delegation of financial powers. The manual provides for engagement of Chartered Account firm to conduct internal audits at quarterly/six monthly intervals and review of the same by an Audit Sub-Committee established by OIIPCRA.

10.3 External Audit

Through the State Principal Accountant General, the CAG will conduct the external audit of the project related expend incurred at the departmental level. Statements of expenditures at all project levels will be submitted to the State AG by June 30 each year to allow adequate time for the audit, which will be conducted in accordance with terms of reference agreed by the CAG for audit of WB-financed projects. Audit reports will be submitted within six months of the end of each financial year.

OIIPCRA will engage a firm of chartered accountants to conduct the annual statutory audit as per the agreed TOR. OIIPCRA will submit two sets of annual audit reports (departments and OCTDMS) to the World Bank within six months of the close of each financial year.

10.4 Settlement of audit objections

The Project will form an Audit sub-committee at SPMU and ATMA level. The SPMU audit-sub Committee will comprise of PFO, Manager Accounts and Executive Engineer - procurement. The Sub-committee will be chaired by Project Finance Officer and will be tasked to review the audit (both internal and external) observations and ensure that the paras are settled. The settlement of the objections will be watched through a register. The audit compliance will be reported to the Executive Body, Governing Body, External and Internal Auditors. The compliance should be verified by the external and internal auditors during their next audit.

The head of the implementing agency will form audit-subcommittee at their level with at least three persons and Accountant-cum-Multi-skill assistant. The Sub-committee will be chaired by respective agency head and will be tasked to review the audit (both internal and external) observations and ensure that the paras are settled. The settlement of the objections will be watched through a register. The audit compliance will be reported to the DLPMT/SPMU, External and Internal Auditors. The compliance should be verified by the external and internal auditors during their next audit.

Monthly reconciliation meeting/workshop: In case of requirement, the SPMU will have the right to call a monthly reconciliation meeting as per requirement for selected implementing agencies.

11 DISBURSEMENT PROCEDURES FROM WORLD BANK

World Bank reimburses only that amount that has been paid for executing works and completing services. No accrual liability is paid by the bank.

Any expenditure charged from other source and for which provision is available under that source may be claimed for reimbursement from World Bank.

World Bank does not reimburse following claims:

1. Good and services procured from non-participating countries of IDA.
2. Items not within the project and category description defined in Financing Agreement (FA), Loan Agreement (LA) and Project Agreement (PA).
3. Items or consultative services not procured or contracted as per the guidelines of IDA (World Bank).
4. Any payment made or due for goods and services provided after the closing date of the project.
5. Land acquisition costs and any cash compensation or assistance for the same.

Project funds will be deposited in advance into the Designated Account maintained in US\$.

The designated account will be operated by the Controller of Aid, Accounts & Audit (CAA&A), GoI. The quantum of initial advance into the designated account will be based on a fixed ceiling. The ceiling is the maximum amount of loan proceeds that may be on deposit in a designated account pending the provision to the Bank of supporting documentation evidencing the use of advanced funds]. The Bank normally establishes the ceiling based on planned project expenditures. Subsequent withdrawals from the Designated Account will be made on the receipt of quarterly withdrawal applications from GoO and transferred to GoO following the standard Centre-State mechanism of Additional Central Assistance (ACA) on a back to back basis. The replenishment into the Designated Account will be based on Interim Unaudited Financial Report (IUFRR) and will be processed by CAA&A on a monthly/quarterly basis. The IUFRR will provide information on expenditure made in previous quarter, cumulative for the year and the project.

11.1 Fund Flow under “Reimbursement Method” for OIIPCRA

The state Government makes a budget provision for the OIIPCRA and the State Finance authorizes OIIPCRA for releasing funds to incur the expenditure. OIIPCRA incurs expenditure and sends reimbursement claims to Controller of Aid, Accounts and Audit (CAAA) Division with a copy to Finance Department, GoO.

CAAA scrutinizes the claims and forwards them to external agency for disbursement.

External assistance is received by CAAA in consolidated Fund of India (CFI).

CAAA advises Plan Finance-I, Department of Expenditure to release funds to the concerned State in the form Additional Central Assistance.

The Sanction letter from the Plan Finance-I, authorizes the Chief Controller of Accounts, Ministry of Finance to effect the transfer of Funds. The Chief Controller advises the RBI Central Accounts Section, Nagpur to debit the Central Government account and credit the State Government account for the amount.

11.2 Claim Submission

It is mandatory that claim submission will be submitted on Monthly/ Quarterly basis along with the

statement “Reconciliation of Expenditures reported with Withdrawal Applications (WA)”. For any claim rejection or approval will be watched & monitored through Controller of Aid Accounts & Audit Division’s web site regularly. The procedure of repayment of loan with interest is governed through the amortization schedule as in loan agreement.

11.3 Disbursement Arrangement

The World Bank will finance 70 percent of project expenditures up to US\$165 million. Disbursement will be based on quarterly IUFRRs submitted to the office of Controller of Aid Accounts and Audit (CAAA) and the World Bank.

Annexures

Annexure 1
Employee Leave Statement
 [See Para 5.4]

Period from: 26-XX-20XX to 25-XX-20XX

Employee Name:

Designation:

Month	Leave Opening Balance		Leave availed this month		Leave Balance			
					AL		SL	
					Availed	Balance	Availed	Balance
	AL	SL	AL	SL				
Jan								
Feb								

* For ATMA staff, they have to send the attendance sheet to the Project director through ATMA project Director.

*For SPMU staff, they have to send the attendance sheet to the Project Director.

*AL – Annual Leave

*SL – Sick Leave

Annexure 2
TDS/TDS-GST Report Format
(See Para 5.2)

FORMAT FOR MONTHLY / QUARTERLY TDS REPORT TO SPMU (See Para 5.7)									
Name of the ATMA:									
ATMA TAN No.									
Report Month/ Quarter & Year:									
Nature of Payment with Name	PAN No.	Gross Amount	Applicable Rate	TDS (In Rs.)	Date of Deduction	Date of Deposit with Govt.	Date of filling TDS Return	Date of Issue of TDS Certificate	Remarks
A. Salary (Section 192)									
(i)									
(ii)									
Total									
B. Professional Fees (Section 194 J)									
(i)									
(ii)									
Total									
C. Payment to Resident Contractor/ Sub-Contractor (section 194 C)									
(i)									
(ii)									
Total									
D. Any other section added under IT Act									

TDS GST

Sl. No.	GSTIN of the Deductee	Trade Name	Amount paid to the Deductee on which tax is deducted	Integrated Tax	Central Tax	State Tax	Total

Annexure 3
Chart to account – Accounting Heads
(See Para 4.4)
Part A: Receipt and Expenditure Heads

Major Head	Minor Head	Sub Head
Capital Account	World bank	
	GOI	
	GoO	
	Other capital	
Current Liabilities	Sundry Creditors	Suppliers
		Consultants
		Contractors
		Support Organization
	Other Sundry Creditors	
	Provisions	Taxes
		Other provisions
Fixed Assets		Books and journals
		Computer software's
		Computers and accessories
		Furniture and fixture
		Office equipment's
		Server and Network
		Tank restoration
		Other fixed assets
Current Assets	Stock in hand	
	Sundry debtors	World bank dues
		GOI dues
		GoO due
		Other Dues
	Interest to ATMA	
	Advance payment made	
	Cash on hand	
	Cash in bank	
	Cash in STD	
Direct Expenses	Capacity building	Trainings
		Exposure visit
		Meeting
		Study tours
		Other capacity building
	Consultancies	Dam Safety
		GIS Database
		Impact assessment
		M&E external
		MIS design
		MIS development
		Quality assurance
		Other consultancies
	Demonstration	Critical input cost
		Field demonstration
		Small ruminant
		Other demonstration cost
	Information, education and communication	Cultural show
	Exhibition	
	Preparation printing and	

Major Head	Minor Head	Sub Head
		Publication
		Other activities
	Recurring expenses direct	
	Other Direct expenses	
	Salaries and allowances	Salary staff
		Salary Expert
		Allowance and perks staff
		Allowance and perks Expert
	Software developments	GIS
		MIS
		Webpage
		Other software
	Support services	CBA charges
		CRO charges
		Line department cost
		Line department expenses
		SO, charges
		Other Support services
	Other Direct Expenses	
Indirect Expenses		Advertisement
		Account maintaining charges
		Communication charges
		Domestic travel
		Electricity charges
		General expenses
		Hiring of vehicle
		Honorarium
		Insurance
		Internal audit
		International travel
		Legal charges
		Meeting and conference
		Office consumables
		Office maintenance and cleaning
		Professional charges
		Rent rate and taxes
		Repair and maintenance of equipment
		Stamp and postage
		Other indirect expenses
Direct Revenue		Revenue from WB
		Revenue from GOI
		Revenue from GoO
		Other revenue
Indirect Revenue		Interest
		Other indirect revenue

Part B: Costing Heads

Component	Sub-component	Sub-component	Code		
Climate Resilient Intensification and Diversification of Agriculture	Strengthening Extension Delivery System	AE Network Development, including stipends to AEs	CD SEDS AE Network		
		Strengthening existing extension system through ATMA / FIAC / KVK's	CD SEDS Extension System		
		Promotion of Climate Resilient Seed Varieties	CD SEDS Seed Varieties		
		Crop Diversification & Demonstration	CD SEDS Crop Diversification		
		Capacity Building of Farmers / Producers (by DOA & FP)	CD SEDS farmers Capacity Building		
		Project Management-Incremental Cost (Agriculture)	CD SEDS PM incremental cost – Agri.		
		Project Management-Incremental Cost (Horticulture)	CD SEDS PM incremental cost -Horti.		
		Support to Aquaculture Production	Support to Aquaculture Production	Fish Seed Production	CD SAP Fish Seed Production
				Fish Feed	CD SAP Fish Feed
Fish Production, including demonstrations	CD SAP Fish Production Demonstration				
Processing and Value Addition	CD SAP Processing and Value Addition				
CB of Fishery department	CD SAP Capacity Building				
Support to Fish Tanks in Extra Water Spread Area Created through rehabilitation and strengthening of PFCS	CD SAP Support to fish Tanks				
Support to Diversification and Produce Marketing	Support to Diversification and Produce Marketing			Produce Marketing Support	CD SDP Produce Marketing
				Training and Capacity Building for Farmer Groups	CD SDP CB Farmer Group
				Business Plan Financing for Prioritized Categories	CD SDP Business Plan Financing
Improving Access to Irrigation and Water Productivity	Support to Water Sector Reforms	Consultancies	IAIWP SWSR Consultancies		
		Support to Water Users members	IAIWP SWSR support to Water Users		
		Quality Control	IAIWP MW Quality Control		
		Major Works	Civil Works	IAIWP MW Civil Works	
	Catchment Treatment	IAIWP MW Catchment Treatment			
Institutional Capacity	Project Orientation		ICS Orientation		

Strengthening	Program		
	Training Module Development		ICS Module development
	Training of all Project Officials		ICS Staff Training
	Technical Training and Study Tours for field officials	Water Resources Department	ICS TS WR Department
		Agriculture	ICS TS Agriculture
		Horticulture	ICS TS Horticulture
		Fisheries	ICS TS Fisheries
	Incentives to Pani Panchayats		ICS Incentives
	Engaging SO's for social mobilization and coordination		ICS SO
	Cascade Council		ICS Cascade Council
	Knowledge Management		ICS Knowledge Management
	Strengthening Advisory Support at APC level		ICS SAS APC level
	Strategic Engagement /Promotion cost for APC		ICS SE/PC for APC
	Agriculture Technology Media Lab (OUAT)		ICS ATML
Project management	SPMU and DPMU – Contractual Staff Salaries		PM CS Salaries
	Preparation of Integrated Irrigation Agriculture Plans		PM IIAP
	Consultancies		PM Consultancies
	Establishment Cost	APC	PM EC APC
		SPMU	PM EC SPMU
		ATMA/MI Offices	PM EC ATMA/MI
	Technical Training		PM TT
	Project Management – Review and Monitoring		PM Revie and Monitoring
	MIS/GIS		PM MIS
	Documentation and Dissemination		PM Documentation
	ESMF Implementation		PM ESMF Implementation
Contingencies Emergency Response			CER

Annexure 4
Settlement of TA Advance
 (This is a standard TA advance settlement form)

Name:
 Basic Pay/Remuneration:
 Purpose:

Part I
 Tour Report

Date	Activity	Output	Action by

Part II

Date	Time of departure	Time of Arrival	From	To	Mode/Class of Journey	Distance travelled
1	2	3	4	5	6	7

Fare	D.A.			Total
	Days	Rates	Amount	
8	9	10	11	12

Part III
 Lodging Charges

Date	Narration	Lodging Expense	Conveyance	Total
1	2	3	4	5

Signature of Applicant

Signature of Project Director

Annexure 5
Vehicle Requisition Form
(See para 5.7)

1. Name of the Officer:
2. Designation
3. Purpose of requirement of vehicle with destination:
4. Type of vehicle
5. Period: From _____ to _____
6. Name of the officers accompanying (if any):

- i.
- ii.
- iii.
- iv.
- v.

7. Approximate kilometer to be covered:

Signature of the Officer Date:

Signature of Project Director

*Handover this form to the finance unit for arrangement of vehicle.

Annexure 6
Schedule of Fixed Assets
(See Para 6.5)

Schedule of Fixed Assets as on XX.XX.20XX									
Sl. No.	Description	OB. as on XX. XX. 20XX	Addition during the year		Sale during the year	Total	Rate of Depreciat ion	Depreciat ion	W.D.V as on XX. XX. 20XX
			Held for more than 180 days	Held for less than 180 days					
1									
2									
3									
	Total								

Annexure 7
Financial reports to be submitted by ATMA to SPMU (Monthly/Quarterly)
(See Para 8.4)

Name of ATMA

For the Month of.....

Period for claim

Receipt

Payments

	Rs.	Date	Vr. No	Paid by bank	Paid in cash	Cost head	Ledger head
Opening balance							
Receipt from SPMU							
Any other receipt							
Total			--			--	--

Cost head wise summary		Ledger head wise summary	
Cost head (Component Head)	Total Expenditure	Ledger Head	Total Expenditure

Attachments:

- (ii) Copy of Vouchers (original with them)
- (iii) Schedule of advances

The format for schedule for advances:

Name of A T M A

Period for claim

Particulars	Opening balance advance (outstanding advance)	Amount of advance/ Interest paid during the period	Total advance	Amount of expenditure during the period	Closing Balance
Line department					
1.					
2.					
3.					
Staff					
1.					
2.					
3.					
Others					
1.					
2.					
3.					

Annexure 8
Summary Sheet
Form of Interim Unaudited Financial Reports (IUFRR)
(to be submitted on a monthly/quarterly basis)
(See Para 8.5)

PROJECT NAME: Odisha Integrated Irrigation Project for Climate Resilient Agriculture

REFERENCE PERIOD: IBRD 9011-IN

Sl. No.	Category Number	For The Quarter	Reimbursable %	To Be Reimbursed
1	1		70%	-
2	2		70%	-
Total		-	70%	-

All figures in Indian Rupees

Project Finance Officer

Project Director

Annexure 9
Expenditure All
Interim Unaudited Financial Report (IUFRR)
Detailed Statement of Expend Reported
(See Para 8.5)

IBRD LOAN 9011-IN

INTERIM UNAUDITED FINANCIAL STATEMENT

FOR THE PERIOD xxx-xx-XXXX TO xxx-xx-XXXX

DETAILED STATEMENT OF EXPEND REPORTED [see notes for source of information]

All figures in INR

		This Quarter						This Year						Cumulative for Project Life								
		D o A	D o H	Fis her ies	P R D	D o W R	OC TD MS	T o t al	D o A	D o H	Fis her ies	P R D	D o W R	OC TD MS	T o t al	D o A	D o H	Fis her ies	P R D	D o W R	OC TD MS	T o t al
1	Climate-Smart Intensification and Diversification of Agriculture																					
2	Major Works																					
3	Support to Water Sector Reforms																					
4	Capacity Building																					
5	Project Management																					
	TOTAL																					

NOTE

1. All expenditures, with the exception of OCTDMS should be based on i-OTMS reports
2. Expend for OCTDMS should be based on books of accounts and supported by bank reconciliation statements

Project Finance Officer

Project Director

**Annexure 10
OCTDMS**

Interim Unaudited Financial Report (IUFRR)

**Odisha Integrated Irrigation Project for Climate Resilient Agriculture
IBRD LOAN 9011-IN
Interim Unaudited Financial Statement
FOR THE PERIOD xxx-xx-XXXX TO xxx-xx-XXXX**

**OIIPCRA-Sources and Uses of Funds
Odisha Community Tanks Development and Management Society (OCTDMS)**

Figures in INR				
Sl. No.	Description	This Quarter	This Year	Cumulative for Project Life
A	Opening Balances			
	- Project bank Accounts			-
	- Advances			
	Sub Total A (Opening balances)	-	-	-
B	Sources of Funds			
	- GoO funds			
	- Interest			
	- Income other source (sale of Tender Paper)			
	Sub Total B (Sources of Funds)	-	-	-
	Total Fund Available (A+B)	-	-	-
C	Uses of Funds			
	Expenditure			
	Sub Total C (Uses of Funds)			
(D)	Total Net fund Available (A+B-C)	-	-	-
	Represented by		-	-
E	Closing Balances			
	- Project bank Accounts			-
	- Advances			
	Total Closing Balance	-	-	-

Project Finance Officer

Project Director

Annexure 11
i-OTMS Financial Reports
Interim Unaudited Financial Report (IUFR)

For the Period: -----

20 Demand No.

2702 Minor Irrigation

3229 Odisha Integrated Irrigation Project for Climate Resilient Agriculture

All figures in Indian Rupees

Sl. No.		For the Period -----				Cumulative for the Year			
		789	796	800	TOTAL	789	796	800	Total
		Special Component Plan for Scheduled Castes	Tribal Areas Sub-Plan	Other Expend		Special Component Plan for Scheduled Castes	Tribal Areas Sub-Plan	Other Expend	
1	Climate Smart Intensification and Diversification of Agriculture								
2	Major Works								
3	Support to Water Sector Reforms								
4	Capacity Building								
5	Project Management								
	Total								

NOTE

1. All expenditures, with the exception of OCTDMS should be based on i-OTMS reports
2. Expend for OCTDMS should be based on books of accounts and supported by bank reconciliation statements

Project Finance Officer

Project Director

Annexure 12
Prior Review
Interim Unaudited Financial Report (IUFR)
(Payments Made for Prior Review of Contracts)
(See Para 8.5)

IBRD LOAN 9011-IN
Interim Financial Statement for The Period: ----- To -----

Payments Made During Reporting Period Against Contracts Subject to the World Banks Prior Review

All figures in Indian Rupees

Contract No	Supplier	WB Control No	WBR No	Contract Date	Contract Amount	Date of WB's No Objection to Contract	Amount Paid to Supplier During Period	WB's Share of Amt Paid to Supplier during Period	Total (Cumulative) paid against contract

Project Finance Officer

Project Director

Annexure 13
Statement of Expenditure (SoE)

For the Period From: ----- To -----

Financial Year: -----

Sl. No.	Name of the District	Month / Year	Head of Accounts	Expenditure (in rupees)
i	ii	iii	iv	v
1				
2				
3				
4				
5				
			Total (in rupees)	

[Signature of Accounts Officer / In-Charge of the Concerned Directorate]

