

Government of Odisha
Housing & Urban Development Department

No. 64 /HUD Bhubaneswar, Dated the 02.01.2020
HUD-DIR-PLAN-05/2019

ORDER

The Budget Estimate of the **Tarbha (N)** for the year 2019-20 with receipt amounting to Rs. 11,12,72,390 /- and expenditure amounting to Rs. 10,45,98,200 /- is hereby approved under section 109 of Odisha Municipal Act with the following instructions/conditions to be scrupulously adhered to by the concerned Municipal Council and the Executive Officer. Any deviation and mis-utilisation of Municipal funds shall be viewed seriously.

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


10. Grants under the Plan Schemes for roads should be spent only on new construction of roads and not on repairs.
11. The grants for maintenance of roads should be spent only on repair/ Maintenance/ Improvement/ expansion of motorable roads of ULBs.
12. Expenditure of 25% for basic services to Urban Poor as per Budgetary provision has to be strictly adhered to.
13. The closing balance is to be maintained as per provision.
14. Before execution of any work it should be mandatorily required to provide a Ten years detailed history sheet of said work in which the specification of the work, Agency involved and expenditure already made in the work should be maintained and certified by the Engineer concerned.
15. Repayment of Electricity & Water dues shall be considered on priority and cleared up to the last quarter of the Financial Year as far as practicable and no part of the dues be left unpaid.
16. Priority to be given for completion of incomplete works and due maintenance of existing infrastructures.
17. The budgetary provisions shall strictly be incurred as per the provisions of Odisha Municipal Act and instructions from Government issued on the score from time to time.
18. Purchase of vehicles/Transporters should only be strictly as per requirement through Govt. Orders and transparent procedure.
19. Monitoring & measuring the Budgeted head of expenditure is Budget variance Report (BRV). The BRV shall be prepared on quarterly basis by the ULB to analyse the positive and negative variance with reasons.
20. Expenditure towards observation of LSG day & Independence day etc to be made as per provision fixed by this Department earlier.

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


Director Municipal Administration


Memo No. 65 /HUD., Bhubaneswar, dtd. 02.01.2020

Copy forwarded to the Executive Officer, **Tarbha (N)** for information and necessary action.


Deputy Secretary to Government

Memo No. 66 /HUD., Bhubaneswar, dtd. 02.01.2020

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


Deputy Secretary to Government