

Government of Pakistan  
Finance Division  
(B&A-Budget Wing)  
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No. F-4(1)B&A/2019-20 (Ways & Means)/35

Islamabad, the 15<sup>th</sup> July, 2019

**OFFICE MEMORNADUM**

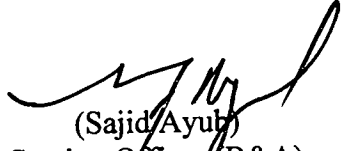
**Subject: - POLICY/STRATEGY FOR RELEASE OF FUNDS-FINANCIAL YEAR 2019-20**

The undersigned is directed to refer above mentioned subject and to state that the following strategy for release of funds relating to Current and Development Expenditure for Financial Year 2019-20 may be followed before effecting the payment with immediate effect and until further orders. The policy/strategy for release of funds for Financial Year 2019-20 would be as follows: -

- a) Funds for Current and Development Expenditure shall be released at the level of 20% each for Quarter 1 and Quarter 2, and at the level of 30% of each for Quarter 3 and Quarter 4, except the funds required for payment of salaries and pension would be released @ 25% of budget for each quarter **(Proforma Annex-I)**;
- b) The cases relating to international and domestic contractual/obligatory payments that are beyond the above limits shall be considered on case to case basis and relaxation shall require prior approval of the Finance Secretary;
- c) Organizations/entities that are provided single-line budget shall be required to provide their annual budget including detailed head-wise expenditure and own receipts for current financial year and last financial year;
- d) All payments shall be made through the pre-audit system of the Accountant General Pakistan Revenue (AGPR), or through Assignment Account procedures issued by the Finance Division. Any direct payment through the State Bank of Pakistan shall be made as a special case, with the prior approval of the Finance Secretary;
- e) Proposals for supplementary grant/technical supplementary grant shall be routed through the Budget Wing of Finance Division on the enclosed Proforma, before these are approved/endorsed by the Finance Secretary/Finance Minister in charge/Adviser to the Prime Minister on Finance and Revenue for onward submission to the Economic Coordination Committee of the Cabinet **(Proforma Annex-II)**;
- f) The strategy for release of funds relating to Public Sector Development Program (PSDP) will remain the same as above except following: -
  - i) No funds shall be released for un-approved projects;
  - ii) Funds for Quarter 1, not exceeding Rs. 500 million, shall be recommended/ released by the Planning, Development and Reform (PD&R) Division. Amounts exceeding Rs. 500 million shall be referred to Budget Wing of Finance Division for ways & means clearance;

**P.T.O.**

- iii) Funds for Quarter 2 onwards will be recommended by the PD&R Division after due examination/scrutiny and shall be forwarded to Finance Division for ways & means clearance alongwith: a) Cash/Work Plan; b) utilization report of funds duly reconciled with AGPR/Accounts Office, and c) approval of Principal Accounting Officer of concerned Ministry/Division (**Proforma Annex-III**);
- iv) Funds would not be released for unapproved projects. Further, if for any project, no funds have been released during the first two quarters, only 40% of the allocation would be released for remaining two quarters;
- v) PSDP releases would be made for each quarter. PSDP releases/recommendations for two or more quarters or in one go would not be possible;
- vi) Cases that are approved through ways and means clearance, shall be sent back by Finance Division to respective Ministry/Division under intimation to PD&R Division; and
- vii) Sanction letter addressed to AGPR for release of funds would be issued by concerned Ministry/Division duly endorsed by Finance Division.

  
(Sajid Ayub)  
Section Officer (B&A)  
051-9202564

Distribution:-

1. All Ministries/Divisions.
2. CF&AOs of All Ministries/Divisions.
3. Adviser (Development Budget), Planning Commission, Islamabad.
4. All Joint Secretaries of Finance Division.
5. Controller General of Accounts, Islamabad.
6. Accountant General Pakistan Revenues, Islamabad.
7. Sub-Offices of AGPR, Lahore, Karachi, Peshawar, Quetta, Muzaffarabd & Gilgit.

Copy for Information to:-

- SA to Finance Minister
- PS to Finance Secretary
- PS to Special Secretary Finance
- AFS (B)
- AFS (E)
- AFS (HRM)
- AFS (EF)
- AFS (CF)
- AFS (IGF)
- AFS (Banking)

**PROFORMA FOR WAYS AND MEANS CLEARANCE**  
**(Current & Development Expenditure)**

Ministry/Division	
Demand No.	
Name of the Organization/Department	
Original Allocation (Detailed Head-wise to be attached)	
Re-appropriation/Savings/Surrender and Supplementary Grant etc.	
Final Allocation	
Amount so far released and spent (Head-wise utilization report to be added)	
Balance available	
Amount is released through Pre-audit System of AGPR or through Assignment Account Procedure?	
Amount requested for release by the Ministry	
Nature of Expenditure (Pay, allowances & other detail attached)	
Quarter/month of the year to which the release pertains to	
Amount recommended for release	

**CF&AO**

Date: \_\_\_\_\_

**PAO**

Date: \_\_\_\_\_

**(Finance Division)**

Date: \_\_\_\_\_

**PROFORMA FOR SUPPLEMENTARY GRANT 2019-20**

1. Budget Year: \_\_\_\_\_ 2. Demand Number & Description: \_\_\_\_\_
3. Cost Centre Code and Description: \_\_\_\_\_
4. Amount of Supplementary / Technical Supplementary Grant (Rs.000): \_\_\_\_\_
5. Budget and Expenditure to date:-

Object / Expenditure head - Code & Description	Budget approved by National Assembly (Rs.000)	Final Budget (Rs.000)	Expenditure to date (Rs.000)	Balance available (Rs.000)

6. Reasons why a sufficient amount was not allocated in the original budget:
- \_\_\_\_\_
7. Detailed justification of supplementary grant:
- \_\_\_\_\_
8. Amount and brief justification of supplementary grant already allowed under the same object / expenditure head:
- \_\_\_\_\_
9. In case of Technical Supplementary grant, Demand number and description from which the funds will be transferred:
- \_\_\_\_\_

I confirm that no saving is available in any of the Demand controlled by me to cover this Supplementary Grant request. I also confirm that no further supplementary request shall be requested during the year under the above-mentioned expenditure head / object.

**CF&AO**  
Date \_\_\_\_\_

**Principal Accounting Officer**  
Dated: \_\_\_\_\_

# PROFORMA FOR WAYS AND MEANS CLEARANCE

## (Public Sector Development Program)

Ministry/Division	
Demand No.	
Name of the Project	
Original Allocation	
i. Foreign Aid	
ii. Pak. Rupees	
Re-appropriation/Savings/Surrender and Supplementary Grant etc.	
Final Allocation	
i. Foreign Aid	
ii. Pak. Rupees	
Amount so far released and spent (Head-wise utilization report to be added)	
i. Foreign Aid	
ii. Pak. Rupees	
Balance available	
i. Foreign Aid	
ii. Pak. Rupees	
Amount is released through Pre-audit System of AGPR or through Assignment Account Procedure?	
Amount requested for release by the Ministry for Pak. Rupees only	
Nature of Expenditure (Pay, allowances & other details attached)	
Quarter/month of the year to which the release pertains to	
Amount recommended for release by PD&R Division	
Amount cleared by "Ways & Means", Finance Division	

CF&amp;AO

Date: \_\_\_\_\_

PAO

Date: \_\_\_\_\_

(Chief Releases)  
PD&R Division

Finance Div. Budget Wing D.No. \_\_\_\_\_

Date: \_\_\_\_\_

Section Officer (B&amp;A)

- CC: 1. Secretary, Respective Ministry  
2. Chief PIP, M/o PD&R.  
3. CF&AO concerned.