

MANUAL PERTAINING TO FINANCE WING, D/O RT&H

1. Powers duties of the officers of Finance Wing.

The Finance Wing is headed by an Additional Secretary and Financial Adviser. He is assisted by a Director (Finance)/Deputy Secretary (Finance) and One Assistant Financial Adviser and a Section headed by Section Officer.

As per the scheme of Integrated Financial Wing, the Financial Adviser is closely associated with the administrative Department in rendering financial advice on various matters within the jurisdiction of the Administrative Department. He assists in planning, programming, budgeting, monitoring and evaluation of various schemes / programmes of the Ministry. The duties of the Financial Adviser broadly comprise of the following:

- (i) He co-ordinates furnishing of material to the Department related Parliamentary Standing Committee on Transport & Tourism to consider Detailed Demands for Grants and to the Ministry of Finance on budgetary matters;
- (ii) Chairs the pre-PIB meetings relating to all projects requiring decision at the level of PIB;
- (iii) Scrutinizes all proposals to be placed before Expenditure Finance Committee / Public Investment Board & also extend Secretariat assistance for EFC proposals to be chaired by Secretary (Expenditure);
- (iv) Renders Financial advice including concurrence in the proposals and schemes emanating from different administrative wings of the Ministry within delegated powers of the Ministry;
- (v) Extends necessary co-operation in Preparation of Five Year Plans and Annual Plans;
- (vi) Assesses the Internal resources and Extra Budgetary Resources of the Public Sector Undertakings and Autonomous Bodies under the administrative control of the Ministry;

- (vii) Scrutinizes and vets the budget proposals of the various Autonomous Bodies and PSUs;
- (viii) Reviews plan schemes based on Zero Based Budgeting methodology with a view to achieving optimal expenditure;
- (ix) Evaluates progress / performance of the projects and other continuing schemes;
- (x) Ensures observance of financial discipline, enforcement of the economy measures and to assess financial viability of the proposals;
- (xi) Monitors the settlement of audit objections, inspection reports / reviews, draft audit paras etc., and ensure prompt action on Audit Reports and Appropriation Accounts, Reports on Public Sector Undertakings.

2. Procedure followed & Channel of Submission:

As regards appraisal and approval of schemes and projects, the procedure laid down by Minister (Finance) is followed in addition to the guidelines formulated by the Ministry.

Channel of Submission

Section	Officer-in-charge	Next channel of Submission	Level of disposal
TF-II	SO(TF-II)	Assistant Financial Adviser/ DS(Finance)	*Director(Finance)/ Financial Adviser.

* Depending on cost of proposals as per delegated powers.