

K-12012/8/2/2020/C&P/2220
Government of India
Ministry of Textiles
O/o Development Commissioner (Handicrafts)
[HRD Section]

West Block No. VII, R.K. Puram
New Delhi -110066
Dated 20.10.2022

Office Memorandum

Sub: Revised procedure for flow of fund under Central Sector Schemes reg: -

In continuation this office OM dated 28.09.2022 a Standard Operating Procedure for revised flow of funds through CNA module under Central sector scheme has been finalized after detailed deliberation with PFMS, Central Nodal Agency and concerned Program Division which need to be adhered by all implementing Agencies under NHDP and CHCDS Schemes.

The SOP of revised flow of funds through CNA module for NHDP and CHCDS Scheme under Central sector scheme is as detailed below:

- (i) All the Implementing Agencies need to open a zero-balance subsidiary account (ZBSA) linked with Central Nodal account (CNA) of Central Cottage Industries Corporation (CCIC), New Delhi in ICICI Bank prior submitting the pre-receipt bill for sanctioned (Fresh/Reimbursement) grant
- (ii) IAs need to link their ZBSA account with Central nodal account and map the same with NHDP/CHCDS scheme.
- (iii) New registration of SA/IAs and approval for linking ZBSA account with central nodal account under NHDP/CHCDS scheme will be done by CNA.
- (iv) Program Division will set the drawing limits and allocation limit for central nodal account.
- (v) Central Pay and Account Office shall transfer the funds to central nodal account through PFMS.
- (vi) All the Bills of Grant in Aid (Fresh/reimbursement) will be processed through CNA mode only
- (vii) CNA would further allocate the fund to Sub-Agencies (SAs)/Implementing Agencies (IA) using CNA module of PFMS.
- (viii) IA need to file/punch expenditure for fund released to IA till 31.03.2022 at the earliest and clear their respective unspent balance.
- (ix) IA need to refund the Unspent balance for fund released from 01.04.2022 to till date to CNA account in the form of DD in favor of CCIC payable at

New Delhi. The details of the refund amount may be furnished to the concerned section of O/o DC(Handicrafts) in the prescribed Performa.

- (x) CNA will reallocate refunded amount to ZBSA accounts of IA so that expenditure can be done against the unspent balance.
- (xi) No further grant will be released to the Implementing agencies having unspent balance in PFMS to their respective accounts.
- (xii) Implementing Agencies shall incur expenditure to vendors/beneficiaries from allocated funds only throughs PFMS EAT module.
- (xiii) All the concerned HSC may ensure that the entire unspent amount in their respective account as per PFMS is returned to the Central Nodal Account.
- (xiv) IA shall not transfer/ divert the funds to any other account or shall not park in bank account of any other agency.
- (xv) CCIC (CNA) will punch the details of fund transferred to IA till date by CNA to sub agencies manually in PFMS CNA REAT module.
- (xvi) CNA will keep record of refunded unspent balances by IA manually and feed the data once the PFMS refund module is ready.

AKW 21/10/2022
(Arun Kumar Yadav)
Director (H)