

From:

Pr. Secretary (RD),
to the Government of Himachal Pradesh

To

1. All the Deputy Commissioners-cum-District Programme Coordinators (MGNREGA), Himachal Pradesh except district Kinnaur & L & Spiti
2. All the Deputy Directors –cum- Project Officers, DRDAs Himachal Pradesh except district Kinnaur & L & Spiti
3. All the Block Development Officers-cum-Block Programme Officers (MGNREGA) In Himachal Pradesh except district Kinnaur & L & Spiti

Dated: Shimla-171009 13rd May, 2015

Subject: - 100% Administrative cost payment through eFMS under MGNREGA -MIS.

Sir/Madam,

As you are already aware that wage and material payments are being made through eFMS by all the eFMS districts. Now Districts /Blocks will start 100% Administrative cost payment through eFMS from 1st June, 2015. To make payments of Administrative Expenditure cost through eFMS, follow these steps:-

1. For making Administrative expenditure payments, Districts and Blocks have to operationalise zero balance account. Please note that existing bank account with available funds may not be used for Administrative expenditure payments.
2. Send the details of zero balance bank account to State for updation and freezing.
3. Districts/Blocks have to Book Administrative Expenditure through their respective login.
4. Generate Administrative Expenditure list.
5. After generating Administrative Expenditure list, verify before proceed for payments.
6. Generate FTO for Administrative Expenditure from 1st Signatory account.
7. Add Digital Signature of 1st Signatory.
8. Add Digital Signature of 2nd Signatory.

You are, therefore, requested to send the details of zero balance bank account so that Administrative cost payment through eFMS could be started from 1st June, 2015 in all the Districts/Blocks.

Yours faithfully,



(Jitender Sanjta)

**Deputy Secretary (RD) to the
Govt. of Himachal Pradesh**