

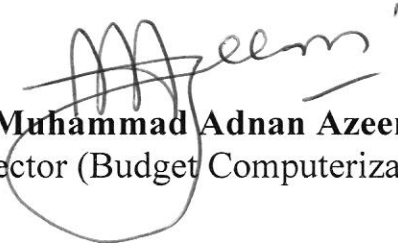
No.F.1(269)-Dir(BC)/2022-23-883
Government of Pakistan
Finance Division
(Budget Wing)

Islamabad, the 9th May, 2022

OFFICE MEMORANDUM

Subject: **INSTRUCTIONS FOR RECEIVING OF BOs / NISs**
RELATING TO CURRENT EXPENDITURE FOR THE
FINANCIAL YEAR 2022-23

In order to streamline receiving of Budget Orders (BOs) / New Item Statements (NISs) relating to Current Expenditure for the financial year 2022-23, it has been decided to issue necessary instructions (Annex-I) for compliance. Furthermore, only one authorized person may approach in this regard to deliver budget documents. Finance Division shall receive BOs / NISs at Room # 136, 1st Floor, 'Q' Block, Pak Secretariat, Islamabad as per attached Schedule **(Annex-II)**.


(Muhammad Adnan Azeem)
Director (Budget Computerization)

All Principal Accounting Officers

Copy for information to :

1. PS to Finance Secretary.
2. All Additional Finance Secretaries, Finance Division.
3. All CF & AOs.
4. All Joint Secretaries (Exp.) / Deputy Secretaries (Exp.), Finance Division.
5. Web Master, Finance Division.

**INSTRUCTIONS FOR SUBMITTING
BUDGET ORDERS / NEW ITEM STATEMENTS (FY 2022-23)**

- i) DDO-wise budget summary for one complete demand may be attached with the BOs / NISs (Annex-III).
- ii) CF & AO shall check, sign and send complete demand (s) to Budget Computerization. Incomplete / partial demand (s) will not be received.
- iii) Kindly contact staff of Director (Budget Computerization) on Phone Nos. 051-9218834 and 051-9209203 before approaching Finance Division as and when the demand (s) is completed in all respect as per IBC issued and according to attached time-schedule.
- iv) Data should be in MS Excel sheet format.
- v) There should be no formula in excel sheet (values only).
- vi) Object code should be in one column.
- vii) Figures should be in thousands and in one column without using ‘,’ ‘.’ etc.
- viii) Data must be provided up to detailed object level.
- ix) Maximum six digits object code be written as per Chart of Accounts.
- x) BOs / NISs data be provided to Budget Computerization in soft format i.e. USB / CD / through e-mail (director.bc@finance.gov.pk) along with verified hard copies as per standard practice.
- xi) After entry in SAP system, computer print-out of completed demand (s) will be handed-over to concerned department for checking / reconciliation. In case, the department fails to point out any discrepancy within 24 hours, demand (s) will be considered as reconciled.
- xii) Reconciliation certificate should be signed by an officer not below BS-17.