

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
MET. HEADQUARTERS ISLAMABAD**

No. Audit-12(4)/2020-21

Islamabad, the 13 October, 2020.

CIRFULAR

Subject: **IMPLEMENTATION OF CASH MANAGEMENT AND TREASURY SINGLE ACCOUNT, 2020**

In compliance with Aviation Division letter No.2(15)2020-21/F&A, dated 06-10-2020 (copy enclosed as **Annex-A**), the undersigned attended meeting in the office Joint Secretary III at Aviation Division on 09-10-2020 at 11:00AM. The following instructions / guidelines issued by the chair:

- (i) The following private accounts with nominal balance are required to be closed within a fortnight. The balance amount available shall be deposited/transferred to State Bank of Pakistan as per instructions contained in Finance Division letter No.1(1)/S.O(TSA)/2020, dated 19-08-2020, using the prescribed form of Finance Division (**Annex-B**) and a compliance report may immediately be sent to this office for onward submission to Aviation Division.

R M Cs	Bank Name	Account Title	IBAN	Available Balance (Rs.)
FFD, Lahore	NBP, Main Branch, Lahore	DDO, National Flood Forecasting Beauru	PK22NBPA0300004034997565	3,000.00
	NBP, Circular Road, D.I. Khan	Officer Incharge Weather	PK74NBPA1433004016299004	129.00
	NBP, Model Town, Rahimyar Khan	Officer Incharge Pakistan Met	PK38NBPA0391004017758640	0.00
	NBP, Wapda Colony, Mirpur AJK	Officer Incharge Weather Radar	PK81NBPA0614004002927735	65.00
	NBP, Sialkot	Officer Incharge Sialkot	PK83NBPA0404004047843670	555.25
RMC, Lahore	NBP	DDO, RMC, Lahore	PK70NBPA0300004034997574	860.33

- (ii) The following project accounts (other than treasury single account / assignment account) shall be closed within one month. The balance amount available shall be deposited/transferred to State Bank of Pakistan as per instructions contained in Finance Division letter No.1(1)/S.O(TSA)/2020, dated 19-08-2020, using the prescribed form of Finance Division (**Annex-B**) and a compliance report may immediately be sent to this office for onward submission to Aviation Division.

R M Cs	Bank Name	Account Title	IBAN	Available Balance (Rs.)
FFD, Lahore	NBP, ACP, Model Branch Lahore	Chief Met. Flood Forecasting Division	PK13NBPA1442004000719124	1,001,083.31

		Director National Flood Forecasting	PK13NBPA1442003000715763	683,119.31
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- (iii) The following bank account maintained at Karachi since long shall be closed immediately and balance amount available shall be deposited/transferred to State Bank of Pakistan as per instructions contained in Finance Division letter No.1(1)/S.O(TSA)/2020, dated 19-08-2020, using the prescribed form of Finance Division (**Annex-B**) and a compliance report may immediately be sent to this office for onward submission to Aviation Division.

R M Cs	Bank Name	Account Title	IBAN	Available Balance (Rs.)
Camp Office, Karachi	NBP, Airport Branch, Karachi	Pakistan Meteorological Department	A0003004099092456	Not disclosed by PMD KHI

- (iv) The following project account shall be closed within one month and amount available shall be deposited/transferred to State Bank of Pakistan as per instructions contained in Finance Division letter No.1(1)/S.O(TSA)/2020, dated 19-08-2020, using the prescribed form of Finance Division (Annex-B) and a compliance report may immediately be sent to this office for onward submission to Aviation Division. If it is not feasible to immediately close this account, a detailed justification for its continuous operation / maintenance may be provided to this office for seeking guidance from Finance Division.

R M Cs	Bank Name	Account Title	IBAN	Available Balance (Rs.)
GLOF Project	NBP, H-9 Branch, Islamabad	Pakistan Meteorological Department	PK13NBPA1531004008609989	04 Million

2. Furthermore, it may kindly be ensured by all Controlling officers / Project Directors that henceforth no secretive / undisclosed private account shall be opened or maintained with any bank. All DDOs & Controlling Officers are required to acquaint themselves with "Cash management and Treasury Single Account Rules, 2020 (available on www.finance.gov.pk).

3. This issues with the approval of Director General Met Services.



(TARIQ NADEEM)
Chief Administrative Officer
For Director General
Meteorological Services

- Encls: (i) Aviation Division letter No.2(15)2020-21/F&A, dated 06-10-2020
(ii) Prescribed form of Finance Division for closure of bank accounts.
(iii) Copy of Finance Division F.No. 1(1)/S.O (TSA)/2020, dated 19-08-2020.

Distribution:-

- (i) Chief Meteorologist / Controlling Officer Met. HQs Islamabad / Camp Office, Karachi / FFD, Lahore.
(ii) Director RMC, Lahore / Karachi / Quetta / Peshawar / Gilgit.
(iii) Dr. Khalid Malik, Director, (R&D), PMD, Islamabad / Project Director GLOF.
(iv) ✓ All Controlling Officers.
(v) Major (R) Muhammad Kaleem Khan, Director (IT) with request to please upload on PMD, website.

Government of Pakistan
Cabinet Secretariat
(Aviation Division)

No-2(15)2020-21/F&A

Islamabad the 6th October, 2020

From : Saeed Akhter Khan
Section Officer (F&A)

To
Director Finance
H.Q Airport Security Force,
Karachi

Chief Admin Officer,
H.Q Pak. Meteorological Department,
Islamabad

Subject: - IMPLEMENTATION OF CASH MANAGEMENT AND TREASURY
SINGLE ACCOUNT, 2020

I am directed to refer to this Division's letter of even number dated 27th August, 2020 on the subject cited above and to state that a meeting is scheduled to be held on Friday, 9th October, 2020 in the office of Joint Secretary-III at 10:00 A.M, 8th Floor Kohsar Block Pak Secretariat Islamabad.

2. It is, therefore, requested that a well conversant officer may kindly be deputed along with complete record of Commercial Bank account to attend the meeting on given date and time.


(Saeed Akhter Khan)
Section Officer (F&A)

Government of Pakistan
Finance Division
(Budget Wing)

Annex-B

F.No.1(1)/S.O (TSA)/2020.

Islamabad, the 19th August, 2020

Subject: Implementation of Cash Management and Treasury Single Account Rules, 2020

Pursuant to the promulgation of Cash Management and Treasury Single Account Rules, 2020 by the Federal Government as required under Section 30 of the Public Finance Management Act, 2019 (available on www.finance.gov.pk), necessary guidelines are as under;

- i. **Applicability:** The Cash Management and Treasury Single Account Rules, 2020 are applicable on all the Government offices of Federal Government i.e Ministries, Divisions, their Executive Departments, Attached Departments and Sub-ordinate Offices. As per Rule 5(3) of the Rules ibid, the Government offices included in the Treasury Single Account system have already been notified and circulated.
- ii. **Procedure for Withdrawal from Federal Consolidated Fund [Rules 3(1), 3(2), 3(3)]:** The Government Offices are required to follow the procedure relating to spending or withdrawal from Federal Consolidated Fund as prescribed.
- iii. **Cash Flow Reports [Rules 3(6), 3(7) & 3(8)]:** The Government offices shall report fiscal data with regard to receipts and expenditure to the Finance Division by 15th of each month for next two months on the prescribed format (Annex-A).
- iv. **Issuance of Directions for Closure of Bank Accounts, [Rule 4(3)]:** The Government offices shall issue necessary directions to the respective authorized signatories, of all the bank accounts maintained in commercial banks, for closure of such accounts and transfer of balance funds to the Federal Consolidated Fund under specified head of account. In compliance thereof, the authorized signatories shall issue instructions to their banks on the prescribed format (Annex-B) accordingly. Any approval granted by Finance Division prior to commencement of these rules for opening of bank accounts in commercial banks by the Government offices shall stand revoked forthwith.
- v. **Opening of New bank accounts [Rules 4(1), 4(7)]:** The Government offices shall not open, operate or maintain a bank account in commercial banks for any purpose,

Non Tax
Revenues

Close
Bank
A/C's

Account offices

24/8/20

PL libers along with
account officer
immediately

PMD	
CA (D)	
CA (F&D)	
CA (G)	
CA (H)	
CA (I)	
CA (J)	
CA (K)	
CA (L)	
CA (M)	
CA (N)	
CA (O)	
CA (P)	
CA (Q)	
CA (R)	
CA (S)	
CA (T)	
CA (U)	
CA (V)	
CA (W)	
CA (X)	
CA (Y)	
CA (Z)	
By No.	1720
Date:	24/8/2020

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except under the authority of Finance Division and in accordance with section 31 of the Public Finance Act, 2019 and these Rules.

- vi. **Ceasing of Ceiling [Rule 4(12)]:** Any ceiling for withdrawal of money/funds directly from Federal Consolidated Fund by using cheque book of Non-Food Account No.1 or assignment account shall cease on 30th June each year.
- vii. **Treasury Single Account system (Rule 5):** Finance Division shall facilitate all the Government offices in efficient implementation of the TSA system including assignment accounts in collaboration with State Bank of Pakistan and accounting offices.

2. In view of the above, it is requested that further necessary action may be taken by the concerned Ministries/Divisions/Attached departments/offices accordingly and a report on fortnightly basis may be sent to Finance Division on the prescribed format (Annex-C).

*every 2 weeks.
(15 days)*

(Sajjad Azhar)
Joint Secretary (Budget-III)
051-9201854

**All Secretaries of Ministries/Division,
Heads of Attached departments/Executive Offices,
Heads of sub-ordinance offices,
under the Federal Government**

Copy for information and necessary action to:

- i. S.A to Advisor to the PM on Finance and Revenue, Islamabad
- ii. Finance Secretary, Special Secretary Finance, All Additional Secretaries, Economic Advisor, DG Debt, Finance Division
- iii. Controller General of Accounts, CGA Office Islamabad
- iv. Accountant General of Pakistan Revenues, AGPR office, Islamabad
- v. Military Accountant General, Rawalpindi
- vi. Mr. Saleemullah, Executive Director-FRM, State Bank of Pakistan Karachi
- vii. All CFA&Os, all Joint Secretaries/Deputy Secretaries (Expenditure), Finance Division

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Fiscal Data Form
[see Rules 3(6), 3(7) & 3(8)]

Ministry/Division/Department/Office _____

(Rs. In Millions)

Sr.#	Description	B.E 2020-21	Actual July	Projections	
				August	September
Government office: _____					
1.	Revenue				
(a)	*Tax Revenue				
(b)	Non-Tax Revenue				
2.	Expenditure				
(a)	**Current				
(b)	Development				

(Principal Accounting Officer)

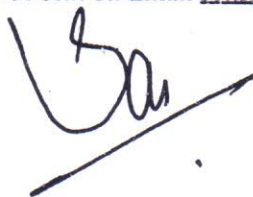
Notes

*Data of Tax Revenue to be provided by Revenue Division/FBR only.

** Data of Current Expenditure on account of interest payments to be provided by DG, Debt (for domestic debt and foreign debt) and DG (CDNS) for interest payments on govt securities.

(i) Historical data to be used for making projections should be extracted from GFMIS (SAP)

(ii) Soft data to be sent on Email so.tsa@finance.gov.pk



f29/c

Format for Government Offices
for Closure of Bank Accounts and Transfer of Balances to SBP

The Manager,
ABC Branch,
XYZ Bank Limited

Dear Sir,

Subject: **Request for Closure of Account and Transfer of Funds to GoP Account at SBP**

I/We, being the Authorized Signatories, hereby request you to close the following account maintained by us with your branch with the particulars tabulated as under;

Bank Name	
Branch Code	
Controlling Ministry/Division	
Government Department	
Account Title	
IBAN	
Available Balance (Rs.)	

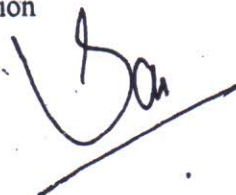
We further authorize you to transfer the available balance in our aforesaid account to Central Account No.1 (non-food) of the Federal Government maintained with SBP.

(Authorized Signatory-I)

(Authorized Signatory-II)

Copy for information and necessary action to:-

1. Secretary, XYZ (Ministry/Division)
2. Joint Secretary (Budget-III), Finance Division



**Submission of Information on Fortnightly basis by Ministries/Divisions
Closure of Bank Accounts and Transfer of Balances to Federal Consolidated Fund**

Ministry/Division/Attached Departments/Offices: _____

Sr#	Name of Govt Office Maintaining Bank Accounts	Bank Name	Branch Code	Title of Account	IBAN	Amount Transferred	Date of Transfer & Closure of Account
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CF&AO or Joint Secretary or equivalent

Note:

Soft data to be sent on Email so.tsa@finance.gov.pk

