



# GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT

Finance Department Civil Secretariat Peshawar

<http://www.finance.gkp.pk>

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Assig: a/c

No.5/139(F/L)/FD/2019/Vol-III

Dated Peshawar the 18<sup>th</sup> November 2020

To

1. The Additional Chief Secretary, P&D Department Govt of Khyber Pakhtunkhwa, Peshawar.
2. The Senior Member Board of Revenue, Khyber Pakhtunkhwa, Peshawar.
3. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa, Peshawar.
4. The Secretary to Governor, Khyber Pakhtunkhwa, Peshawar.
5. All Administrative Secretaries to Government of Khyber Pakhtunkhwa, Peshawar.
6. All Heads of Attached Departments in Khyber Pakhtunkhwa.
7. All Deputy Commissioners in Khyber Pakhtunkhwa.
8. The Member Board of Revenue, Khyber Pakhtunkhwa, Peshawar.
9. The Registrar, Peshawar High Court, Peshawar.
10. The Chairman, Khyber Pakhtunkhwa Public Service Commission, Peshawar.
11. The Chairman, Khyber Pakhtunkhwa Service Tribunal, Peshawar.
12. All Chief Executives Autonomous/Semi-Autonomous Bodies/Corporations in Khyber Pakhtunkhwa.

Subject: - ASSAN ASSIGNMENT ACCOUNT PROCEDURE (LOCAL CURRENCY), 2020

Dear Sir,

I am directed to refer to the subject noted above and to enclose herewith a copy of Controller General Accounts, Islamabad letter No.1376/CGA/A.A/RP-2018(L.C) dated 26.10.2020 alongwith ASSAN Assignment Account Procedure (Local Currency) duly approved by the Finance Division No.F.2(2)BI/2008/2020-1081 dated 20.10.2020 for strict compliance and implementation please.

Yours faithfully,

Encl: As above

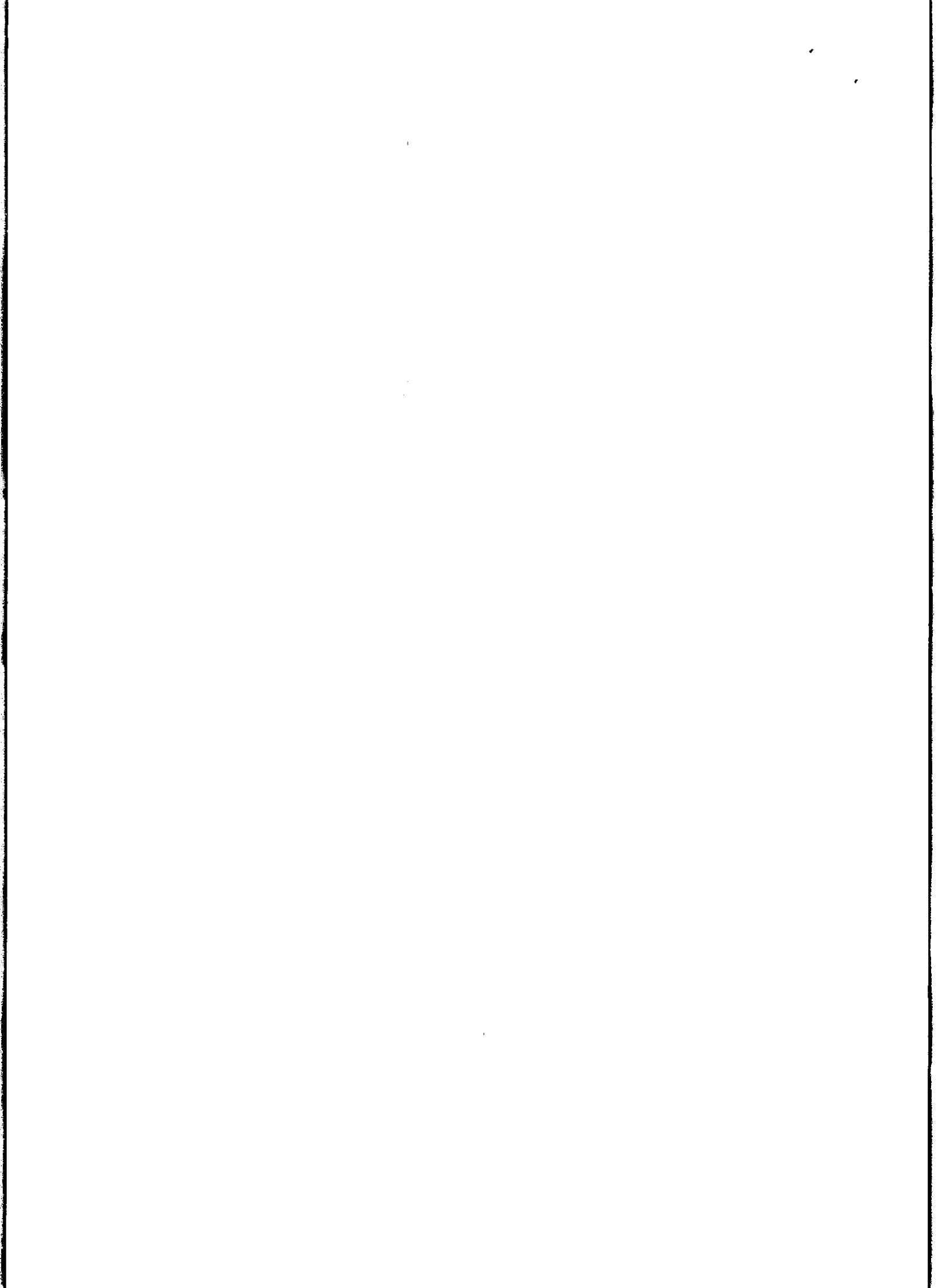
(HAMMAD RAZA)  
BUDGET OFFICER (FUNDS/LOANS)  
Phone # 091-9210436

Endost: No. & Date even.

Copy forwarded to:-

1. The Accountant General, Khyber Pakhtunkhwa for information and necessary action.
2. PSO to Chief Secretary Govt of Khyber Pakhtunkhwa, Peshawar.
3. **The Director, FMIU, Finance Department with the request to upload the above instructions on Finance Department's website.**
4. The Director, Local Fund Audit, Peshawar.
5. All Section / Budget Officers in Finance Department for necessary action.
6. Private Secretary to Finance Secretary.
7. PA to Additional Secretaries / Deputy Secretaries in Finance Department.

BUDGET OFFICER (FUNDS/LOANS)





GOVERNMENT OF PAKISTAN  
**CONTROLLER GENERAL OF ACCOUNTS**  
CGA Complex, FBC Building, Sector G-5/2  
ISLAMABAD  
[www.cga.gov.pk](http://www.cga.gov.pk)

No. 1376 CGA/A.A/RP-2018(L.C)

Dated: 26-10-2020

All PAOs Federal Secretaries,  
Ministry of .....  
Islamabad.

Subject: ASSAN ASSIGNMENT ACCOUNT PROCEDURE (LOCAL CURRENCY), 2020

Kindly refer to Finance Division letter no.F.2(2)BI/2008/2020-1081 dated 20-10-2020 on the subject cited above.

2. The Finance Division has approved the "ASSAN ASSIGNMENT ACCOUNT PROCEDURE (LOCAL CURRENCY)".
3. The procedure is enclosed for information and necessary action, please.

Encl: As above.

(Khalid Nazir)  
Accounts Officer (PAC)  
Tel No: 051-9245517

Copy forwarded for information and necessary action to:

1. The Director General (Policy), Office of the Auditor-General of Pakistan, Islamabad.
2. The Accountant General Pakistan Revenues, Islamabad/Sub-Offices Karachi/ Lahore/ Peshawar/ Quetta/ Gilgit.
3. The Accountant Generals Punjab/Sindh/Khyber Pakhtunkhwa/Balochistan/Gilgit Baltistan.
4. The Jr. Joint Director, State Bank of Pakistan, I.I. Chundrigar Road, Karachi for issuance of necessary instructions.
5. The Vice President, National Bank of Pakistan (Head Office), I.I Chundrigar Road, Karachi for issuance of necessary instructions to NBP branches.
6. The Federal Treasury Officer, Islamabad/ Karachi.

CC:

1. The Provincial Secretaries Punjab/Sindh/Khyber Pakhtunkhwa/Balochistan and Gilgit Baltistan.
2. Mr. Rashid Ahmed, Section Officer (BI), Finance Division, Islamabad with reference to their letter no. F.2(2)BI/2008/2020-1081 dated 20.10.2020

**ASAAN ASSIGNMENT ACCOUNT PROCEDURE (LOCAL CURRENCY), 2020**

All Special Drawing Accounts (SDAs), Personal Leger Accounts (PLAs), and Revolving Fund Accounts (Local Currency) were abolished vide CGA office letter No.AC-II/1-39/08-Voi-V/632 dated 24<sup>th</sup> September, 2008 and Finance Division O.M. No. 3(4) DS(BR-II)/2008 dated 6<sup>th</sup> October, 2008. At present, in the light of provisions of the Public Finance Management Act 2019 and Cash Management and Treasury Single Account Rules 2020, the Assignment Accounts shall be part of Treasury Single Account, as well as Federal Consolidated Fund at Federal Government level.

2. As far as provincial governments are concerned, the Assignment Accounts shall be a part of respective provincial governments' consolidated fund at provincial levels. The following procedure shall be followed for opening and operation of the Assignment Account, for Development Projects and Non Development Expenditure in the Federal and Provincial Governments:

**1. General Instructions:**

- i) Assignment Accounts shall be part of Consolidated Fund of respective Governments. The unspent balance at the close of financial year shall be surrendered by respective offices as per government instruction, otherwise it shall be treated as lapsed amount.
- ii) Assignment Accounts shall be opened in designated Branches of National Bank of Pakistan (list attached) in the jurisdiction of the Accounting Offices in which the user Organization / or office / or project is located or the amount has been budgeted.
- iii) User Organizations already submitting their claims for Development and Non-Development Expenditure to Accounting Offices for pre-audit shall not be allowed Assignment Accounts, under any circumstances.
- iv) The officers of BS-17 or above on payroll of user organization concerned shall be nominated by the PAO as signatories. A signatory on current / acting charge of BS-17 or equivalent may operate the account till he/she holds current charge of BS-17 and shall no more operate the account on the completion of period of current charge.
- v) Any officer or person attached with a project or unit as honorary officers or board members or on attachment drawing salary from other project or unit shall not become a signatory. However, in cases, where a project, or unit does not have any officer of BS-17 or above on its payroll, the PAO may allow signatories from controlling offices, or entities Board of Directors, till such officers are appointed.

- vi) In case of entities, where signatories are pre-decided by designation under departmental rules or codes, or SoPs, or the PAO decides the signatory by Designation, the approval (while converting to AAAP 2020, for the first time for one or more branches, or divisions, or geographical stations) can be obtained in a collective manner. In the event of transfer, or retirement, or suspension, or due to any other reason, if an officer who happens to be a signatory, is replaced by any other officer, or the charge of the position is given on acting, current or look after basis, signatory may be changed with the approval of the head of unit, division or department at that station, i.e., obtaining the approval of Head of Department / or entity or PAO shall not be required till the appointment / posting of officer on regular basis. But if the positions remain vacant (i.e., charge is not given to any officer), the second signatory shall be decided with the approval of PAO.
- vii) A third signatory may also be approved by the PAO to operate the account during the leave or if a signatory is away or on tours.
- viii) The Bank shall comply with Government Policy Instructions and SBP regulatory requirements including Know your Customer (KYC) in case of Assignment Account (like that of FATF / AML) and shall ask for requisite documents and ensure biometric verification. The signatories shall comply with these requirements.
- ix) The ASAAN Assignment Account Procedure, 2020 (AAAP 2020) shall be applicable to all the existing Assignment Accounts for all future banking.
- x) For any clarification of the ASAAN Assignment Account Procedure 2020, the PAOs shall refer the matter to Budget Wing, Finance Division (through the Administrative Secretary) for the decisions.
- xi) In case a project is reflected in Federal PSDP but it is executed by the Provincial Government as provided in PC-I, the PAO at Federal level may approve the opening of assignment account or Sub-Assignment Account of such projects or programs and approve signatories whose Names/Designations are recommended by Secretary of Provincial Government Department concerned.
- xii) Budget shall be proposed and approved in the heads of account as per requirements of projects / unit and shall be booked accordingly.
- xiii) Opening of Assignment Account is not needed for funds allocated as 'one-time seed money'.

- xiv) Assignment Account shall be closed by the PAO upon closing of project, program, or if the expenditure is shifted to pre-audit system of Accounting Offices
- xv) Cash withdrawal or transfer of funds to any bank account is not allowed except employees related deductions like pension contribution, provident fund and GP Fund, etc. These deductions shall be made as per Rules / Policy Guidelines / Procedure of the relevant offices. Payment shall be made only through crossed cheque to contractors, vendors, suppliers, employees, etc.
- xvi) Security Deposit / Retention Money may be deposited in a designated Bank Account in case of perpetual organizations like National Highway Authority but in case projects / programs or operational units or corporations, in a dedicated Bank Account opened with the approval of Finance Division or in Public Account. The account shall be used for deposit of retention money only and no utilization shall be made out of the account, except payment of retention money / security deposit. Such account shall immediately be closed on expiry of contract or completion of project under intimation to Finance Division. In case retention money is forfeited or not claimed within a stipulated period, the same may be deposited alongwith interest, if any, in the Federal / Provincial Government account as the case may be.
- xvii) The PAOs may allow one Imprest Money upto Rs100,000 (One hundred thousand) or less based on the needs. The Finance Division shall be consulted for approval for requirement of any higher amount of Imprest Money.

2. **Responsibilities of Principal Accounting Officers (PAOs):**

- i) The Principal Accounting Officers (PAOs) shall approve the opening, closing and change of signatories of the Assignment Account. They shall not delegate these powers to any officer (The Additional Secretary In-charge of Ministry/Division or any officer holding the charge of a PAO shall be deemed as the PAO).
- ii) The following Pre-conditions shall be met for opening of Assignment Accounts by the PAO / his office:
  - a. In case of a **development project**, the project should have administrative approval. The Project Director shall be in place and it should have the Cost Centre / ID No. and allocation of budget.
  - b. In case of **current budget expenditure**, it should have the Cost Centre / ID No. and allocation of budget.

- c. There shall be a separate assignment account for every development project, Sub-account(s) may be allowed on need basis.
  - d. The PAO shall ensure that signatories are approved as per provisions of AAAP 2020.
  - e. As required under Section 23 of the PFM Act 2019, the PAO shall submit a certificate to the Finance Division on half yearly basis that public money has not been transferred from Assignment Account to any other bank account.
- iii) The copies of following documents are mandatory / required for submission of request to PAO:
- a) Gazette Notification for designation of PAO other than Secretary/Additional Secretary Incharge of Ministry/Division.
  - b) Administrative approval in case of Development Projects. (b) Valid CNIC and Office Card of signatories. (c) Specimen signature. (d) In case of entities like corporations, companies, autonomous entities under a Division, the specimen signature shall be verified by an officer of (BPS-17 or above), a Section Officer, Deputy Secretary, etc but not the SPS or PS at the administrative Division.
- iv) The opening of Assignment Account or change of signatories shall be intimated by the PAO office to all the concerned offices including Budget Wing, Finance Division, PD&SI Division, CGA and Accounting Offices concerned.
- v) The Ministry /Division /Department will issue sanction letter (as per prescribed procedure) for placement of amount as ceiling in Assignment Account as per **Form-C**.
- vi) Under the PAO, the officers processing, sanctioning and controlling the budget, payment, or any matter related to assignment account shall observe and enforce financial propriety and follow all the rules and procedure as applicable to such matters.
- vii) The drawing authorities shall be responsible for reconciliation of expenditure with Accounts Offices on monthly basis. They shall maintain a proper account of all expenditure.
- viii) The PAO and his sub-ordinate officers shall ensure the proper booking, reporting and reconciliation of expenditure.

**3. Responsibilities of National Bank of Pakistan (NBP)**

- i) On receipt of request from user organization i.e., Ministry/Division/Department, duly approved by the PAOs for the opening of Assignment Account on **Form-A**, the manager of the designated branch of the NBP shall open the account or sub-account. The letter of Assignment Account shall specify the following detail:

5

- (a) Title of Account. (b) The Bank branch where it shall be opened. (c) Authorized cheque signatories and specimen signatures. (d) Any other condition for operation of the account as required by the bank. The NBP may ask / add any other requirement as per Government Policy or SBP regulatory requirements.
- ii) Availability of funds, as authorized by Accounting offices (AGPR/AG/DAO) concerned will be checked before each payment by National Bank of Pakistan (NBP).
- iii) The Bank shall entertain the cheque(s) that are accompanied with a scroll mentioning Demand No., Cost Centre and Object Code, and both endorsed by Accounting Offices for payment. The cheques not endorsed by the Accounting Offices shall not be entertained by the Bank.
- iv) After payment, the NBP Branch maintaining assignment account or sub-account may claim reimbursement from the SBP. The SBP shall reimburse as per existing practice and shall issue debit voucher containing necessary accounting detail (Demand No. Cost Centre and object classification) to the respective Accounting Offices.
- v) The bank will accept crossed cheques and no cash withdrawal and transfer of funds to other bank account will be made except as provided in clause 1.
- vi) The dormant Assignment Accounts or sub-accounts which have no transactions for the last three years will be closed by the NBP under intimation to the PAO and Accounting Offices concerned.
- vii) The NBP shall automate the assignment account through their core business application and provide complete information including list of assignment accounts or sub-accounts on monthly basis to Accounting Office concerned and Budget Wing, Finance Division. No payment will be made manually after 31.12.2020 except with the approval of Finance Division

4. **Responsibilities of Accounting Offices (AGPR / AGs / DAOs)**

- i) On receipt of the sanction letter for placement of amount in Assignment Account or Sub-Account, the Accounting Offices will authorize the Manager NBP for the ceiling as per **Form-D**.
- ii) As per Federal Treasury Rule (FTR) 170-B, the authorization letter for placement of fund will be issued directly to the NBP by the Accounting Offices concerned by endorsing the copies to all the concerned. The cheque book of Assignment Account will also be



supplied upon requisition by authorized signatories to them or to person (Government employee) authorized by the signatories.

- iii) The Accounting Offices shall endorse the cheque in the name of beneficiary or a Manager, NBP/Commercial Bank alongwith scroll having necessary details attached for payment of pay, allowance pension, etc. The exception is for sub-assignment account, where the endorsement is not required.
- iv) The cheque in the name of Manager NBP/Commercial Bank for transfer of funds to establish a Letter of Credit (LC) shall be endorsed by the Accounting Offices.
- v) The DDOs dealing with assignment accounts or sub-account shall prepare three copies of scroll mentioning therein name, CNIC, Bank Account No, amount, Demand No. and Object Codes. The Accounting Offices shall endorse all the three, and enclose cheque, retain one copy of scroll as record which will also serve as basis for recording of expenditure, second copy shall be endorsed to the bank and third copy will be returned to DDOs for record.

5. **Establishment and Responsibilities Pertaining to Sub-Assignment Account(s):**

- i) The Sub-Assignment Account(s) shall be established / opened by the PAO in accordance with the following procedure:
- ii) Sub-Assignment Account(s) may be allowed by the PAO at designated branche(s) of the NBP if expenditure from one cost centre is incurred at more than one location.
- iii) Sub-Assignment Account(s) shall be a part of main assignment account and all sub-Assignment Account(s) shall be tagged with CIF (Customer Information Folio) of the main Assignment Account by the NBP through IT system.
- iv) Requirements and procedure of opening, authorization, and documentation for sub-Assignment Account shall be same as for the Assignment Account.
- v) The Ministry/Division/Department will communicate the sanction to Accounting Offices for placement of amounts as ceiling with clear-cut bifurcation of each Sub-Assignment Account as an Annexure to **Form-C**. On receipt of the said sanction, the Accounting Offices will authorize ceiling in **Form-D** along with the ceiling, detail of each Sub-Assignment Account to the Manager, NBP maintaining the main Assignment Account. Payments from sub-assignment account shall be recorded by Accounting Offices at the place where main Assignment Account is maintained. (The user organization shall distribute the budget according to its needs at various places and convey to Accounting Offices who will endorse it to NBP maintaining main assignment account). The Manager NBP maintaining the main

Assignment Account will intimate ceiling to NBP branches where sub-assignment account is maintained for each Sub-Assignment Accounts as per break-up provided by the Accounting Office concerned.

- vi) Payment will be made by the said NBP branch immediately after necessary verification of authorized ceiling for the Sub-Assignment Account and details of authorized signatories etc.
- vii) After payment, the NBP branch dealing with Sub-Assignment Account will inform to the NBP Branch maintaining the main Assignment Account which will claim reimbursement from the SBP. The SBP shall reimburse as per existing practice and shall issue debit voucher containing necessary accounting detail (Demand No. Cost Centre and object classification) to the respective Accounting Offices.
- viii) For the Federal Government Offices, located at Islamabad, the NBP main branch Islamabad and for other locations, the respective NBP main branch will be focal branch where main assignment accounts will be opened and maintained by the project authorities/entities. Any intimation / correspondence with regard to opening of sub-assignment account, change of signatories, budget ceilings etc. will be communicated to the Chief Manager, NBP main branch of respective location. Further action will be ensured by the respective NBP Main Branch. Provincial Governments may have their own arrangements with NBP main branches at respective provincial headquarters.
- ix) Payment from Sub-Assignment Account shall not require endorsement by Accounting Offices but photocopies of cheque(s) and schedule / scroll shall be submitted to the office maintaining main assignment account for the booking of expenditure in Accounting Offices concerned as soon as the cheques are issued.

6. **Exception:**

The procedure prescribed for Revolving Fund Account (Foreign Currency Assignment Account) as amended vide Finance Division No.F.2 (1)/BR-II/2007-949 dated 02-08-2013 shall be followed for Foreign Currency Assignment Account.

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**Note:** For the purpose of AAAP 2020, the expressions used and their meaning are as under:

- User Organizations: Ministry, Division, Department, Project, Program, Unit, Entity, etc.
- Accounting Office: Accountant General Pakistan Revenue, Provincial Accountant Generals, including Sub Offices of AGPR, Accountant General, AJK and Accountant General, GB and District Accounts Offices.
- PAO: Principal Accounting Officer (PAO of any Department, Entity, Unit, etc.) as notified by Cabinet Division

8

<<<<>>>>

(Sanction for opening of Assignment Account/Sub-Assignment Account)

Ministry/Department -----

Division-----

Attached Department-----

No. -----

Islamabad, the-----20-----

From:-----

-----

-----

To:

The Manager,  
National Bank of Pakistan,  
-----Subject:- OPENING OF LAPSABLE ASSIGNMENT ACCOUNT/SUB-ASSIGNMENT  
ACCOUNT IN PAK-RUPEE TITLED "-----"  
-----"

It is requested that Lapsable Assignment Account / Sub-Assignment Account may kindly be opened with the above titled in the National Bank of Pakistan (NBP) -----Branch-----.

2. The above account will be operated jointly by Mr/Mrs/Ms-----  
-----and Mr/Mrs/Ms----- whose specimen signatures duly attested alongwith copies of CNIC and Office Card or Notification or Office Order are attached herewith in triplicate.

3. The above account will be operated / maintained in accordance with the approved revised procedure circulated by the CGA vide No.-----dated -----.

4. The funds in the Assignment Account / Sub-Assignment Account will be provided through sanctioned Current/Development budget allocation.

5. It is certified that all the requirements / codal formalities as prescribed / defined in the ASAAN Assignment Account Procedure are fulfilled / completed to open the account and Secretary, Ministry / Division-----has approved the opening of Assignment Account on the subject title being the Principal Accounting Officer (PAO).

(\_\_\_\_\_)

Cc:

- i. Chief, PIP Section, Planning & Development Division, Islamabad
- ii. Deputy Secretary (BI), Budget Wing, Finance Division, Islamabad.
- iii. Accounting Offices, Office of AGPR/Sub-Office of AGPR/DAO.
- iv. Account Officer (PAC), Office of CGA, Islamabad.

**FORM - C**

(Sanction for Placement of Funds in Assignment Account/Sub-Assignment Account)

No. \_\_\_\_\_

Government of Pakistan

Ministry of \_\_\_\_\_

Islamabad the \_\_\_\_\_ 200x.

The Accountant General  
Pakistan Revenues,

Subject:- **SANCTION FOR PLACEMENT OF AMOUNT AS CEILING IN  
THE ASSIGNMENT ACCOUNT/SUB-ASSIGNMENT  
ACCOUNT RELATING TO \_\_\_\_\_**

Dear Sir,

I am directed to convey the sanction of the President of Islamic Republic of Pakistan to the placement of an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in the assignment account titled \_\_\_\_\_ as ceiling for the quarter/month \_\_\_\_\_ of the current financial year 200x-200x.

2. It is requested that the Manager National Bank of Pakistan \_\_\_\_\_ Branch \_\_\_\_\_ may be advised to arrange payment against above mentioned ceiling of Rs. \_\_\_\_\_ on the receipt of cheque and prescribed schedule of payment duly signed by the authorized signatories of the account.

3. The above assignment of funds has been made against budgetary allocation in Grant No. \_\_\_\_\_

Cost centre \_\_\_\_\_ bearing Function-cum-Object Classification \_\_\_\_\_

for the year 200x-200x to which the expenditure may be debited in accounts.

Yours faithfully,

Name \_\_\_\_\_

Designation \_\_\_\_\_

Tele \_\_\_\_\_

No. \_\_\_\_\_

Government of Pakistan  
Finance Division  
(FA's Organization)

Islamabad the \_\_\_\_\_ 200x

10

FORM T.R. 11 B.)  
(See Rule 170 B.)

Office of the Accountant General  
Pakistan Revenues -----  
Dated the .....

No.....  
To .....

The Manager  
National Bank of Pakistan  
.....

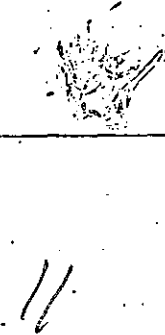
Sub:- AUTHORISATION FOR PLACEMENT OF FUNDS IN ASSIGNMENT  
ACCOUNT No. ----- TITLED.....

In pursuance of Govt. of Pakistan Ministry of  
.....sanction letter No..... dated  
.....duly endorsed by the Finance Division vide their No..... dated  
....., you are hereby authorized to arrange payments upto a ceiling of Rs. ....  
(Rupees.....only) from the assignment account titled  
"....." allowed for the quarter/ month.....of the  
current financial year 200x-0x.

2 The amounts may be paid on receipt of assignment account cheques signed by  
the authorized signatories of the account after verification from the schedule of  
cheques received in the banks.

3 The above authorization of funds has been made against budgetary allocation  
in Grant No..... Cost Centre..... bearing Function-cum- Object  
classification.....  
..... for the  
year 200x-0x to which expenditure is debitable in accounts.

4 The paid cheques with a copy of the scroll may be provided to this office on  
next working day. The debit on account of paid cheques may be passed on through  
daily accounts to the Treasury/DAO as per existing practice.



5. Re-imburement for such payments will be made by the State Bank of Pakistan on receipt of claim from the Head Office of the National Bank of Pakistan.

6. The Assignment Account will be maintained only to keep a record of withdrawals out of them by their authorized officer and no receipts will be creditable to the said Account.

7. The amount remaining un-utilized at the close of the financial year would lapse. It is, therefore, requested that the amount remaining un-utilized on the 30<sup>th</sup> June each year may be intimated to this office immediately after the close of financial year. The amount remaining un-utilized may be determined after providing for cheques already issued before the close of the year as per schedule of cheques received by 30th June.

8. Please acknowledge receipt.

(Signature)  
(Designation)  
Dated the.....

No. ....

Copy forwarded to ..... for information and necessary action.

The authorization made in the above letter is subject to the condition that no moneys would be drawn from the assignment account unless they are required for immediate disbursement. No cash shall be drawn from an Assignment Account except for imprest and in such limit as will be sanctioned by the Finance Division.

(Signature)  
(Designation)

copy forwarded to Manager, State Bank of Pakistan, ..... for information and necessary action.

(Signature)  
(Designation)

**SCHEDULE OF ASSIGNMENT ACCOUNT CHEQUES**

Sr. No: \_\_\_\_\_

Date: \_\_\_\_\_  
(per Numbered)

Name of Deptt and DDO:  
Assignment A/c Name and No:  
Cost Center  
Project Description  
Project Code  
SUB-Detailed Function  
Grant No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Serial no.	Cheque no	Date of cheque	Payee's Name	Amount (Rs)	Detailed Object Code

Certificate

It is certified that money being drawn through above cheque/cheques is required for immediate disbursement and will not be kept in any bank account.

DDO's Signatures and /stamp

13

**Commitment Advice Form**

DDO  Date:   
DDO Reference No:   
Division/Deptt/Project   
Purchase Order/  Date of Purchase  
Contract No  Order:

Committed Amount: Rs:

Rupees (in words)

Account Code:   
 Entity  
 Object  
 Fund  
 Function  
 Project

Supplier/ Contractor Details:  
(Name & Address)

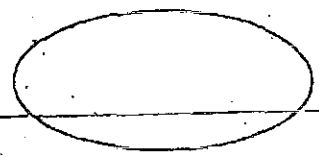
Details of Good/  
Service Under Commitment:

Schedule of Payment:

Prepared by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Embossing  
Seal



74



**Purchase Order Form**  
(On Government Letter Head)

To:

DDO Name:

Purchase Order No:

Pre Printed Serial Number
------------------------------

DDO Reference No:

Date:

------

Division / Department:

Serial Number	Description	Quantity	Price Per Unit	Amount Rs.
<b>Total</b>				

Special Condition:

Prepared by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use-Only</b>	
Account Code	<input type="text"/>

15

**PROJECT EXPENDITURE STATEMENT**

Month/Year

Brief Description of the project:

---

- Budget for the project
- Expenditure during the month
- Progressive expenditure during the year
- Upto-date expenditure since beginning of the project

Current Year	Previous Year

DDO's Signature and Stamp

16

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210  
210  
Immediate  
By Messenger

Government of Pakistan  
Finance Division  
(Budget Wing)  
\*\*\*\*\*

No.F.2 (2)BI/2008/2020-1081


Islamabad, the 20th October, 2020

OFFICE MEMORANDUM

Subject: ASAAN ASSIGNMENT ACCOUNT PROCEDURE (LOCAL CURRENCY), 2020

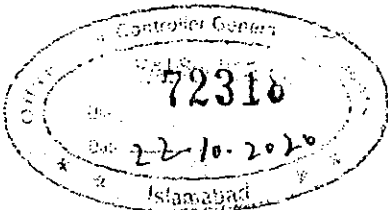
Kindly find enclosed herewith Asaan Assignment Account Procedure (Local Currency), 2020, duly approved by the Finance Secretary.

2. It is therefore, requested that the said procedure may be notified under intimation to this Division.

  
(RASHID AHMAD)  
Section Officer (BI)  
Ph: 9202910

Director General (Accounts),  
Office of Controller General of Accounts,  
Federal Bank for Cooperative Building,  
CGA Complex, G-5/2,  
Islamabad

Cc: Controller General of Accounts,  
Office of CGA, Islamabad.



DG (ACC)

DG (Accounts) (on leave)  
DG (Accounts)  
For n/a pls.  
17  
AO (PAE)  
22/10/20  
AO (PAE)

