Finance Department, GoKP

Abstract

This tool kit is aimed to facilitate the Principal Accounting Officers in the opening, operation and closure of Assignment Accounts under the Revised Procedure notified by CGA Islamabad for ASAAN Assignment Account

ASAAN Assignment account

Reference Tool Kit for PAOs

**Process Flow**

# Budget Availability

1. There must be Administrative Approval in case of Development Project
2. Cost/Fund Center and Project ID already created in IFMIS
3. Approved Budget Allocation

# Intra-departmental review

1. Notification of Dedicated Unit at Secretariat Level for the Management of Assignment Accounts by respective PAO
2. SoPs for development, review/scrutiny and finalization of submissions for the opening of Assignment Accounts

# Sanctioning of Assignment Account Opening

1. Enlistment of cases fit for opening/use of Assignment Account
2. Documentation required under the stipulated procedure for ASAAN Assignment Account i.e.
	1. Administrative Approval
	2. Budget Allocation
	3. Signatories for Cheques and related documentation
	4. Submission of [**Form-A**](#_FORM_-_A) to the Manager National Bank of Pakistan, Peshawar Cantt Main Branch

# Request to FD FOR PLACEMENT OF FUNDS AS cEILINGS

1. The PAO to formally request the approval of KP Finance Department for placement of funds in the desired Assignment Account as Ceilings for the stipulated time period i.e. quarterly/monthly.

# Sanction to Place fUNDS IN aSSIGNMENT ACCOUNT

1. Submission of [**Form-C**](#_FORM_-_C) to the Accountant General KP

# FORM - A

**(Sanction for Opening of Assignment Account/Sub-Assignment Account)**

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**Department:**

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**Attached Department:**

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**No. Dated:**

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**From:**

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**To:**

**The Manager,**

**National Bank of Pakistan,**

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| **Peshawar Cantt Main Branch** |

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**Subject: Opening of Lapsable Assignment Account/Sub-Assignment Account in Pakistani Rupee Titled:**

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

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Branch

1. The above Account will be operated jointly by Mr/Mrs/Ms:

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and Mr/Mrs/Ms:

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whose specimen signatures duly attested along with copies of CNIC and Office Cards or Notification or Office Order are attached herewith in triplicate.

1. The above account will be operated/maintained in accordance with the approved revised procedure as circulated by the CGA Vide No. **1376 CGA/A.A/RP-2018(L.C),** dated: **26-10-2020.**
2. The funds in the Assignment Account/Sub-Assignment Account will be provided through sanctioned Current/Development Budget Allocation.

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1. 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 has approved the opening of Assignment Account on the subject title being the Principal Accounting Officer (PAO).

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

Cc:

1. Secretary to Finance Department, Government of Khyber Pakhtunkhwa
2. Secretary to P&D Department, Government of Khyber Pakhtunkhwa
3. The Accountant General Khyber Pakhtunkhwa
4. The Director Treasuries and Accounts, Peshawar

# FORM - C

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

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**No.**

**Government of Khyber Pakhtunkhwa**

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**Department of**

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**Peshawar, the**

**To:**

**The Accountant General KP,**

**Peshawar,**

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**Subject: Sanction for Placement of Released Funds as Ceilings in the Assignment Account/Sub-Assignment Account Relating to:**

Dear Sir,

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I am directed to convey the sanction of the Competent Authority to the placement of an amount of Rs.

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 In the Assignment Account titled:

as Ceiling for the quarter/month ( ) of the current financial year ( ) duly released by the Finance Department.

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1. It is requested that the Manager National Bank of Pakistan Peshawar Cantt Branch may be advised to arrange payment against the above mentioned Ceiling of Rs.

on the receipt of cheque and prescribed schedule of payment duly signed by the authorized signatories of the Account.

1. This assignment of funds has been made against budgetary allocation in Grant No. ( ), Cost Center ( ), bearing Function-cum Object Classification ( ) for the year

( ) to which the expenditure may be debited in the Accounts.

 Yours faithfully,

 Name:

Designation:

Cc:

1. The Secretary Finance Department, Government of Khyber Pakhtunkhwa
2. The Secretary P&D Department, Government of Khyber Pakhtunkhwa
3. The Director Treasuries and Accounts, Peshawar

**Schedule of Assignment Account Cheques**

**Sr. No. \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Name of Department** |  |
| **DDO/Cost Center/Fund Center** |  |
| **Assignment A/C Name/Title & No.** |  |
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| **Project Description** |  |
| **Project/ADP ID** |  |
| **Sub-Detailed Function** |  |
| **Grant No.** |  |

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| --- | --- | --- | --- | --- | --- |
| Serial # | Cheque No. | Date of Cheque | Payee’s Name | AmountRs. | Detailed Object Code |
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**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 Signature and Stamp**

**Project Expenditure Statement**

**Month \_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_**

**1. Brief Description of the Project**

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| --- | --- | --- |
| Details | Current Year | Previous Year |
| Annual Budget of the Project |  |  |
| Expenditure during the Month |  |  |
| Progressive Expenditure during the Year |  |  |

**Total Approved Cost of the Project: Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Up-to Date Expenditure since Start of the Project: Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DDO’s Signature and Stamp**