



GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT

Finance Department Civil Secretariat Peshawar

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PLA Letters

Phone: (091) 9210436

No.2/3(F/L)FD/2021-22/DDOs

Dated Peshawar the 30th December 2022

To

1. The Senior Member, Board of Revenue, Khyber Pakhtunkhwa, Peshawar.
2. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa, Peshawar.
3. The Secretary to Governor, Khyber Pakhtunkhwa, Peshawar.
4. All Administrative Secretaries to Govt of Khyber Pakhtunkhwa, Peshawar.
5. The Provincial Police Officer, Khyber Pakhtunkhwa.
6. The Accountant General, Khyber Pakhtunkhwa, Peshawar.
7. All Divisional Commissioners in Khyber Pakhtunkhwa.
8. All Heads of Attached Departments in Khyber Pakhtunkhwa.
9. All Deputy Commissioners in Khyber Pakhtunkhwa.
10. The Member Board of Revenue, Khyber Pakhtunkhwa, Peshawar.
11. The Registrar, Peshawar High Court, Peshawar.
12. The Chairman, Khyber Pakhtunkhwa Public Service Commission, Peshawar.
13. The Chairman, Khyber Pakhtunkhwa Service Tribunal, Peshawar.
14. All Chief Executives of Autonomous/Semi-Autonomous Bodies/Corporations in KP.

Subject: - **OPENING OF DDOs DESIGNATED BANK ACCOUNTS FOR PETTY CASH / OFFICIAL PURPOSE IN LIEU OF CLOSURE OF SBP CASH COUNTER**

Dear Sir,

I am directed to refer to the subject noted above and to convey concurrence of the Finance Department for opening of designated bank account (PLS Mode) in Bank of Khyber (preferably) or National Bank of Pakistan, however, if there exist no such branch of these two banks, then in any schedule Bank with Crediting Rating "A" in respect of all DDOs concerned only meant for their official business/petty cash after fulfilling of all the codal formalities.

2. I am further directed that following guidelines shall strictly be observed for maintaining these accounts that allowed / sanctioned by the Finance Department from time to time:

- (i) Designated Bank Accounts shall only be allowed for payments out of non-development fund. For payments through development budget submission of bills at AG/DAO counter or Assan Assignment Account as the case may be, shall be allowed.
- (ii) DAs will be operated exclusively for the purpose for which it is meant and neither for any other transaction nor to be owned for any advance sanctions. The amounts will be spent from the said account for the purpose for which it is meant subject to observing all codal formalities.
- (iii) Department/office concerned will be responsible to ensure that these accounts are maintained at NIL balance and cheques issued by the AG Office/DAOs to the DDOs shall be deposited in the DAs instead of presenting at the cash counter of the SBP Peshawar.
- (iv) DDOs concerned shall maintain a separate Cash Book (Manual or Computerized) for each Designated Bank Account. Cash book will be subject to Internal and External Audit.
- (v) All sums realized as profit on the un-disbursed balance in Designated Accounts (PLS) shall be credited to Government Treasury (Provincial Account-I) under the following heads of accounts after making adjustment against Bank Charges etc. under intimation to Finance Department.

C01 Income from Property and Enterprises

C018 Interest on Loan-Others

C01803 Interest realized on investment of Cash Balance.



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- (vi) Funds provided through the government budget to DAs of Centralized Departments or Autonomous Bodies shall lapse at the end of Financial Year and be reverted to Provincial Account-1.
- (vii) No investments are allowed from these accounts. Any investments already made by a department, their attached departments and subordinate offices and autonomous entities, and special-purpose funds for which funds were appropriated through the government's budget, shall be disinvested and deposited in Provincial Account-1.
- (viii) DAs holding department/office shall be responsible for proper maintenance and reconciliation of accounts and to get the said accounts audited as per applicable laws.

Yours faithfully,



30th Dec 22
(S A D A Q A T)

BUDGET OFFICER (FUNDS/LOANS)

Endost: No. & Date even.

Copy forwarded to the: -

1. Director Treasury & Accounts, Khyber Pakhtunkhwa, Peshawar.
2. District Comptroller of Accounts, Peshawar (Treasury wing Peshawar).
3. Chief Manager, State Bank of Pakistan, Peshawar.
4. Managing Director, Bank of Khyber, State Life Building, 34-The Mall, Peshawar Cantt for necessary action.
5. The Regional Head, National Bank of Pakistan, Mall Road, Peshawar.
6. **Director FMIU, Finance Department with the request to upload on Finance Department website.**
7. All District Accounts Officers in Khyber Pakhtunkhwa.
8. All Budget Officer / Section Officers, Finance Department, Peshawar.
9. PS to Finance Secretary.
10. PS to SSF (Budget), Finance Department.
11. PA to AS (PFC), Finance Department.
12. PA to Team Lead, PFM, Finance Department.


30th Dec 22
BUDGET OFFICER (FUNDS/LOANS)