

Top Priority

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No 3653 /F,
FIN-WM-BT-0001-2025

Dated 10.02.2026

From

Sanjeeb Kumar Mishra, IAS
Principal Secretary to Government

To

Additional Chief Secretaries/

Principal Secretaries/

Commissioner-cum-Secretaries/Secretaries/

Special Secretaries to Government/

All Departments

All Heads of Departments

Sub: Deadlines for financial sanction, issue of allotment, re-appropriation of funds, surrender of provisions and drawal of funds in the remaining part of the current financial year

Ref: *Finance Department Circular No.10455/F, dt.30.03.2025 & 1577/F dt.17.01.2026.*

Madam/Sir,

I am to say that Finance Department had earlier issued instructions to avoid rush of expenditure towards the fag end of current financial year in the circulars under reference and fixed deadlines for issue of allotment, surrender of budgeted provision and drawal of funds etc. In the meantime, some deadlines have elapsed and references for sanction/release and re-appropriation of funds beyond the date fixed are being received by Finance Department from different quarters.

2. Hence, keeping in view the difficulties faced by different Departments, it has been decided to further extend the deadlines for completion of all formalities for

issue of allotment, sanction for release of funds, re-appropriation of funds and surrender of provisions as stipulated below.

<i>Sl. No.</i>	<i>Items</i>	<i>Previous Deadline with Ref. to F.D. Letter No. 10455/F, dt.30.03.2025 & 1577/F dt.17.01.2026</i>	<i>Revised Deadline</i>
1.	Issue of Sanction Orders for release of funds.	31.01.2026	27.02.2026
2.	Re-appropriation of funds	-----	27.02.2026
3.	Issue of allotment	31.12.2025	27.02.2026
4.	Surrender of un-utilized funds	31.01.2026	27.02.2026
5.	Submission of bills to the Treasuries for claims under other contingencies, machinery, equipment, vehicle, share capital, subsidy and loans	10.03.2026	10.03.2026
6.	Submission of bills to the Treasuries for other claims	16.03.2026	16.03.2026

3. Budgetary Allocation pertaining to Central Sector Schemes and Centrally Sponsored Schemes may not be surrendered in a routine manner where there is likelihood of receipt of Central Assistance and scope for expenditure towards the end of the financial year. In case of late receipt of Central Assistance beyond the deadline stipulated in para-2 above, the Administrative Departments may immediately move Finance Department for extension of the deadlines to facilitate expenditure.

I would, therefore, request you to kindly take timely steps for sanction, allotment, re-appropriation, surrender and drawal of funds by the deadlines stipulated above in the interest of fiscal discipline and effective financial management.

Yours faithfully,


Principal Secretary to Government

Memo No. 3654 /F, dated 10.02.2026

Copy forwarded to the Private Secretaries to Chief Secretary/D.C.-cum-Additional Chief Secretary/Principal Secretary, Finance Department/ for kind information of Chief Secretary/D.C.-cum-Additional Chief Secretary/Principal Secretary, Finance Department.



Under Secretary to Government
dated 10.02.2026

Memo No. 3655 /F,

Copy forwarded to the Registrar, Orissa High Court/ Secretary, Odisha Public Service Commission/Secretary, Odisha State Election Commission/Secretary, Staff Selection Commission/ Secretary, Subordinate Staff Selection Commission, Registrar, Odisha Administrative Tribunal /Secretary, State Human Rights Commission/ Secretary, Odisha Electricity Regulatory Commission/Principal Resident Commissioner, Odisha, New Delhi for favour of information & necessary action.



Under Secretary to Government
dated 10.02.2026

Memo No. 3656 /F,

Copy forwarded to all Public Sector Undertakings/Cooperative Institutions for information & necessary action.



Under Secretary to Government
dated 10.02.2026

Memo No. 3657 /F,

Copy forwarded to all Collectors/all Controlling Officers for information and necessary action.



Under Secretary to Government
dated 10.02.2026

Memo No. 3658 /F,

Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar / all Treasury Officers / Sub-Treasury Officers for information and necessary action.



Under Secretary to Government
dated 10.02.2026

Memo No. 3659 /F,

Copy forwarded to all Officers / all Branches of Finance Department for information & necessary action.



Under Secretary to Government