

Islamabad, the 4th February, 2020

OFFICE MEMORANDUM

Subject: **Surrender of Anticipated Savings**

The undersigned is directed to refer to the Public Finance Management Act, 2019 on the subject and to state that all Ministries and Divisions, their attached departments (including programs/projects/schemes) and sub-ordinate offices and autonomous organizations shall surrender the anticipated savings to the Finance Division at least twenty-five days before the presentation of budget in the National Assembly. In this respect, the responsibilities of all concerned are mentioned below:

Responsibilities of PAOs

- i) All Principal Accounting Officers (PAOs) shall ensure that the anticipated savings are surrendered as soon as such saving are foreseen but not later than 30th April of each year in any case.
- ii) The surrender shall be communicated on prescribed format at Annex-A.
- iii) The PAOs concerned shall, include in next financial year budget, a requisite demand, if funds are needed against such surrendered savings.

Responsibilities of Finance Division

- i) Budget Wing, Finance Division shall issue acknowledgement to concerned office at Annex-B.
- ii) Budget Wing, Finance Division shall enter the surrender in the SAP(ERP), thereby ensuring/reduced the availability of funds to entity(s) concerned.

Responsibilities of AGPR

Office of the Accountant General Pakistan Revenue (AGPR) shall ensure that the expenditure allowed remains/within updated budget/final grant.

2. This procedure shall not apply on Revolving Fund Accounts.


(Asma Malik)
Director BC

All PAOs of Federal Government

(Annex-A)

F.No
Government of Pakistan
(Concerned Division)

Islamabad, the

From: (Name)
(Designation),
(Phone)

To: Director Budget Computerization
Budget Wing, Finance Division,
'Q' Bloc Pak. Secretariat,
Islamabad

Subject: - SURRENDER OF FUNDS FROM DEMAND NO.-----
FOR THE FINANCIAL YEAR -----

I am directed to convey the sanction of the President of Islamic Republic of Pakistan for the surrender of funds amounting to Rs.----- /- (Rupees ----- only) from budget head noted below of Demand No.-----

Cost Center: -----

Function cum Object classifications

2. This has the approval of PAO vide Dy. No.-----dated -----

(Designation)

Copy for information and necessary action to: -

1. Office of the AGPR, G-8/4, Islamabad.
2. CF&AO, (Concerned Division), Islamabad.

(Annex-B)

F.No.
Finance Division
Budget Wing

Subject: - Acknowledgment letter

The receipt of surrender order bearing No.----- dated-
----- from (Office) is hereby acknowledged.

(Designation)