

Chapter 7 Role of Financial Advisors

7.1 Financial Advisors (FAs) refers to officers of Madhya Pradesh Financial Service who have been declared by the Finance Department as a Financial Advisors to Heads of Departments. Duties and responsibilities of FAs in different stages of the budget cycle have been presented below.

7.1.1 **Budget Preparation and Execution:**

To assist BCOs/ Administrative Departments in matters connected with:

- (i) Scrutiny and compilation of budget estimates, estimates of receipts and payments (Non-Plan, Plan and Centrally Sponsored Schemes (CSS)/ Central Sector Schemes (CS));
- (ii) Preparation of off budget statement, Outcome Budget and Gender Budget for the concerned department;
- (iii) Preparation of periodic action plans for implementation of the department's plan expenditure based on which budget allotments are released and received on the treasury server;
- (iv) Allotment of Funds;
- (v) Finalization of Budget Estimates;
- (vi) Re-appropriation;
- (vii) Re-distribution;
- (viii) Control of expenditure;
- (ix) Monitoring of receipts;
- (x) Scrutiny of proposals for new service/item expenditure;
- (xi) Scrutiny of proposals for supplementary estimates;
- (xii) Any other duty assigned by the Finance Department

7.1.2 **Budget Monitoring:**

1. To ensure that no government money is kept out of the Consolidated Fund and that expenditure is incurred only by withdrawing funds from this Fund through appropriate budgetary processes
2. To ensure financial sanctions for projects/ schemes are issued as per delegation of financial powers/ relevant rules/ instructions
3. To ensure that actual departmental expenditure does not exceed revised estimates and to apprise the HoD about excess expenditure or shortfall in receipts
4. To reconcile provisional accounts with figures in Accountant General's books
5. To assist in preparation of replies for the Appropriation Accounts and Audit Report
6. To ensure submission of returns/statement to concerned authorities and organizations for timely reimbursement or release of funds under C.S.S./C.S./ Externally Aided Projects/Other agencies etc. and monitor receipt of such funds
7. To ensure that accounts are properly maintained and instructions for utilization of aid funds or free material received from Government of India or any other agency are adhered to

8. To inform the concerned Administrative Department and Finance Department of any financial discrepancy detected in expenditure incurred.

7.1.3 **Others:**

1. To identify possible ways of financing plan activities of the department from sources other than budgetary support such as privatization and Public-Private Partnerships
2. To assist in negotiations of loans with External Agencies