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Odisha Forestry Sector Development Project
State Nodal Unit,
Catchment Area Treatment Plan
SFTRI Campus, Ghatikia, Bhubaneswar-751 003

Guidelines for CAMPA Accounting Procedures Under CATP

The guidelines for CAMPA Accounting Procedures are given below:

1. Two Flexi Bank Accounts are to be opened for CAMPA funds – one named “CAMPA Main Fund” and one named the “CAMPA Interest Fund”. This is to be done at o/o PCCF, Projects as well as in each Project Unit, CATP.
2. Existing CAMPA fund accounts under CATP may be converted to Flexi Accounts at the earliest.
3. Interest accrued to the above Account are to be remitted to Account No. 380802010022320 o/o PCCF, Odisha, follow once in every six-months with a letter giving details. The interest accrued half yearly to the main CAMPA Account, both at the level of PCCF, Projects and at the Project Unit level is to be transferred to PCCF, Odisha. All the Project Units will reconcile the interest amounts from their respective banks and transfer the interest accrued to their respective CAMPA accounts to the CAMPA interest Account of PCCF, Projects. The office of PCCF, Projects will transfer the interest amount to the CAMPA Interest Account of o/o PCCF, Odisha.
4. The o/o PCCF Projects will transfer the interest amount to the CAMPA Interest Account of the o/o PCCF, Odisha, i.e., Account No. 380802010022320.
5. As per the NCAC Guidelines dated.24.06.2010, it is clarified that in case of utilization of CAMPA Funds through the Vana Surakhya Samitis, as well as other wise the orders of the Supreme Court requiring utilization of funds through NREGA module would be followed, and no departure involved shall be made.
6. A separate Cash Book is to be maintained for CAMPA funds / CAMPA Interest Fund by each Project Unit and o/o PCCF, Projects along with Ledger Register and Release Register. Other Registers such as: Store register, Consumable Item Register, Nursery Journal, Plantation Journals etc. are also to be maintained at both o/o PCCF, Projects and at Project Unit Levels.
7. Cash Books and Ledger Register of Accounts are to be maintained and closed each month both at the PCCF, Projects Level and each Project Unit level, as per OGFR, OFD Code 1979 and Delegation of Financial Power Rules, 1978.
8. Single entry accounting system is to be followed in CAMPA in o/o PCCF, Projects.
9. The Cash book at CLUSTER level is to be closed on last date of each month and Cash Accounts are to be sent to the Project Unit for necessary in corporation in the Project Manager Cash Book.
10. Each Project Unit shall submit the returns, as prescribed, to the o/o PCCF, Projects along with 60-p and other MPRs latest by 5th of each succeeding month.
11. Since this is a Voucher Based Accounting Procedure, no funds are to be directly transferred to VSS/Watershed Committee Bank Account.

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12. Payments to the vendors/ beneficiaries/ labour both at Project Unit Level and Cluster Level are to be made directly through the cheques/ electronic transfer, etc.
13. The process for procurement of goods and services laid down in the Operation Manual of the o/o PCCF, Projects and PD, OFSDS will be followed for the purpose of procurements.
14. Similarly, the plan and estimates for any construction works of buildings, soil and moisture Conservation structures etc. is to be prepared by the Project Units and approved by the competent authority as per the norms laid down in the Operation manual of the o/o PCCF, Projects and PD, OFSDS.
15. SMC norms are to be followed as per PWD - Schedule of Rates.
16. UC proforma is as per the prescribed OGFR - 19 Form.
17. For any further clarification Additional PCCF, CAMPA may be contacted by the concerned staff.