

Most Immediate

**F.No. 6(1)-B(D)/2023
Government of India
Department of Economic Affairs
(Budget Division)**

North Block, New Delhi
Dated: the 20th August, 2024

OFFICE MEMORANDUM

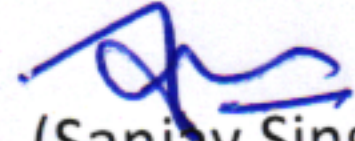
Subject: Processing of Re-appropriation proposals through Re-appropriation Module in UBIS - reg.

The undersigned is directed to inform that a 'Re-appropriation Module' has been developed in the Union Budget Information System (UBIS) to capture all re-appropriations effected by Ministries/ Departments during the financial year. To further enhance its utility, this module has been integrated with the Public Financial Management System (PFMS) enabling Ministries/Departments spend the re-appropriated amounts seamlessly.

2. A training program of the officers/staff of the Ministries/Departments handling re-appropriation proposals was conducted in May, 2024. They were familiarized with the new module of re-appropriation on UBIS and revised NS/NIS guidelines.
3. In the revised process, **all re-appropriations done by Ministries/Departments with the approval of the competent authority within administrative Ministry/Department, as per OM dated 01.04.2024 of Department of Expenditure (DoE) (copy enclosed) or based on Supplementary Demands for Grants, shall also be done in UBIS which will reflect in PFMS for further processing.**
4. **Re-appropriation of funds beyond the limits specified in the ibid OM will be permitted with the approval of Secretary (Expenditure). Such re-appropriation requests, both scheme and establishment related, will also be processed through the Re-appropriation Module by the Budget Division, MoF.** Establishment related re-appropriations will be processed in consultation with Pers. Division of DoE. All other re-appropriations will be processed by this Division for the approval of competent authority. All the re-appropriation approvals will be communicated to ministries/departments through UBIS only.
5. It may also be noted that the re-appropriation proposals on the Module should also be sent to the Budget Division through email/e-office/physical file/any other

mode as is being done till now. Discontinuance of this parallel run would be communicated separately once the online system stabilises.

6. A **user manual** detailing step by step process for operating the Re-appropriation Module is enclosed for ready reference of the ministries/departments.
7. Matters pertaining to re-appropriation may be addressed to Secretary (Expenditure), MoF.
8. For any clarification/assistance on the issue, concerned Under Secretary/Deputy Director in the Budget Division, Ministry of Finance may be contacted.
9. This issues with the approval of Competent Authority.


(Sanjay Singh)

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To,

1. Secretaries of All Ministries/Departments/Demands
2. Financial adviser (s) of All Ministries/Departments/Demands
3. Chief Controller of Accounts/Controller of Accounts of All Ministries/Departments
4. Lok Sabha/Rajya Sabha Sectt., President's Sectt. and Prime Minister Office.
5. C&AG of India, Registrar of Supreme Court of India, UPSC and Election Commission of India.
6. Controller General of Accounts
7. NIC with the request to upload this OM on official website: dea.gov.in.

Copy to:

Additional Secretary (Pers), Department of Expenditure, North Block, New Delhi