



**STANDING ORDER.**

In order to enhance the role of Section Officers and to streamline working of the respective Sections in Development Wing, Finance department, Standard Operating Procedures (SOPs) are formulated to be followed on SAP system by all concerned in true letter and spirit till further order.

2. As per summary initiated by Planning and Development (P&D) Department and duly approved by the Chief Minister, the Unique ID (UIDs) must be incorporated against each scheme in SAP system by Deputy Director (IT), Development Wing alongwith its actual expenditure incurred in current and all previous years. All Section Officers must mention UIDs while putting up any proposal on note sheet.

3. All Section Officers are authorized to perform following roles/actions on SAP System subject to the approval from Competent Authority:

- i. Make an entry of Project Budget/ Allocation against Project ID.
- ii. Make an entry of Project Budget/ Allocation on Cost Center.
- iii. Release of Capital/Revenue funds against Project ID.
- iv. Release of Capital/Revenue funds on Cost Center.
- v. Make an entry of Supplementary Budget against Project ID.
- vi. Make an entry of Supplementary Budget on Cost Center.
- vii. Make an entry of Re-Appropriation against Project ID.
- viii. Make an entry of Re-Appropriation on Cost Center.
- ix. Make an entry of Surrender of funds from relevant Project ID.
- x. Make an entry of Surrender of funds from relevant Cost Center.
- xi. Transfer of funds of ongoing schemes on the Cost Centre of respective Executing Agencies against Original Project ID having incurred expenditure in previous year(s).
- xii. Transfer of funds of schemes against new project ID on the Cost Centre of respective Executing Agency duly recommended by the Principal Accounting Officer/ Administrative Department.

4. The prior approval from Competent Authority must be sought by concerned Section Officer for creation of any new Project ID. Once approved, the file will be moved to Deputy Director IT for creation of New Project ID. The incorporation of the relevant Cost Centre in respect of new created Project ID will accordingly be made by concerned Section Officer.

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5. Upon receipt of MEC report of any ADP Scheme as “Unsatisfactory” from Planning & Development Department, the concerned section officer shall immediately freeze the funds of that scheme and get necessary approval accordingly. Prior approval will be required for unfreezing the funds upon Receipt of **Satisfactory** MEC report of scheme previously reported as Unsatisfactory by MEC. Section Officer (s) shall also check monitoring reports on MEC FILMS dashboard on fortnightly basis and take necessary action and report accordingly.

6. The Deputy Director (IT) Development Wing, shall supervise technically all the system related transactions and report any issues/anomalies if arising at any time.

7. The Deputy Director (IT) Development Wing, shall submit weekly reconciliation reports to the Additional Finance Secretary (Development) and may also provide all necessary reports generated through system duly signed by him to the respective Deputy Secretaries/Sections for taking further action as and when required as per policy.

**SAJID JAMAL ABRO**  
SECRETARY TO GOVT. OF SINDH

No.FD/SO(Admn-I)15(13)/2023

Karachi, dated the 13<sup>th</sup> January 2023

Copy is forwarded for information to:-

1. The Special Finance Secretary (All), Finance Department, Government of Sindh.
2. The Additional Finance Secretary (All), Finance Department, Government of Sindh.
3. The Chief Information Officer, IMU, Finance Department, Govt. of Sindh.
4. The Deputy Secretary (Dev-I)/(Dev-II), Finance Department, Govt. of Sindh.
5. The Deputy Director IT (Dev)/(Res.), Finance Department, Government of Sindh.
6. R.O. the Secretary Finance.
7. Master file for 2022-23.

  
(SYED SAQIB HAFEEZ)  
SECTION OFFICER (Admn-I)