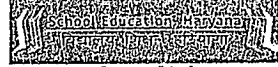




Directorate Secondary Education

सैकेण्डरी शिक्षा निदेशालय



सेवा में,

1. राज्य के सभी जिला शिक्षा अधिकारी।
2. राज्य के सभी जिला मौलिक शिक्षा अधिकारी।
3. प्राचार्य डाईट, बाईट, गैटी।

यादी क्रमांक 10/44-2015 प्रशा0 (4)

दिनांक, पंचकूला: 31.08.2018

Subject:- Supply of information regarding status of parking of Funds in the Bank/Post office by various Govt. Departments Corporations/ Boards/ State Universities in prescribed proforma.

उपरोक्त विषय के सन्दर्भ में।

विषयांकित मामले में आपको Principal Secretary to Govt. Haryana, Finance Department से प्राप्त पत्र क्रमांक 28/14/2011-5B&C दिनांक 23 जुलाई, 2018 की प्रति तथा सलंगन प्रोफोर्मा Box-A/B and Proforma- B भेजते हुए लिखा जाता है कि उन द्वारा मांगी गई सूचना अपने स्तर पर तुरन्त Principal Secretary, Govt. to Haryana, Finance Department को भिजवाना सुनिश्चित करें।

Sd
अधीक्षक प्रशासन
कृते: निदेशक सैकेण्डरी शिक्षा
हरियाणा पंचकूला

पृष्ठांकन क्रमांक-सम-

दिनांक, पंचकूला : 31.08.2018

प्रेषित है:-

1. इसकी एक प्रति निम्नलिखित को आवश्यक सूचनार्थ एवं आगामी आवश्यक कार्यवाही हेतु
2. प्रधान सचिव हरियाणा सरकार, वित्त विभाग, चण्डीगढ़।
3. पी0एस0/निदेशक सैकेण्डरी शिक्षा हरियाणा, पंचकूला।
4. पी0ए0/निदेशक मौलिक शिक्षा हरियाणा, पंचकूला।
5. पी0ए0/अतिरिक्त निदेशक प्रशासन।
6. पी0ए0/अतिरिक्त निदेशक (अकैडमिक)।
7. पी0ए0/संयुक्त निदेशक प्रशासन।
8. निदेशालय के सभी शाखा अधिकारी/अधीक्षक/इन्चार्ज को भेजते हुए लिखा जाता है कि उपरोक्तानुसार सूचना सलंगन प्रोफोर्मा में भरकर अपने स्तर पर तुरन्त Principal Secretary, Govt. to Haryana, Finance Department को भिजवाना सुनिश्चित करें।
9. अधीक्षक प्रशासन (मौलिक शिक्षा)।
10. इन्चार्ज ऑडिट सैल।
11. अधीक्षक लेखा शाखा।
12. आई0टी0 सैल (मुख्यालय) (For the purpose of uploading)

Sd
अधीक्षक प्रशासन
कृते: निदेशक सैकेण्डरी शिक्षा
हरियाणा पंचकूला

356 (Govt) Admn.
27/8/18

2725
20/8/18 H/C

Form

Principal Secretary
Govt to Haryana,
Finance Department

*Pl. ushu
instructions -*

To

All Drawing and Disbursing Officers
In Haryana State

*AD-Admny RE look
the matter*

Memo No.28/14/2011-5B&C
Dated, Chandigarh the 23.07.2018

19/8/18

Subject:- Supply of information regarding status of Parking of Funds in Banks/Post Offices by various Government Departments/Corporations/Boards/State Universities in the prescribed Proforma.

Please refer to the subject noted above.

1. It has come to the notice of the Government that various Institutions/Departments in the State are parking funds in several Bank Accounts. The funds parked in these accounts are lying unutilised for significant periods of time, causing potential loss of interest to the State Government. Interalia, this practice is also leading to serious accounting difficulties. At the same time, Government works are not completed in a time bound manner, due to this thin spread of public resources, among others reasons.
2. Taking a serious view of this, the Hon'ble Finance Minister in his Budget speech has mandated that all Government funds will be maintained by Departments in a single account per Department. Government has further directed that if a Department intends to open more than one account, express permission of Finance Department may be obtained for the purpose by giving detailed justification.
3. It has therefore been decided that all the Drawing and Disbursing Officers in the state (DDO's) will submit information regarding accounts being maintained/ operated by various offices including Boards, Corporations, Autonomous Bodies, Universities etc. under their control in the attached proforma latest by 20th of August, 2018. All the Drawing and Disbursing Officers in the state will ensure that information will be submitted in a time bound manner in the attached proforma.

RE.

sh

13/8

[Signature]

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Not deleted
to A/c to Branch*

*[Signature]
23/08/18*

*SAC D
23/8*

[Signature]

*[Signature]
23/08/18*


*[Signature]
24/8/18*

*4
Recd on
28/08/18*


4. All the Drawing and Disbursing officers in the state are requested to ensure strict compliance of these instructions. Non compliance of these instructions will be viewed seriously.

In case of any difficulty the drawing and Disbursing officers (DDOs) concerned may contact concerned Treasury Officer/ Assistant Treasury Officer/ Officers of Local Audit posted in various Resident Audit Schemes, in their Districts for further clarification.

These instructions are available on Finance Department Haryana website "www.finhry.gov.in".


Joint Secretary, Finance (Budget)
for Principal Secretary to Government Haryana.
Finance Department.

A copy is forwarded to all the Additional Chief Secretaries/Principal Secretaries to Government Haryana for information and necessary action.


Joint Secretary, Finance (Budget)
for Principal Secretary to Government Haryana.
Finance Department.

A copy is forwarded to all Head of Department with request to direct their Drawing and Disbursing Officers (DDO's) to submit the information's on time.


Joint Secretary, Finance (Budget)
for Principal Secretary to Government Haryana.
Finance Department.

A copy to All Treasury Officers and Assistant Treasury Officers with direction to collect the information from the DDO's under their jurisdiction.


Joint Secretary, Finance (Budget)
for Principal Secretary to Government Haryana.
Finance Department.

To be filled by each Drawing and Disbursing Officers in the State	
BOX - A	
i)	Name of Drawing and Disbursing Officers
ii)	Designation
iii)	Department
iv)	DDO Code

BOX - E	
The number of Institutions/ Offices/ Entities, that I further distribute the money received by me from Government.	

Declaration by DDO

1. I have attached individual Proforma B filled by the each of Head of Office/ Entity/ Institution to whom I distribute money to (if any)
2. I have also filled the Proforma B for money that I have deposited in a Bank Account/ Post office (if any).

Signature
Name of DDO;
Designation;
Date;

PROFORMA - B

Section-1

Proforma for providing information regarding Parking of Funds received through Budget Provisions/ Grants/ Own Sources								
Sr. No.	District	Name of Institution	Name of Bank/ Post Office with Bank Address	Account Number with IFSC Code	Nature of Accounts Saving/ Current		Balance as on	
					6	7	8	8
1	2	3	4	5	6	7	8	8

Section-2

Proforma for providing information regarding Parking of Funds of FDRs/ RDs etc. out of Budget Provisions/ Grants/ Own Sources			
Sr. No.	Number of FD/ RD etc.	Amount in Rs.	
		3	4
1	2	3	4

Section-3

1. Do you distribute Government money to any office/committee below you? Yes/No
2. If yes, their number.....
3. Please attach filled up proforma B for each of such offices/committees under you.

Signature with Name & Seal
 Designation
 Place
 Date