

188 Admn. (4)
17/3/15

From

The Principal Secretary to Government Haryana,
Finance Department.

To



1. All the Head of Department in Haryana.
2. Registrar General, Punjab and Haryana High Court, Chandigarh.
3. All the Commissioner, Ambala, Hisar, Gurgaon and Rohtak Division.

Memo No. 28/14/2011-5B&C
Dated: 10th March, 2015

Subject: **Instructions regarding re-appropriation, diversion of fund request and submitting of bills in treasury-drawing of advance.**

Sir/Madam,

I am directed to invite your attention to Finance Department letter of even number dated 10th January, 2014 and 10th July, 2014 on the subject noted above and to state that instructions were inter alia issued to all the HODs to the effect that actual utility of any advance(s), drawn from the Treasury for making payment of purchase or some work to various Corporations of the State Government such as HARTRON, HSRDC, HPHC etc. or to various Societies being operated by the State Government Department during a financial year, are required to be reported to the Treasury within a period of one month from the date of withdrawal or by the end of the financial year, whichever is earlier.

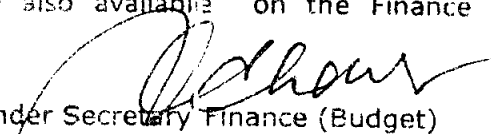
It has been brought to the notice of Finance Department that some DDOs are facing problems for implementing the above said instructions as the work of capital nature takes long time in completion and it is very difficult for them to submit the detailed bills in the treasury against the advance bills within the prescribed period. The matter has been reconsidered and it has now been decided that following procedure shall be adopted for payment of any advance to various Corporations of the state Government such as HARTRON, HSRDC, HPHC etc. or payment of funds to various societies being operated by the State Government Department for any purchase or work under capital expenditure:-

- I) The Government departments will get the financial sanction of a lump-sum amount (mentioning by the details of amount which is to be paid on quarterly basis) for the works to be got executed from the Government agencies or other agencies authorized to execute such works and make payment to these Government agencies/other agencies in quarterly instalment in justifiable manner instead of depositing the whole amount.
- II) In all such cases where such advance payments are made to the Government agencies/other agencies during the financial year, the detailed contingency bill of these advances should be submitted in the treasury before ending that financial year.
- III) In all such cases where the Government agencies/ other agencies fails to carry out the requisite work or make requisite purchases, the funds/balance funds should be taken back from the said Agency(ies) and shall be deposited in the State Treasury in relevant receipt head by the last working day of the financial year.
- IV) In all such cases where the work(s) remain pending in that financial year, the Government departments will get the revised financial sanction in the next financial year of that amount for which work is to be executed.
- V) The actual cash flow in the accounts of these Agency(ies) may be submitted to the Finance Department, if required.

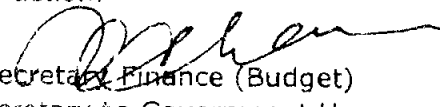
In the case of revenue expenditure, the instructions issued vide letters referred to above will remain unchanged.

These instructions may kindly be brought to notice of all concerned.

Soft copy of these instructions are also available on the Finance Department (www.finhry.gov.in)


Under 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 of Haryana for information and necessary action.


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

To

All the Additional Chief Secretaries/ Principal Secretaries to Govt. of Haryana

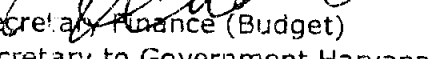
U.O. No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th March, 2015

Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th March, 2015

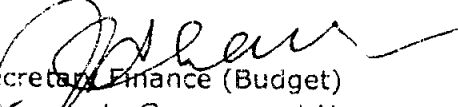
A copy is forwarded to all the Principal Accountant (General (A&E), Haryana, Chandigarh for information and necessary action,


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

Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th March, 2015


A copy is forwarded to all the Superintendents of Finance Department (Expenditure Control Branches only) for information and necessary action.


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

Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th March, 2015

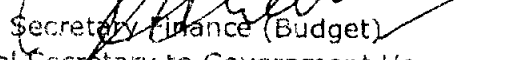
A copy is forwarded to the State Informatics Officer, NIC, Haryana Civil Secretariat for information and necessary action. He is request to make the provision accordingly in the e-Governance application software running in the Finance Department and in State Treasuries/Sub Treasuries.


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

Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th March, 2015

A copy is forwarded to in-charge, Computer Cell for Finance Department for information and necessary action. He is also requested to upload the instructions on the website of Finance Department, Haryana.


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