

From

The Additional Chief Secretary to Government Haryana
Finance Department.

To

1. All Head of Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh
3. All the Commissioners, Ambala, Hisar, Gurgaon and Rohtak Division
4. All the Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana State.

Memo No. 28/14/2011-5B&C
Dated, Chandigarh, the 22nd March, 2016.

Subject:- Instructions regarding re-appropriation /diversion of fund request and submitting of bills in treasury in month of March.

In continuation of the instructions issued vide No 28/14/2011-5 B&C, dated 05 December, 2012, 16 January 2013, 10 January 2014, 24 March 2015 and 09 February 2016. Government has decided to further improve upon the procedure as follows:-

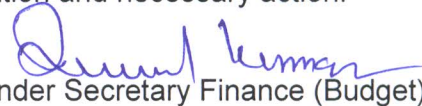
- (i) No bills will be accepted at Treasury on the last working day of financial year and treasuries will only dispose of the pending bills during the day. In exceptional cases permission from the Finance Department (in Ways & Means branch) will be required.
- (ii) No bills pertaining to TA, LTC, Arrears, Wages and salary will be accepted after 30th of March by the Treasury Officers. So such bills need to be presented at treasury on or before the said date. If any bill submitted upto the above referred date is rejected by Treasury officer due to some objection, then the bill can be resubmitted by 31st March after removing the objection and after ensuring that budget is available online.
- (iii) No bills of Advances other than Medical, TA and GPF will be accepted after 28th February. Detailed contingency bills related to such advances should be submitted in the treasury within one month or by 25th March whichever is earlier. In case amount of advance is more than Rs 1.00 Crore, such bills will be accepted only upto 31st January and detailed contingency bills relating to such advances should be submitted in treasury within one month or 1st March, whichever is earlier. Unutilized amount should be deposited back in the State Treasury in relevant receipt head of the department by the last working day of the financial year.
- (iv) All loan /advances i.e. HBA, Vehicle, Marriage, Computer etc. under Head-7610 will be accepted by 30th of March.
- (v) Bills of all types of Centrally Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship bills will be accepted only upto 30th March.
- (vi) No bills with amount less than Rs 50,000/- and more than Rs 2 Crore will be accepted after 30th of March.

- (vii) FD will not receive any request for re-appropriation/diversion after 28th February as all cases relating to diversion will be fully dealt with by various branches of FD so that online budget data becomes available by 10th of March.
- (viii) Whenever a request for re-appropriation is made by a department, it should be accompanied with a report generated from Online Budget System indicating availability of funds with BCA for purpose of diversion. No request would be accepted by Finance Department if such report is not provided by the department and the same would be rejected without going into the merits of the case.
- (ix) EPS pay orders will be generated by Treasury upto 1.00 PM on the last working day of the financial year and should be collected by 2.30 PM by the concerned DDOs so that the same are presented at treasury bank by 3.00 PM. For any delay in depositing EPS pay order with the bank, responsibility would lie on the DDO.
- (x) On the last three working days of the financial year bills would be passed strictly in order of token number by the Treasury Officer and no request for passing the bills in priority will be entertained by them.
- (xi) If the specified date is a holiday, then the next working day in the financial year will be such date.
- (xii) These instructions may be brought to the notice of all concerned in your department for strict compliance. These instructions can be downloaded from Finance Department website i.e. www.finhry.gov.in.



Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department

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



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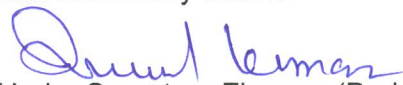
To

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

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

Dated, Chandigarh, the 22nd March, 2016.
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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 Additional Chief Secretary to Government Haryana
Finance Department

