

## **IMPORTANT**

From

The Additional Chief Secretary to Government Haryana,  
Finance Department.

To

1. All the Heads 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 10<sup>th</sup> January, 2014.

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

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

- (i) No bills will be accepted at Treasury during the last three working days of financial year and treasuries will only dispose of the pending bills during these days. 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 20<sup>th</sup> 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 25<sup>th</sup> 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 28<sup>th</sup> February. Detailed Contingency bills related to such advances should be submitted in the treasury within one month or by 25<sup>th</sup> March whichever is earlier. In case amount of advance is more than ₹ 1.00 crore, such bills will be accepted only upto 31<sup>st</sup> January and detailed contingency bills relating to such advances should be submitted in treasury within one month or 1<sup>st</sup> March, whichever is earliest. 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) Bills of all types of Centrally Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship bills will be accepted only upto 25<sup>th</sup> March.
- (v) No bills with amount less than ₹50,000/- and more than ₹2 crore will be accepted after 25<sup>th</sup> of March.

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