

From

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. The Commissioners, Ambala, Hissar, Gurgaon and Rohtak Divisions and all the Deputy Commissioners.

Memo No:- 14/43/88-2FA

Dated, Chandigarh, the 18-12-2013.

**Subject:- Change in the procedure for paying money on Govt. account.**

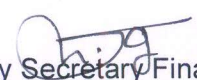
Kindly refer to Haryana Government Finance Department instruction no. 14/43/88-2FA dated 28.04.1988 vide which procedure for accepting petty amounts not exceeding Rs. 50/- on Govt. account directly by the head of the office concerned instead of depositing the same into treasury was laid down.

2. After careful consideration in the matter it has been decided that in future all individual amounts not exceeding Rs. 99/- on Govt. account should be accepted directly by the Head of the Office concerned instead of depositing the same into treasury. The Head of the office shall issue a receipt to the depositors in form STR 3 which will be machine numbered, in token of having received the amount (Annexure A). The amount so collected by the Head of the office during a day will be deposited into treasury under proper Head of Account by him on the same day or the next working day through Online Receipt Accounting System after having it entered in the office cash book(see rule 2.3 of STR Vol-I).

3. The citizens will however be free to opt for payment at department counter or to use Online Receipt Accounting System at their own level. Various treasuries / sub-treasuries will not be rendering any assistance in generation of E-Challan for payments not exceeding ₹ 99/-.

4. It has also been decided that where no departmental arrangement to receive such amount exists, such arrangement be made by 31.01.2014. Till that date such amount can be deposited into Govt. Treasury as per existing procedures through Online Receipt Accounting System.

The instruction dated 28.04.1988 referred to above are hereby superseded to that effect.

  
Deputy Secretary Finance  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

Endst. No. 14/43/88-2FA

Dated, Chandigarh, the 9<sup>th</sup> December, 2013

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

  
Deputy Secretary Finance  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

To

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

Endst. No. 14/43/88-2FA

Dated, Chandigarh, the 10<sup>th</sup> December, 2013

A copy is forwarded to all the Treasury Officers/ Assistant Treasury Officers in the State for information and strict compliance.

  
Deputy Secretary Finance  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

Endst. No. 14/43/88-2FA

Dated, Chandigarh, the 10<sup>th</sup> December, 2013

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

  
Deputy Secretary Finance  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

Endst. No. 14/43/88-2FA

Dated, Chandigarh, the 10<sup>th</sup> December, 2013

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

  
Deputy Secretary Finance  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

Endst. No. 14/43/88-2FA

Dated, Chandigarh, the 10<sup>th</sup> December, 2013

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

  
Deputy Secretary Finance  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.