

From

The Financial Commissioner & Principal Secretary  
to Government Haryana, Finance Department.

To

1. All the Heads of Departments in Haryana.
2. Registrar, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners of Divisions in Haryana.
4. All the Deputy Commissioner in Haryana State.

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

Dated, Chandigarh, the 23<sup>rd</sup> May, 2011.

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

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This has come to the notice of the Government that during the month of March 2011 there were a large number of requests made by various departments for diversion/re-appropriation of funds and further the Treasury Officer faced a huge rush of bills in the last week of the Financial Year. Such delay in getting funds diverted timely as well as utilizing the funds at last moment not only increase the probability of funds not being utilized efficiently but the scrutiny of such bills at Treasury also becomes impossible. To improve upon the procedure the Government has decided as follows:-

- (i) No bills pertaining to medical, TA, LTC, GPF, Arrears, Wages and salary will be accepted after 20<sup>th</sup> of March (or next working day if 20<sup>th</sup> March is a holiday) by the Treasury Officers. So such bills need to be presented at treasury 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 the 25<sup>th</sup> of March after removing the objection and also ensuring that budget is available online.
- (ii) 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 Director, Treasuries & Accounts will be required.
- (iii) No bills with amount less than ₹ 50,000/- will be accepted after 25<sup>th</sup> of March.
- (iv) FD will not receive any request for re-appropriation/diversion after 15<sup>th</sup> of March (or next working day if 15<sup>th</sup> March is a holiday) and all cases relating to diversion will be fully dealt with by various branches of FD so that online data becomes available by 18<sup>th</sup> of March.
- (v) 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.
- (vi) Last download of Budget file will be done by treasury at 10:00 am on the last working day of the Financial Year. So all the departments should ensure that distribution of budget to DDOs is done well before the said time.
- (vii) 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 3:30 pm. Any delay in depositing EPS pay order with the bank will be responsibility of the DDO.
- (viii) In case of pay orders other than EPS or cheques also the validity will be upto 31<sup>st</sup> of March of the Financial Year and same need to be presented at bank by 6:00 pm on the last working day of the financial year. Such pay orders/cheques should be collected by DDO from the Treasury well before this time and treasury will not be issuing/generating any pay orders/cheques after 5:00 pm on the last working day of the Financial Year.

