

From

Principal 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 5th December, 2012.

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. 28/14/2011-5B&C dated 23.02.2012, to further improve upon the procedure, Government has decided as follows:-

- (i) No bills will be accepted at Treasury during the last three working days of financial year and treasuries will only dispose off the pending bills during these days. In exceptional cases permission from the Director, Treasuries and Accounts will be required.
- (ii) No bills pertaining to TA, LTC, Arrears, Wages and salary will be accepted after 20th of March (or next working day if 20th March is a holiday) 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 25th March (or next working day if 25th March is a holiday) 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 15th March.
- (iv) Bills of all types of Central Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship bills will be accepted only upto 25th March.
- (v) No bills with amount less than Rs. 50,000/- and more than 2 crore will be accepted after 25th of March (next working day if 25th March is a holiday).
- (vi) FD will not receive any request for re-appropriation/ diversion after 10th of March (or next working day if 10th March is a holiday) and all cases relating to diversion will be fully dealt with by various branches of FD so that online budget data becomes available by 15th of March.
- (vii) 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.

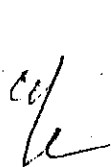
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- (ix) Last download of Budget file will be done by treasury at 10:00 AM on the last working day of the Financial Year. So all the departments should ensure that distribution of budget to DDOs is done well before the said time.
- (x) EPS pay orders 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.
- (xi) In case of pay order other than EPS or cheques also the validity will be 31st of March of the Financial Year and same need to be presented at bank by 2:00 p.m. 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 2:00 p.m. on the last working day of the Financial Year.
- (xii) On the last three working days of the financial year bills/cheques would be passed strictly in order of token number by the Treasury Officer and no request for passing the bills/cheques in priority will be entertained by them.
- (xiii) These instructions would also apply in relation to all cheques including PLA cheques issued by works department or forest department or any other department with word "cheque" replacing the word "bills" at all places.

These instructions may kindly be brought to notice of all concerned in your departments for strict compliance.


Deputy Secretary Finance (Budget)
for Principal Secretary to Govt. Haryana,
Finance Department

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


Deputy Secretary Finance (Budget)
for Principal Secretary to Govt. Haryana,
Finance Department

To

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

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

Dated, Chandigarh, the 5th December, 2012.

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

Dated, Chandigarh, the 5th December, 2012.

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

Arun Kumar
Deputy Secretary Finance (Budget)
for Principal Secretary to Govt. Haryana,
Finance Department

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

Dated, Chandigarh, the 5th December, 2012.

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for information and necessary action.

Arun Kumar
Deputy Secretary Finance (Budget)
for Principal Secretary to Govt. Haryana,
Finance Department

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

Dated, Chandigarh, 5th December, 2012.

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

Arun Kumar
Deputy Secretary Finance (Budget)
for Principal Secretary to Govt. Haryana,
Finance Department.

Gist of deadlines for acceptance of bills etc. in FD/Treasuries/Sub-Treasuries:-

Sr. No.	Date	Description
(i)	Up to 10 th March	Cases of re-appropriation/ diversion of Budget/funds in FD
(ii)	Up to 15 th March	Bills of advances other than Medical, TA and GPF
(iii)	Up to 20 th March	Bills of TA, LTC, Arrears, Wages and Salary
(iv)	Up to 25 th March	Resubmission of rejected bills relating to TA, LTC, Arrear, Wages and Salary, if any, due to some objection in treasury; bills of all types of Central Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship; bills with amount less than Rs. 50,000/- and more than 2 crore but other than those in (ii) and (iii) above.
(v)	Up to 28 th March	Bills with amount of Rs. 50,000/- or more and up to Rs. 2 crore but other than those in (ii), (iii) and (iv) above.
(vi)	Last working day of the Financial Year.	Last download of Budget file in treasury at 10:00 AM
		Generation of last EPS in Treasury/Sub treasury at 1:00 PM
		Pay order other than EPS or cheques with the validity 31 st of March need to be presented at bank by 2:00 p.m.
		Collection of EPS from Treasury by DDO up to 2.30 PM.
		Handover of EPS/Cheques by DDO at bank up to 3.00 PM.