

From

The 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 Divisions.
4. All the Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana State.

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

Dated, Chandigarh, the 16<sup>th</sup> January, 2013

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

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Kindly refer to the instructions issued vide Memo. No. 28/14/2011-5B&C dated 5<sup>th</sup> December, 2012 on the subject noted above. In continuation of the same, it has been decided as follows:-

This has come to the notice of the Government that at the fag end of the financial year a number of departments make advance payments for purchases or some work to various corporations of the State Government e.g. Hartron, HSRDC, HPHC, HFDC etc. or funds are provided to various Societies being operated by the Haryana Government's Departments. Such payments usually do not serve any useful purpose in the said financial year as the works required to be done or purchases to be made cannot be completed by the closing day of the financial year. These funds thus keep lying unutilized in these Societies or Corporations for several months extending into the next financial year. It is essential that actual utility of any advance drawn in a financial year is required to be reported to treasury within a period of one month from the date of withdrawal from the treasury or by end of the financial year, whichever is earlier. In order to stop this practice of taking advances which cannot be utilized within the financial year, it has been decided that no such advances will be allowed by the treasury in favour of any State Government Corporation or any Society run by any Government department if such bill is presented in the treasury after 1<sup>st</sup> of March in the financial year. Further if the amount of advance proposed to be withdrawn is more than ₹1.00 crore then such bill should be presented in the treasury on or before 15<sup>th</sup> February in the financial year. In addition to above, in all such cases where such advances are drawn during the financial year, the detailed contingency bill should be submitted in the treasury by 25<sup>th</sup> of March positively. In all such cases where the Corporation or the Society fails to carry out the requisite work or make requisite purchases within the financial year, the funds should be taken back from the Corporation or Society and deposited back in the State Treasury in relevant receipt head of the department by the last working day of the financial year.

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

*Arjun Kumar*

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

