

From No. 28/8/2012-5B&C  
The Financial Commissioner & Principal Secretary to  
Govt. Haryana, Finance Department.

To

1. All the Heads of Departments in Haryana State.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.
3. The Commissioners of all the Divisions in Haryana State.
4. All the District & Session Judges in Haryana State.
5. All the Deputy Commissioners in Haryana State.
6. All the Sub Divisional Officers (Civil) in Haryana State.

Dated, Chandigarh, the 9<sup>th</sup> March, 2012.

**Subject: Inter-departmental Payments - mode of booking - regarding.**

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Sir,

I am directed to refer to the subject noted above and to say that in a number of cases payments are required to be made by one department of the State Government to and the other department of the State Government. The most prevalent practice in this regard is that the department seeking to make payment submits a bill in the treasury and gets a cheque for preparation of RTR in favour of the payee's department. On receipt of the RTR, the payee department deposits the same through challan in the relevant receipt head of the department. The process effectively result in floating of the funds for the period starting from the date of issue of RTR till the same is deposited back in the Government account.

In order to rationalize the process of such inter-departmental payment, it has been decided that henceforth in all such cases payment would be made through book transfer only. For this purpose, the department seeking to transfer funds to another department would present its bill in the treasury alongwith receipt challan mentioning the relevant receipt head of payee department. Such challan will be submitted in duplicate and duly stamped. One copy of the challan will be returned back to the DDO by the treasury after the book transfer of the amount. This challan can then be sent in original by the DDO to the payee department to intimate regarding payment having been deposited in their receipt head. A photocopy can be kept by the DDO for his/her office record. This process would be followed by all the departments for making payments to various departments e.g. Hospitality Department, Works Department, Transport Department etc.

*Anur Kumar*

Deputy Secretary Finance (Budget)  
for Financial Commissioner & Principal Secretary  
to Govt., Haryana, Finance Department. *ke*

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A copy each is forwarded to all the Financial Commissioners and Principal Secretaries/Administrative Secretaries to Government Haryana for information and necessary action.

*Arjun Kumar*

Deputy Secretary Finance (Budget)  
for Financial Commissioner & Principal Secretary  
to Govt., Haryana, Finance Department. *AC*

To

The Financial Commissioners and Principal Secretaries/  
Administrative Secretaries to Government Haryana.

U. O. No. 28/8/2012-5B&C

Dated, Chandigarh, the 9<sup>th</sup> March, 2012.

Endst. No.28/8/2012-5B&C

Dated, Chandigarh, the 9<sup>th</sup> March, 2012.

A copy of the above is forwarded to all the Treasury Officers and Assistant Treasury Officers in the State for information and necessary action.

*Arjun Kumar*

Deputy Secretary Finance (Budget)  
for Financial Commissioner & Principal Secretary  
to Govt., Haryana, Finance Department. *AC*