

From

The Additional Chief Secretary to Government Haryana  
Finance Department.

To

1. All 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 9<sup>th</sup> February, 2016

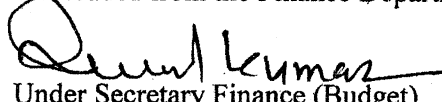
**Subject:- Instructions regarding re-appropriation /diversion of fund request and submitting of bills in treasury in month of March.**

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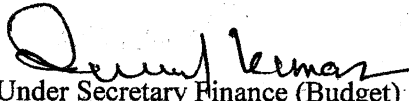
In continuation of the instructions issued vide No 28/14/2011-5 B&C, dated 24<sup>th</sup> March,2015, Government has decided to further improve upon the procedure as follows:-

- (i) 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 Finance Department (in Ways & Means branch) will be required.
- (ii) No bills pertaining to TA/TA Advances, LTC, Arrears, Wages and salary will be accepted after 20<sup>th</sup> March 2016 by the Treasury Officers. So such bills need to be presented at treasury in 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 25<sup>th</sup> March after removing the objection and ensuring that budget is available online.
- (iii) No bills of Advances other than Medical, Marriage, TA and GPF will be accepted after 28<sup>th</sup> February. Detailed contingency bills related to such advances should be submitted in the treasury within one month or by 25<sup>th</sup> March whichever is earlier. In case amount of advance is more than Rs 1.00 Crore, such bills will be accepted only upto 20<sup>st</sup> February and detailed contingency bills relating to such advances should be submitted in treasury upto 1<sup>st</sup> March, whichever is earlier. Unutilized amount should be deposited back in the State Treasury in relevant receipt head of the department by the last working day of the financial year.
- (iv) Bills of all types of Centrally Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship bills will be accepted only upto 25<sup>th</sup> March 2016.
- (v) No bills with amount less than Rs 50,000/- and more than Rs 2 Crore will be accepted after 25<sup>th</sup> March 2016.
- (vi) No bills of advances of Medical, Marriage and GPF will be accepted after 28<sup>th</sup> March 2016.
- (vii) FD will not receive any request for re-appropriation/diversion of funds after 28<sup>th</sup> February and all cases relating to diversion will be fully dealt with by various branches of FD so that online budget data becomes available by 10<sup>th</sup> March 2016.
- (viii) 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.
- (ix) Electronic Payment System (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.
- (x) On the last three working days of the financial year bills would be passed strictly in order of token number by the Treasury Officer and no request for passing the bills on priority will be entertained by them.
- (xi) These instructions would also apply in relation to all payments including PLA payments and payments of Public works department, Forest Department and any other department through e-billing system.

- (xii) If the specified date is a holiday, then the next working day in the financial year will be such date. These instructions may kindly be brought to notice of all concerned in your department for *strict compliance*. These instructions can be downloaded from the Finance Department website [www.finhry.gov.in](http://www.finhry.gov.in).

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department.

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

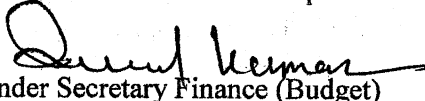
  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department.

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

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

Dated, Chandigarh, the 9<sup>th</sup> February, 2016.

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

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department.

To  
All the Superintendents of Expenditure Control Branches(Finance Department).


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

Dated, Chandigarh, the 9<sup>th</sup> February, 2016.

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

Dated, Chandigarh, the 9<sup>th</sup> February, 2016.

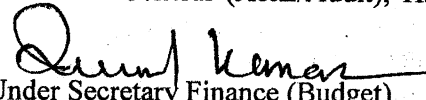
A copy is forwarded to all the Treasury Officers/ Assistant Treasury Officers for information and necessary action.

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department

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

Dated, Chandigarh, the 9<sup>th</sup> February, 2016.

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

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department

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

Sr. No	Date	Description
(i)	Upto 20 <sup>th</sup> February, 2016	Bills of advances with amount greater than Rs 1.00 crore
(ii)	Upto 28 <sup>th</sup> February, 2016	Cases of re-appropriation/diversion of Budget/funds in FD and Bills of advances other than Medical, Marriage, TA and GPF.
(iii)	Upto 20 <sup>th</sup> March, 2016	Bills of TA/TA Advance, LTC, Arrears, Wages and Salary
(iv)	Upto 25 <sup>th</sup> March, 2016	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 Centrally Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship bills with amount less than Rs 50,000/- and more that Rs 2 crore but other than those in (i), (ii) and (iii) above.
(v)	Upto 28 <sup>th</sup> March, 2016	Bills with amount of Rs 50,000/- and upto Rs 2 crore but other than those in (i), (ii), (iii) and (iv) above and bills of Advances of Medical, Marriage and GPF.
(vi)	Last working day of the Financial Year	Generation of last EPS in Treasury/Sub-Treasury at 1.00 PM
		Collection of EPS from Treasury by DDO upto 2.30 PM
		Handover of EPS by DDO at bank upto 3.00 PM