

737

23-4-15

From

The Principal Secretary to Govt.,
Haryana, Finance Department.

To

The Director (By Name),
Archives Department, Haryana

Memo No. 38/110/99-WM (5)
Dated, Chandigarh the 15.04.2015

Subject:-

Allocation of funds for Marriage and Computer Advance for the
year 2015-2016.

Recd
22/4
AC-11

In continuation of Finance Department letter No. 38/110/99-WM(5), dated
21.02.2011 on the subject noted above.

2. A sum of Rs. 1,60,000/- (Rupees One lac sixty thousands only) is allocated
for grant of Marriage and Computer Advance to the Government Employees as per detail
given below:-

Sr.No.	Purpose	Amount
1.	Marriage Advance	1,25,000/- (Rs. One lac twenty five thousand only)
2.	Computer Advance	35,000/- (Rs. thirty five thousand only)
Total		1,60,000/- (Rs. One lac sixty thousands only)

3. The above amount will be utilized for the purpose for which these are being
allocated.

4. It is also requested that all cases of Marriage and Computer Advance may be
sanctioned strictly on the basis of first come first serve on seniority basis.

5. The amount will be debited to N-51-45-7610-51-800-97-51-50-Advances for the
celebration of Marriage and N-51-45-7610-51-204-99-51-50 Advances for Computer Advance.

6. Kindly acknowledge receipt.

Superintendent Ways & Means,
for Principal Secretary to Govt., Haryana,
Finance Department

DETAIL

माँग संख्या Demand No.	12 12	2205- कला एवं संस्कृति 2205- Art and Culture			योजनेतर Non-Plan	खर्च(र में) Expenditure(in ₹)
लघु शीर्ष/उप शीर्ष आवर्तक/ अनावर्तक	Minor Head/Sub Head	Rec/N-Rec	वास्तविक Actuals (2013-14)	बजट अनुमान Budget Estimates (2014-15)	संशोधित अनुमान Revised Estimates (2014-15)	बजट अनुमान Budget Estimates (2015-16)
Demand 12 Art and Culture						
102- कला तथा संस्कृति की संवर्धन 102- Promotion of Art and Culture						
[99] हरियाणा में राज्य अभिलेखागार व क्षेत्रीय संग्रहालयों की स्थापना तथा अभिलेखागार का विकास [99] Setting up of State Archives Regional repositories and development of Archives in Haryana						
			Demand : (12)	Art and Culture	ARS-Archives	
[N-51-12-2205-51-102-99-51]						
वेतन	आवर्तक	01) Salary	R	79,79,063	1,00,00,000	80,00,000
मजदूरी	आवर्तक	02) Wages	R	1,97,717	2,50,000	1,50,000
मंहगाई भत्ता	आवर्तक	03) Dearness Allowances	R	58,02,134	71,00,000	73,00,000
यात्रा खर्च	आवर्तक	04) Travel Expenses	R	93,516	2,00,000	1,00,000
कार्यालय खर्च	आवर्तक	05) Office Expenses	R	2,25,318	3,50,000	3,00,000
किराया दरें तथा कर	आवर्तक	06) Rent, Rates and Taxes	R	4,35,060	2,88,000	2,88,000
मोटर वाहन	आवर्तक	21) Motor Vehicle	R	1,330	70,000	50,000
सामग्री तथा आपूर्ति	आवर्तक	24) Material and Supply	R	59,424	2,20,000	1,20,000
अन्य प्रभार	आवर्तक	34) Other Charges	R	32,174	1,50,000	1,25,000
पी.ओ.एल.	आवर्तक	45) P.O.L	R	1,46,558	2,00,000	1,50,000
चिकित्सा प्रतिपूर्ति	आवर्तक	67) Medical Reimbursement	R	5,28,947	4,00,000	4,00,000
अनुबंधित सेवा	आवर्तक	69) Contractual Service	R	4,25,000
एल.टी.सी.	आवर्तक	70) Leave Travel Concession	R	12,03,060	5,00,000	75,000
अनुग्रह	आवर्तक	79) Ex-Gratia	R	...	25,000	25,000
योग	[99] हरियाणा में राज्य अभिलेखागार व क्षेत्रीय संग्रहालयों की स्थापना तथा अभिलेखागार का विकास	Total: [99] Setting up of State Archives Regional repositories and development of Archives in Haryana		1,67,04,301	1,97,53,000	1,75,08,000
						1,96,06,000

खर्च(र मे)
Expenditure(In ₹)DETAIL

माँग संख्या 12,39 Demand No. 12,39		मुख्य शीर्ष : Major-Head :	2205- 2205-	कला एवं संस्कृति Art and Culture(Plan)	वास्तविक Actuals (2013-14)	बजट अनुमान Budget Estimates (2014-15)	संशोधित अनुमान Revised Estimates (2014-15)	बजट अनुमान Budget Estimates (2015-16)
लघु शीर्ष/उप शीर्ष		Minor Head/Sub Head						
Demand 12	Art and Culture	Part-I State Plan Scheme						
भाग-I राज्य योजना स्कीमें		Part-I State Plan Scheme						
102-	कला तथा संस्कृति की संवर्धन	102-	Promotion of Art and Culture					
[97]	अभिलेखागार का प्रचार कार्यक्रम	[97]	Publicity programme of Archives	Demand :(12)	Art and Culture	ARS-Archives		
			[P-01-12-2205-51-102-97-51]					
	वेतन	01)	Salary	N	...	2,00,000	2,00,000	4,00,000
	महंगाई भत्ता	03)	Dearness Allowances	N	...	1,00,000	1,00,000	2,00,000
	कार्यालय खर्च	05)	Office Expenses	N	1,88,919	4,00,000	4,00,000	4,00,000
	मोटर वाहन	21)	Motor Vehicle	N	5,56,998	6,00,000	6,00,000	...
योग	[97] अभिलेखागार का प्रचार कार्यक्रम	Total :	[97] Publicity programme of Archives		7,45,917	13,00,000	13,00,000	10,00,000
[93]	अभिलेखागार का विकास	[93]	Development of Archives					
(99)	सूचना प्रौद्योगिकी	(99)	Information Technology	Demand :(12)	Art and Culture	ARS-Archives		
			[P-01-12-2205-51-102-93-99]					
	संगणना (सूचना प्रौद्योगिकी)	88)	Computerisation (IT)	N	10,04,409	16,00,000	16,00,000	16,00,000
योग	(99) सूचना प्रौद्योगिकी	Total :	(99) Information Technology		10,04,409	16,00,000	16,00,000	16,00,000
(98)	स्थापना खर्च	(98)	Establishment Expenses	Demand :(12)	Art and Culture	ARS-Archives		
			[P-01-12-2205-51-102-93-98]					
	व्यवसाय तथा विशेष सेवा	33)	Professional and Special Services	N	3,37,200	4,00,000	4,00,000	4,00,000
योग	(98) स्थापना खर्च	Total :	(98) Establishment Expenses		3,37,200	4,00,000	4,00,000	4,00,000
योग	[93] अभिलेखागार का विकास	Total :	[93] Development of Archives		13,41,609	20,00,000	20,00,000	20,00,000
योग	भाग I-राज्य योजना स्कीमें	Total :	Part-I State Plan Scheme		20,87,526	33,00,000	33,00,000	30,00,000

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ANNEXURE - 1

FORM BM-2

OFFICE OF THE DIRECTOR ARCHIVES DEPARTMENT HARYANA, PANCHKULA

MAJOR HEAD :2205- ART & CULTURE

102- PROMOTION OF ART & CULTURE

Sub Head 99

Scheme- (Non-Plan)- Setting up of Haryana State Archives,Regional Repository & Developm of Archives in Haryana- 2015-16

Item Code	MAJOR HEAD SUB MAJOR HEAD MINOR HEAD STANDARD OBJECT OF EXPENDITURE	Budget 2014-15	Accounts 2012- 13	Actuals of previous year 2013-14 for last 6 months	Actuals of current year 2014-15 for first 6 months	Revised Estimate 2014-15 Proposed by Head of Deptt.	Budget Estimate 2015- 16 Proposed by Head of Deptt.	Remarks
1	Salary	10000000	8504120	3763162	3474087	10000000	12000000	
2	Wages	250000	146324	119198	60734	250000	300000	
3	Dearness Allowance	7100000	4996608	2923359	2824760	7100000	10000000	
4	Travel Expenses	350000	64134	75562	44119	350000	400000	
5	Office Expenses	200000	178006	136411	121640	200000	400000	
6	Rent,Rates and Taxes	288000	409036	298295	144000	288000	151000	
21	Moter Vehical	70000	15778	0	23039	70000	100000	
24	Materials & Supplies	220000	109181	15142	5800	220000	250000	
34	Others Charges	150000	54198	13315	49709	150000	200000	
45	P.O.L	200000	58053	91221	65006	200000	300000	
67	Medical Reimbursement	400000	40046	360827	27359	400000	500000	
69	Contractual Services	425000	0	0	199620	425000	1100000	
70	L.T.C.	75000	186855	307686	33740	75000	200000	
79	Ex-Gratia	25000	0	0	0	25000	25000	
	Grand Total	19753000	14762339	8104178	7073613	19753000	25926000	

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FORM B.M. 10

OFFICE OF THE DIRECTOR ARCHIVES DEPARTMENT HARYANA, PANCHKULA

MAJOR HEAD :2205- ART & CULTURE
 102- PROMOTION OF ART & CULTURE
 Sub Head 99
 Scheme- (Non-Plan)- Setting up of Haryana State Archives,Regional Repository &
 Devlopment of Archives in Haryana- 2014-16

A Head Office Panchkula																		
1	2	3		4		5	6	7	8	9	10	11	12	13	14	15	16	17
Sr. No.	Post / Designation	Total No of Sanctioned posts	Filled	Vacant	Pay scale / Pay Band	Basic Pay on 01.07.2015	Dearness Pay	Rate of Increment	Special Pay, if any	Total Pay	HRA	Fixed Med. Allow.	Medical Reimburse ment	Dearness Allowance	I.R	Any other	Total Prov. For the year	Remarks
1	Deputy Director	1	1	0	15600-39100/6000	30150				30150	0	500		30150	0	0	729600	
2	Superintendant	1	1	0	9300-34800/4200	22450				22450	0	500		22450	0	0	544800	
3	Accounts Officer	1	1	0	9300-34800/5400	22830				22830	0	500		22830	0	1500	571920	
4	Archivist	1	1	0	9300-34800/3600	17910				17910	3582	500		17910	2000	0	502824	
5	Archivist	1	1	0	9300-34800/3600	17910				17910	3582	500		17910	2000	750	511824	
6	Archivist	1	0	1	9300-34800/3600	14230				14230	2846	500		14230	2000	0	405672	
7	Asstt.Archivist	1	1	0	9300-34800/3300	14270				14270	2854	500		14270	2000	750	415728	
8	Asstt.Archivist	1	1	0	9300-34800/3300	14270				14270	2854	500		14270	2000	0	406728	
	Total	8	7	1		154020				154020	15718	4000		154020	10000	3000	4089096	

	2	3			4	5	6	7	8	9	10	11	12	13	14	15	16	17
										0					0			0
	B/F	8	7	1		154020				154020	15718	4000		154020	10000	3000		4089096
9	Microphotographer	1	1	0	9300-34800/3300	17590				17590	3518	500		17590	2000	1500		512376
10	Assistant	1	1	0	9300-34800/3200	15950				15950	0	500		15950	2000	0		412800
11	Assistant	1	1	0	9300-34800/3200	14950				14950	0	500		14950	2000	750		397800
12	Assistant	1	1	0	9300-34800/3200	21290				21290	4258	500		21290	2000	0		592056
13	Asstt. Lib.	1	1	0	9300-34800/3600	23560				23560	0	500		23560	2000	0		595440
14	Archival Restorer	1	0	1	9300-34800/3300	13830				13830	2766	500		13830	2000	0		395112
15	Driver	1	0	1	5200-20200/2400	9840				9840	1968	500		9840	2000	0		289776
16	Jr. Scale Steno	1	1	0	9300-34800/3600	17980				17980	3596	500		17980	2000	1500		522672
17	Clerk	1	1	0	5200-20200/1900	8300				8300	1660	500		8300	2000	0		249120
18	Clerk	1	1	0	5200-20200/1900	8300				8300	1660	500		8300	2000	1500		267120
19	Clerk	1	1	0	5200-20200/1900	10510				10510	2102	500		10510	2000	0		307464
	Total	19	16	3		316120				316120	37246	9500		316120	32000	8250		8630832

1	2	3			4	5	6	7	8	9	10	11	12	5	14	16	17
	B/F	19	16	3		316120				316120	37246	9500		316120	32000	8250	8630832
20	Clerk	1	0	1	5200-20200/1900	7580				7580	1516	500		7580	2000	0	230112
21	Record Attendant	1	1	0	5200-20200/1900	11380				11380	0	500		11380	2000	0	303120
22	Binder	1	1	0	5200-20200/1800	12250				12250	0	500		12250	2000	0	324000
23	Peon	1	0	1	4440-7440/1300	6240				6240	1248	500		6240	2000	340	198816
24	D.B.cum-Mender	1	0	1	4440-7440/1300	6240				6240	1248	500		6240	2000	340	198816
25	DRA	1	1	0	4440-7440/1300	10940				10940	2188	500		10940	2000	840	328896
26	Sweeper	1	1	0	4440-7440/1650	10360				10360	2072	500		10360	2000	690	311784
27	Gate Keeper	1	0	1	4440-7440/1300	6050				6050	1210	500		6050	2000	340	193800
Grand Total		27	20	7		387160				387160	46728	13500		387160	48000	10800	10720176

C Regional Repository, Hlsar

1	2	3			4	5	6	7	8	26	10	11	12	13	14	15	16	17
1	Asstt. Director	1	0	1	9300-34800/4200	16290				16290	1629	500		14661		0	396960	
2	Asstt. Archivist	1	0	1	9300-34800/3300	13830				13830	1383	500		12447	2000	0	361920	
3	Binder	1	1	0	5200-20200/3200	15240				15240	1524	500		13716	2000	0	395760	
4	Peon	1	1	0	4440-7440/1300	11040				11040	1104	500		9936	2000	1500	312960	
	DB-cum- 5 Mender	1	1	0	4440-7440/1800	11400				11400	1140	500		10260	2000	340	307680	
	Total	5	3	2		67800				67800	6780	2500		61020	8000	1840	1775280	
	B/F	32	23	9		458480				458480	53860	16000		451348	56000	12230	12575016	
	Total	37	26	11		526280				526280	60640	18500		512368	64000	14070	14350296	

D Regional Repository, Rohtak

1	2	3			4	5	6	7	8	26	10	11	12	13	14	15	1212	17
1	Asstt. Director	1	1	0	9300-34800/4200	32410				32410	3241	500		29169		0	783840	
2	Binder	1	1	0	5200-20200/1800	12950				12950	1295	500		11655	2000	0	340800	
3	DB-cum-Mender	1	1	0	4440-7440/1300	9050				9050	905	500		8145	2000	1840	269280	
4	Asstt. Archivist	1	1	0	9300-34800/3300	17070				17070	1707	500		15363	2000	0	439680	
	Total	4	4	0		71480				71480	7148	2000		64332	6000	1840	1833600	
	B/F	37	26	11		526280				526280	60640	18500		512368	64000	14070	14350296	
	Total	41	30	11		597760				597760	67788	20500		576700	70000	15910	16183896	

E Regional Repository, Guragaon

1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Asstt. Director	1	0	1	9300-34800/4200	16290			16290	1629	500		14661		0	396960	
2	DB-cum Mender	1	0	1	4440-7440/1300	11400			11400	1140	500		10260	2000	340	307680	
3	Asstt. Archivist	1	0	1	9300-34800/3300	13830			13440	1383	500		12447	2000	0	357240	
	Total	3	0	3		41520			41130	4152	1500		37368	4000	340	1061880	
	B/F	41	30	11		597760			597760	67788	20500		576700	70000	15910	16183896	
	Grand Total	44	30	14		639280		0	638890	71940	22000		614058	74000	16250	17245776	

BUDGET-INSTRUCTIONS
MOST IMMEDIATE/DATE BOUND

~~141-ACSA~~ 141-ACSA
1188
4-8-14
22/7/14
2014-14-ACM
22/7

No.2/4/2014-1B&C

From

Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All the Head of Departments, Commissioner of Divisions and Deputy Commissioners in the Haryana State.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 15th July, 2014.

Subject: Preparation of Budget Estimates for the year 2015-2016
Instructions regarding.

Sir,

As you are aware, all the departments are required to submit various returns every year to the Finance Department for the finalization of Budget Estimates for the next year. Though the comprehensive instructions for preparing these returns are contained in Chapters 3,4 and 5 of the Budget Manual, yet some additional instructions are issued on the subject by the Finance Department every year. It has been observed that some Departments do not adhere to these instructions strictly while framing Budget Estimates leading to unwanted correspondence and delay. You are, therefore, requested to instruct the concerned officials of your organization to keep these guidelines also in view besides the provisions contained in the Budget Manual particularly to the above stated provisions while preparing the Budget Estimates for the year 2015-2016.

PS
Aschich
16-7-14
ACS Arch
DL Arch
23/7/2014

~~DA~~
Rajiv
25/7
25/7/14
ASST

2. Attention is particularly invited to the submission of modified form B.M.2 (enclosed as Annexure-I) which should contain the following information:-

- (a) Original estimates of the current year 2014-2015.
- (b) Accounts of the year 2012-2013.
- (c) Actuals of previous year 2013-2014 for the last 6 months.
- (d) Actuals of current year 2014-2015 for the first 6 months.
- (e) Revised Estimates of expenditure for the year 2014-2015 proposed by Head of Departments.
- (f) Budget Estimates for the year 2015-2016 proposed by Head of Departments.
- (g) Remarks.

Information not in above format is liable to be returned. Further, the summary of Minor Heads with the proposal of Budget Estimates 2015-2016 is also needed. **Any significant variation may please be explained in the remarks column.**

B.M.FORM 10

3. Information in B.M.form 10, enclosed at Annexure-II regarding Pay, DA, Medical Allowances etc., be supplied alongwith the Budget Estimates for the year 2015-2016 to enable the Finance Department to assess the normal increase on account of annual increments and also on account of specific items leading to increase in contingencies. In the absence of such information, no increase would normally be provided for.

POL

4. The number of vehicles (petrol/diesel driven) in existence and number of vehicles likely to be condemned/replaced during the year 2015-2016 should be indicated separately, while demanding the provision for POL.

5. With regard to the preparation of Budget Estimates 2015-2016 following further clarifications are hereby made for the benefit of all concerned:-

- i) It is mandatory for the State Government to seek advice of the Principal Accountant General (A&E), Haryana in the matter of opening of new Sub Heads (New Scheme). It is, therefore, reiterated that no new Sub Head (scheme), (both in the Plan and Non Plan budget) will be included until it is approved by the Principal Accountant General (A&E), Haryana. Departments are advised to obtain prior approval of the Principal Accountant General (A&E), through Finance Department, if any new scheme is to be added in the Budget Estimates, 2015-2016
- ii) No object head can be opened without the consent of Principal Accountant General (A&E), Haryana. A list of standardized object heads alongwith their code numbers, as approved by the CAG of India, is enclosed (Annexure-III). Both Plan and Non Plan budget documents will be prepared according to these object Heads with their standardised code numbering 01 to 99. All the departments are requested to restrict their budgetary proposals within these object heads without insisting upon any other object head beyond this list.
- iii) It has been observed that various departments keep sending proposals for the purchase of motor vehicles during the year without any budget provision for the purpose. All head of departments are requested to make specific budget provisions under object head "motor vehicles" if they intend to purchase any new vehicle or replace old vehicles during 2015-2016 otherwise, no proposal for the purchase of vehicles will be entertained by the Finance Department. It is also clarified that all expenditure relating to vehicles i.e. maintenance, repair, purchase, replacement etc. will be included under the object head "motor vehicles".
- iv) The Comptroller and Auditor General of India has desired that all expenditure on account of accommodation, transport/DA etc. of Ministers/Officers on travel abroad should be sanctioned and drawn distinctly under the object head "foreign travel allowance". It is, therefore,

requested that distinct provision for this purpose be made, if required, in the budget proposal for the year 2015-2016 under object head "48-foreign travel allowances".

- v) It has been observed that some of the Plan scheme memoranda does not contain the requirements outlined in the standard format prescribed by the Finance Department (Annexure-IV). Rather departments repeat the wording of previous year mainly changing the years only. It is requested that explanatory memoranda to all the plan schemes must be prepared giving full details, including source of funding, upto-date achievements, financial and physical targets for the year, quantum of Central Share or External Aid, as the case may be, as outlined in Annexure-IV.
- vi) It has been observed that the payments of the persons working on contract basis, daily wages and even those providing professional services is being drawn by many departments from the salary object head (object code: 01) which is against the rules/instructions. As per Government Rules/instructions salary of only those Government employees who are working in the regular time scales sanctioned by the Government can be drawn from salary Head (object code: 01) and the payment to contractual employees is to be made from the contractual services object head (object code: 69), payments to professional person i.e. I.T. professionals e.g. Data Entry Operator, Programmer etc. taken on contract bases is to be drawn from the object head of professional and special services (object code: 33). Further, the payment to daily wagers/part timers is to be made from wages object head (object code: 02). These instructions need to be complied with strictly while preparing Budget Estimates 2015-16.

Further, it has already been decided by Finance Department that the diversion of funds should be a rarity in future and once funds are diverted from one object head to another by pointing out savings, the funds so diverted would not be accounted- for during the Revised Estimates 2014-15 except in exceptional circumstances.

- vii) The Principal Accountant General Haryana has brought to the notice of Finance Department time and again that the expenditure under Minor Head "800- Other Expenditure" is more than 50% of the expenditure under various Major Heads. AG Office has further desired that all such Major Heads should be reviewed and get the budget sanctioned under suitable Minor Heads other than "800- Other Expenditure" to avoid excessive booking under Minor Head "800". Thus, the departments are advised that in future the matter regarding opening of Sub-Heads under Minor Head "800- Other Expenditure" may be taken up with the AG Office personally first and after consultation of AG Office, the case may be sent to Finance Department so that expenditure could be booked/accommodated in the relevant Minor Heads.
- viii) Attention is also invited to Finance Department instructions bearing No.2/1/2008-5B&C dated 4th February, 2008. It has been decided that all the Plan Schemes for Revised Estimates 2007-2008 and Budget Estimates 2008-2009 which are exclusively meant for SCSP Component and covered under Plan Ceiling should continue to be reflected under specific Minor Head 789-Special Component Plan for Scheduled Castes for State Plan Schemes or 793-Special Central assistance for Scheduled Castes Component for central Plan Scheme. Further the said instructions be followed mutatis-mutandis in the Revised Estimates 2014-2015 and Budget Estimates 2015-2016 as well.

ECONOMY IN EXPENDITURE/GUIDELINES

6. Instructions issued from time to time regarding economy in expenditure must be kept in view.

BUDGET CALENDAR

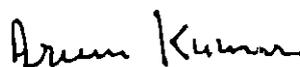
7. Budget Calendar for the preparation of Budget Estimates for the financial year 2015-2016 is enclosed (Annexure-V). **It may please be noted that the finance department will not be able to entertain any budget proposal that is received after the specified dates or that is not**

[6]

otherwise in accordance with these instructions, in such cases the budget proposals would be finalised by the finance department according to its own best judgment.

8. These instructions can be downloaded from the Finance Department website www.finhry.gov.in.

Yours faithfully,



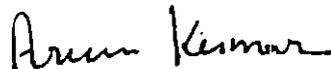
Joint Secretary Finance (B)
for Additional Chief Secretary to Government
Haryana, Finance Department

No.2/4/2014-1B&C

Dated 15th July, 2014.

A copy, with a copy of its enclosures, is forwarded to the Principal Accountant General (Audit and Accounts & Entitlement), Haryana with the request that:-

- i) He may kindly inform the Finance Department about the estimates of the Heads of Accounts with which he is concerned by the dates indicated in the calendar and ;
- ii) He may kindly ensure up-to-date reconciliation of expenditure with the departments to enable the latter to frame their revised estimates 2014-2015 realistically.



Joint Secretary Finance (B)
for Additional Chief Secretary to Government
Haryana, Finance Department

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

[7]

2. They may kindly ensure that the Departments under their Administrative control submit the budget returns by the dates prescribed in the schedule at Annexure-V.

Arun Kumar

Joint Secretary Finance (B)
for Additional Chief Secretary to Government
Haryana, Finance Department

To

All the Additional Chief Secretaries /Principal Secretaries to Government,
Haryana.

U.O.No.2/4/2014-1B&C

Dated 15th July, 2014

A copy, along with copies of enclosures, is forwarded to all the Secretaries Finance/Special Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries Finance Deptt./DD ERAMU/Superintendents of the Finance Department (Budget Control Branches) for information and necessary action.

2. It is requested that the dates prescribed in the Schedule should be adhered to. Cases of default should be brought to the notice of the concerned Administrative Secretary by the Branch Officer concerned. It is also requested that all the printable budget material should be signed by the concerned Assistant, Superintendent, Under/Deputy Secretary and Special Secretary/Secretary Finance to ensure the correctness of not only language in Hindi and English both but also the facts, figures and other material.

Arun Kumar

Joint Secretary Finance (B)
for Additional Chief Secretary to Government
Haryana, Finance Department

To

All the Secretaries/Special Secretaries/Add.Secy./Joint Secretaries/Deputy Secretaries/Under Secretaries of Finance Deptt./DD ERAMU/Superintendents of the Finance Department (Budget Control Branches).

U.O.No.2/4/2014-1B&C

Dated 15th July, 2014

Internal Distribution

PS/FM

PS/ACSF

B.M.2

Paragraphs- 3.2,3.5,3.6,4.5,4.6,,4.7,4.8,4.11,5.17,(II) (a) and Appendix H

**Annexure-I
Form BM-2
Major HEAD**

Major HEAD SUB MAJOR HEAD MINOR HEAD STANDARD OBJECT OF EXPENDITURE	Budget 2014-2015	Accounts 2012-2013	Actuals of previous year 2013-2014 for last 6 months	Actuals of current year 2014-2015 for first 6 months	Revised Estimate 2014-2015 Proposed by Head of Deptt.	Budget Estimate 2015-2016 Proposed by Head of Deptt.	Remarks
Salaries							
D.A.							
Leave Travel Concession							
Medical Allowance							
Stipend/Scholarship							
Travel Expenses							
Office Expenses							
POL							
Material & Supplies							
Rent Rate and Taxes							
Wages							
Motor Vehicle							
Grant-in-aid							
Foreign Allowance							
Other Charges							
Others (p1 Specify as selected form-Annexure- VI according to the requirement.)							
Total							

Note: In the case of Irrigation Branch 6+6 months actuals need not be supplied for any head except "Maintenance and Repairs" and "establishment".

Finance5/B&C/nominal/bis

Annexure-III

<u>Code No.</u>	<u>Object Head (SOEs)</u>
01	Salaries
02	Wages
03	Dearness Allowances
04	Travel Expenses
05	Office Expenses
06	Rent,Rates and Taxes
07	Publications
08	Advertising and Publicity
09	Grants-in-Aid-General
10	Contributions
11	Subsidies
12	Scholarships and Stipends
13	Hospitality/Entertainment Expenses
14	Sumptuary Allowances
15	Secret Services Expenditure
16	Major Works
17	Minor Works
18	Maintenance
19	Machinery and Equipment
20	Tools and Plant
21	Motor Vehicle
22	Investments
23	Loans
24	Materials And Supplies
25	Interest
26	Dividends
27	Pensions

Annexure-III

<u>Code No.</u>	<u>Object Head (SOEs)</u>
28	Gratuities
29	Depreciation
30	Inter Account Transfers
31	Write off Loans/Losses
32	Suspense
33	Professional and Special Services
34	Other Charges
35	Royalty
36	International Programmes
37	Payments out of Discretionary Grants
38	Deputation/Travel Abroad of Scientists
39	Rewards
40	Water Charges
41	Discounts
42	Commitment Charges
43	Grant for creation of capital assets
44	Arms and Ammunition
45	P.O.L
46	Clothing, Tentage and Store
47	Stores and Equipment
48	Foreign Travel Allowances
49	Festival Advances
50	Advances
51	Compensation
52	Gifts
53	Reserves
54	Expenses of Conduct Tours
55	Fees to Staff Artist
56	Feeding and Cash Doles
57	Purchase of Food Grains

Annexure-III

<u>Code No.</u>	<u>Object Head (SOEs)</u>
58	Central State Transfer of Resources
59	Prizes and Awards
60	T.A. D.A.to Non Official Members
61	Refunds
62	National Value of Gifts Received
63	Customs Duty
64	Lands
65	Buildings
66	Proficiency & Special Services
67	Medical Reimbursement
68	Election Expenditure
69	Contractual Service
70	Leave Travel Concession
71	MRC to Pensioners
72	Aid to Poor Accused
73	Aid to Indigent Persons
74	Special Comp.Plan for SC.
75	Conveyance Allowance
76	Unemployment Allowance
77	Deduct Recoveries
78	Deduct Recovies (Suspense)
79	Ex-Gratia
80	Lump Sum Provision
81	Court Fee
82	Legal Camps
83	Equipment of Lab.
84	Legal Fee to Counsels
85	Research and Development
86	Training

Annexure-III

<u>Code No.</u>	<u>Object Head (SOEs)</u>
87	Honorarium
88	Computerisation (IT)
89	Miscellaneous
90	Rebate on Khadi
91	Recoveries
92	Energy Charges
93	Uniform/Liveries
94	Fellowship
95	Internship
96	Work Figure
97	Development of Farm
98	Furniture
99	Purchases

ANNEXURE IV

MEMORANDUM EXPLANATORY OF THE PLAN SCHEMES

1. Plan Head _____
2. Name of the Scheme _____
3. 17 digit code No. _____
4. Description _____ Explanatory memorandum should contain the following information/details:-
 - (a) When the Scheme was started ?
 - (b) Financing pattern of the scheme (SP, CSS, CSP) or EAP.
 - (c) Aims and Objects of the scheme from its initiation and its performance.
 - (d) Targets achieved so far.
 - (e) Financial and physical targets for the year 2015-2016.
 - (f) Quantum of funds likely to be borne by Government of India or by any other external agency.
 - (g) Benefit of the scheme and reasons for continuation of the scheme during the year 2015-2016.

ANNEXURE V**SCHEDULE OF DATES FOR THE SUBMISSION OF RETURNS TO THE FINANCE DEPARTMENT IN CONNECTION WITH THE PREPARATION OF THE BUDGET ESTIMATES, 2015-2016.****1. Ordinary Budget****a) Receipts Estimates- (Receipt Budget Material)**

i)	Other than Land Revenue, Irrigation and civil works by	7th October, 2014
ii)	Land Revenue by	27 th October, 2014
iii)	Irrigation by	5 th November, 2014
iv)	Civil works by	24 th November, 2014
v)	Final Receipts Estimates in respect of Land Revenue, State Excise Duties, Stamps Interest, Irrigation and Extraordinary Receipt by	7 th January, 2015
b)	Expenditure Estimates (Permanent Budget Material)	From 15 ^h October, 2014 to 5 ^h November, 2014

II Schedule of New Expenditure**A-NON-PLAN - 2015-2016**

- (a) Technically New Schemes- (Material for continued SNEs) 29th August, 2014
 (b) Proposals for New Schemes _____ 1st October, 2014.

B-PLAN- 2014-2015

i)	Discussion with the Planning Commission to be arranged by the Planning Department by	1st week of December, 2014
ii)	Revised Schedule in Forms B.M.2 and Memoranda, where necessary on the basis of the discussion with the Planning Commission to be supplied to the Finance Department.	within one week from the discussion with the Planning Commission

III. Statement of Excesses and Surrenders

	Statement of Excesses and Surrenders to be supplied to the Finance Department by the Head of Department by	5 th December, 2014
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OFFICE OF THE DIRECTOR GENERAL ARCHIVES DEPARTMENT HARYANA

No. 1/17-2014-Abhi/

Dated Panchkula, the 1-4-2015

In Pursuance of rule 10.5 (9) of Punjab Budget Manual applicable to the grant of a sum Rs. 1,96,06,000/- (Rupees one crore ninety six lakh six thousand only) as sanctioned by the Haryana Govt. Finance Department vide their letter No. 20/2/2-FDII/27687 dated 26/28.3.2015 under Major Head 2205- Art & Culture - 102- Promotion of Art & Culture (Non-Plan)-Scheme(99)- Setting up of State Archives, Regional Repositories and Development of Archives in Haryana is distributed for utilization for the year 2015-2016 to the following drawing & disbursing officers of this department as per the amount of grant shown against each:-

Sr. No.	Name of items	Total amount voted & sanctioned	Allotment to Deputy Director Archives o/o Director General Archives Department Haryana, Panchkula	Allotted to Asstt. Director General, O/O Assistant Director General, Regional Repository Ambala Division, Ambala	Allotted to Asstt. Director General O/O Assistant Director General, Regional Repository Hisar Division, Hisar
1	Salaries	1,02,00,000	84,00,000	10,00,000	8,00,000
2	Wages	1,50,000	1,00,000	25,000	25,000
3	D.A	70,00,000	56,00,000	8,00,000	6,00,000
4	T.E.	1,25,000	1,00,000	15,000	10,000
5	O.E	3,20,000	3,00,000	10,000	10,000
6	R.R.T	1,51,000	-	1,51,000	-
7	M.V	60,000	60,000	-	-
8	M & S	1,35,000	1,15,000	10,000	10,000
9	O.C	1,40,000	1,20,000	10,000	10,000
10	P.O.L	1,50,000	1,50,000	-	-
11	M.R	4,50,000	4,50,000	-	-
12.	Contractual Service	5,00,000	5,00,000	-	-
13	L.T.C	2,00,000	2,00,000	-	-
14	Ex-gratia	25,000	25,000	-	-
	Total	1,96,06,000	1,61,20,000	20,21,000	14,65,000

SUPRABHA DAHIYA
Director General,
Archives Department, Haryana

Endst. No.1 /17-2014-Abhi/ 509 - 517 Dated Panchkula, the 1-4-2015

A copy of the above is forwarded to the following for information and necessary action:-

1. The Accountant General (A & E) Haryana, Chandigarh .
2. The Accountant General (Audit) Haryana, Chandigarh .
3. Deputy Director Archives, O/o Director General, Archives Department Haryana, Panchkula.
4. Assistant Director, O/o Assistant Director General, Regional Repository, Ambala Division, Ambala.
5. Assistant Director, O/o Assistant Director General, Regional Repository, Hisar Division, Hisar
6. Treasury Officer, Panchkula.
7. Treasury Officer, Ambala City.
8. Treasury Officer, Hisar.
9. The Bill Clerk.

Rajiv
Deputy Director Archives
for Director General Archives Department Haryana.

From

Additional Chief Secretary
to Govt. Haryana, Archives Department.

To

The Director General,
Archives Department Haryana,
Panchkula.

Memo No. 1/17-2014-Abhi/
Dated Panchkula, the

Subject: Setting up of State Archives, Regional Repositories & Development of Archives in Haryana SNE 2015-16(Non-Plan).

Reference your note dated 24.11.2014 on the subject cited above.

Sanction of the Governor of Haryana is hereby accorded to the issuance of the Administrative approval for inclusion of the scheme cited as subject in the schedule of new expenditure for the year 2015-16 and incurring of an expenditure on Non-Plan and recurring basis at a cost of Rs. 1,96,06,000(Rupees one crore ninety six lakh & six thousand only) under various units of appropriation as per the details given in the enclosed annexure subject to the following conditions :-

1. No new post will be created.
2. The expenditure will be incurred within the sanctioned budget provision as per the prescribed norms/ rules and with the prior approval of the competent authority.
3. The proposed pay scales will be as per the latest revised/approved pay scales by the State Government.
4. The provision of the amount under salaries will not be diverted under any others item(s).

Sanction is also accorded to the continuance of the temporary posts as detailed as mentioned in enclosed annexure during the 2015-16. The incumbents of the posts in question will be entitled to such allowance as per admissible from time to time.

Revised sanctioned will be issued in case provision of the scheme to modify at any stage.

The Director General, Archives Department Haryana will be the Controlling Officer and Deputy Director General Archives in the office of Director General, Archives Department, Haryana at Panchkula for Head Office and for Regional Repositories Ambala, Hisar, Rohtak and Gurgaon concerned Assistant Director General will be the drawing & Disbursing Officers of the scheme.

The expenditure involved will be debitable to the Major Head "2205-Art Culture-102-Promotion of Art & Culture-(99)-Setting up of State Archives, Regional Repositories and Development of Archives in Haryana (Non-Plan) during the year 2015-16 and will be incurred to the extent are voted by the legislature.

This sanction issued with the concurrence of the Finance Department conveyed vide their U.O.No.20/2/2-FDII/27687 dated 26/28.3.2015.


o/c Secretary Archives,
for Principal Secretary to Govt. Haryana,
Archives Department.

dst. No. 1/17-2014-Abhi/ 518-521

Dated Chandigarh, the 1-4-2015

Copy to:-

The Accountant General(A&E)Haryana, Chandigarh.

Treasury Officer, Panchkula.

The Principal Secretary to Govt. Haryana, Finance Department with reference to his U.O.No.20/2/2-FDII/27687 dated 26/28.3.2015.


o/c Secretary Archives,
for Principal Secretary to Govt. Haryana,
Archives Department.


ANNEXTURE

Major Head : 2205- Art & Culture
 Minor Head : 102- Promotion of Art & Culture
 Name of Scheme : Setting up of State Archives, Regional
 Repositories and Development of Archives in
 Haryana (Non- Plan)- SNE-2015-16

Object Code	Unit of appropriation	Sanctioned Amount
01	Salaries	1,02,00,000
02	Wages	1,50,000
03	Dearness Allowances	70,00,000
04	Travel Expenses	1,25,000
05	Office Expenses	3,20,000
06	Rent, Rates and Taxes	1,51,000
21	Motor Vehicle	60,000
24	Materials & Supplies	1,35,000
34	Other Charges	1,40,000
45	P.O.L.	1,50,000
67	Medical Reimbursement	4,50,000
69	Contractual Service	5,00,000
70	Leave Travel Concession	2,00,000
79	Ex-Gratia	25,000
	Total	1,96,06,000

Archives Department Haryana, Panchkula

Detail of posts

Sr.No	Name of Post & PayBand + GradePay	HQ PKL	Ambala	Hisar	Rohtak	No. of Filled	Vacant	Total No. Of posts
1	Group-A Deputy Director PB-3 15600-39100+5400	1	-	-	-	1	-	1
2	Group-B Accounts officer PB-2 9300-34800+5400	1	-	-	-	1	-	1
3	Assistant Director PB-2 9300-34800+4200	1	1	1	1	1	3	4
4	Superintendent PB-2 9300-34800+4200	1	-	-	-	1	-	1
5	Group-C Archivist PB-2 9300-34800+3600+150 Spl. Pay	3	-	-	-	2	1	3
6	Assistant Archivist PB-2 9300-34800+3300	3	1	1	1	3	3	6
7	MicroPhotographer PB-2 9300-34800+3300	1	-	-	-	1	-	1
8	Assistant PB-2 9300-34800+3200	3	-	-	-	3	-	3
9	Assistant Librarian PB-2 9300-34800+3200	1	-	-	-	1	-	1
10	Archival Restorer PB-2 5200-20200+2400	1	-	-	-	-	1	1
11	Driver IS 5200-20200+2400 Spl pay 200	1	-	-	-	-	1	1
12	Jr. Scale Stenographer PB-2 5200-20200+2400	1	-	-	-	1	-	1
13	Clerk IS 5200-20200+1900	4	-	-	-	3	1	4
14	Binder IS 5200-20200+1800	1	1	1	1	4	-	4
15	Record Attendant IS 5200-20200+1900	1	-	-	-	1	-	1
16	Group-D Gate Keeper IS 4440-7440+1400	1	-	-	-	-	1	1
17	Dark Room Attendant IS 4440-7440+1300	1	-	-	-	1	-	1
18	Dusting Bearer-cum-Mender IS 4440-7440+1300	2	1	1	1	2	3	5
19	Peon IS 4440-7440+1300	1	1	1	-	2	1	3
20	Sweeper IS 4440-7440+1300 Spl Allowance 350	1	-	-	-	1	-	1
		30	5	5	4	29	15	44

प्रेषक

सहायक निदेशक,
 क्षेत्रीय अभिलेखागार, हिसार मण्डल, हिसार
 कमरा न0 245, सिविल सचिवालय,
 हिसार ।

24/8/15

सेवा में
 24/8/15
 C-11

महानिदेशक,
 अभिलेखागार विभाग, हरियाणा।
 पंचकुला।

यादी क्रमांक 02/06-.2013-हि0म0अ0/97
 दिनांक हिसार 24/08/2015

विषय:- मद वेजिज में अतिरिक्त राशी अॅलाट करने बारे।

.....

उपरोक्त विषय पर आप द्वारा इस कार्यालय को वर्ष 2015-16 के लिये मद वेजिज में 25000/- रूपये की राशी अॅलाट की गई थी, जो माह 7/2015 की वेजिज देने के बाद मात्र 2445/-रूपये की राशी बचती है। अतः इस मद में अतिरिक्त राशी 29742/-रूपये अॅलाट करने की कृप्या करे।

सहायक निदेशक

क्षेत्रीय अभिलेखागार, हिसार मण्डल
 हिसार

प्रेषक

सहायक निदेशक
अभिलेखागार विभाग, हरियाणा
अम्बाला मण्डल, अम्बाला
ओल्ड ट्रेजरी रोड, अम्बाला शहर ।

अभिलेखागार विभाग- हरियाणा
दैनिक क्रमांक 1237
दिनांक 21-7-15

सेवा में

महानिदेशक
अभिलेखागार विभाग, हरियाणा
चौथी मंजिल, बी ब्लॉक, सिंचाई भवन
सेक्टर 5, पंचकूला 1

यादी क्रमांक 1/5-2013-अ0म0अ0/ 137.
दिनांक अम्बाला, 15-7-2015.

विषय: कार्यालय के लिए अतिरिक्त बजट अलाट करने बारे ।

उपरोक्त विषय के सम्बन्ध में आपको सूचित किया जाता है कि इस कार्यालय में निम्नानुसार बजट शेष है ।

क्रम सं	मद. का नाम	उपलब्ध बजट	खर्च	शेष बजट	अतिरिक्त मांग	रिमार्क्स
1.	ओईओ	10000	9285/-	715/-	40000/-	विजली एवं टेलीफोन बिलों की अदायगी हेतु एवं अन्य छुट-पुट खर्च ।
2.	वेजिज	25000	14784/-	10216/-	46000/-	पार्ट टाइम स्वीपर एवं पार्ट टाइम मजदूर की मजदूरी हेतु ।

अतः आपसे अनुरोध है कि इस कार्यालय के लिए उपरोक्तानुसार अतिरिक्त राशि अलाट करने की कृपा करें ।

सहायक निदेशक
अभिलेखागार विभाग, हरियाणा
अम्बाला मण्डल, अम्बाला

मुषक,

35

सहायक निदेशक,
केंद्रीय अभिलेखागार अम्बाला मण्डल अम्बाला,
ब्रौड स्वजाना रोड अम्बाला बहर।

सेवा में,

महासूचना अधिकारी,
अभिलेखागार विभाग हरियाणा,
पौधा मॉडल, वी ब्लॉक, सिन्धा भवन,
सेक्टर 5, पंचकुला

पत्र क्रमांक 115-2018 अ. मं. अ. / 137

दिनांक अम्बाला शहर 15-7-2018
कार्यालय के लिए वर्ष 2015-2016 के लिए आंतरिक अलॉटमेंट
करने के लिए।

22/7
27/7/15
C-11

उपरोक्त विभाग के सम्बन्ध में आपको सूचित किया जाता है कि इस
कार्यालय का वर्ष 2015-16 के लिए बजट मद में कुल 10000/रूपये का
अलॉट का जिसमें बिजली, दूरभाष तथा अन्य छुटपुट सामान की खरीद कर
9285/रूपये खर्च हो चुके हैं तथा बचत 715/की राशि मौजूद है
अतः आपसे अनुरोध है कि इस कार्यालय के लिए रूपये 25000/
की आंतरिक राशि तथा वजीज मद में वर्ष 2015-16 के लिए बचत
25000 की राशि अलॉट की जाय जिसमें से रूपये 17784 की राशि खर्च
हो चुकी है तथा 7216 रूपये शेष हैं वजीज में भी रूपये 5000 की
(उत्सर्ग) हज़ार की आंतरिक राशि और अलॉट करने का कर्ब,
कर। OE मद में 25000 तथा wages में 59000 अलॉट करने का कर्ब

कार्यालय प्रमुख
सहायक निदेशक
केंद्रीय अभिलेखागार अम्बाला मण्डल अम्बाला।

प्रेषक

महानिदेशक,
अभिलेखागार, हरियाणा,
चौथी मंजिल, बी-ब्लॉक, सिंचाई भवन,
सैक्टर-5, पंचकूला।

सेवामें,

अतिरिक्त मुख्य सचिव,
हरियाणा सरकार, वित्त विभाग ।

यादि क्रमांक- 1/17/2014अभि0/1523
दिनांक, पंचकुला 23-11-15

विषय:- मुख्य शीर्ष 2205- कला एवं संस्कृति-102- कला एवं संस्कृति
की उन्नति योजनेत्तर स्कीम के वर्ष 2015-16 के लिए संशोधित
अनुमान भेजने बारे।

उपरोक्त विषय के सम्बंध में।

अभिलेखागार विभाग के लिए मुख्य शीर्ष 2205- कला एवं
संस्कृति-102- कला एवं संस्कृति की उन्नतियोजनेत्तर स्कीम के वर्ष
2015-16 के लिए संभावित खर्च अनुसार संशोधित अनुमान बी0 एम0 -
32 फार्म में सविकृति हेतू तथा तदानुसार बजट में आवश्यक प्रावधान करने हेतू
भेजे जाते हैं।

Q. Nawat
अधीक्षक,

कृते महानिदेशक, अभिलेखागार,
हरियाणा, पंचकूला।

Form BM - 32								
Office of The Director General, Archives, Haryana, Panchkula								
Major Head Minor Head		Detailed Head	Original appropriation for the year 2015-2016.	Actual expenditure up-to 30.09.2015	Anticipated expenditure for the month of 10/2015 to 03/2016.	Anticipated total expenditure for the year 2015-2016.	Excess	Surrender
2205- Art & Culture 102- Promotion of Art & Culture Setting up of Haryana State Archives/Regional Repositories & Development of Archives in Haryana for the year - 2015-2016.	1	Salary	10200000	3361534	6838466	10200000	0	0
	2	Wages	150000	54813	95187	150000	0	0
	3	Dearness Allowance	7000000	3055266	3944734	7000000	0	0
	4	Travel Expenses	125000	4380	120620	125000	0	0
	5	Office Expenses	320000	100421	219579	320000	0	0
	6	Rent, Rates and Taxes	151000	39829	111171	151000	0	0
	21	Motor Vehicle	60000	12335	47665	60000	0	0
	24	Materials & Supplies	135000	17720	117280	135000	0	0
	34	Other Charges	140000	24969	115031	140000	0	0
	45	P.O.L.	150000	52571	97429	150000	0	0
	67	Medical Reimbursement	450000	0	450000	450000	0	0
	69	Contractual Services	500000	170045	329955	500000	0	0
	70	L.T.C.	200000	0	200000	200000	0	0
79	Ex-Gratia	25000	0	25000	25000	0	0	
		Grand Total	19606000	6893883	12712117	19606000	0	0

पुस्तक

- 38 -

सहायक निदेशक,
राज्य औद्योगिक विकास मण्डल,
अम्बाला शहर

परिचालन विभाग हरियाणा

दैनिक क्रमांक 1795

दिनांक 19-10-2015

19/10/15
सेवा में,

महोदय निदेशक,
औद्योगिक विकास विभाग हरियाणा,
पंचकुला

पत्र क्रमांक 115-2003 अमंअंअं/187
दिनांक अम्बाला 15-10-2015

19/10/15

AP

विषय ->

मेडिकल मद में राशी अलाट करने बारे।

19/10/15

Sy/pt

19/10/15

सी

उपरोक्त विषय में सम्बन्ध में ध्यान में लाया जाता है कि मेडिकल मद में राशी 15000/- की अलाट करने का कट्ट करे। क्या कि जोइण्डर की अंश का आपरेशन का PGI का बिल लगभग 15000/- का आना है।

कार्यपाल 2015

सहायक निदेशक
राज्य औद्योगिक विकास मण्डल
अम्बाला शहर



RIGHT TO
INFORMATION

Subject: Diversion of funds from object code 70 LTC(Non-Plan Scheme) to 69-Contractual service(Non-Plan Scheme) under the major head "2205-Art&Culture for the year 2015-16.

इस सम्बन्ध में ध्यान में लाया जाता है कि आबजेक्ट हेड (69) Contractual Service में ₹0 5.00 लाख बजट प्रावधान करवाया गया था 1 विभाग में चालक, सहायक, आरकाइवल रेस्टोरर, सेवादार व लिपिक के पद रिक्त हैं 1 अतः कार्यालय कार्य को सुचारू रूप से चलाने के लिए चालक, आरकाइवल रेस्टोरर, सेवादार, सिक्योरिटी गार्ड व मल्टी टास्क वर्कर के पद आउटसोर्सिंग पोलीसी के तहत कान्स्ट्रक्चुअल बेसिस पर भरे गए हैं तथा क्लर्क-कम-कम्प्यूटर आपरेटर के पद अभी भरे जाने हैं जिनके वेतन की अदायगी (69) Contractual Service से की जानी है 1 अतः इस मद में ₹0 2.00 लाख की राशि की आवश्यकता है 1

Non-Plan Scheme-(99) Setting up of State Archives, Regional Repositories and Development of Archives in Haryana 2015-16 की एल.टी. सी. मद में बचत के रूप में ₹0 2.00 लाख की राशि उपलब्ध है 1 अतः ₹0 2.00 लाख की राशि को (69) Contractual Service में डाइवर्ट किया जा सकता है 1

Diversion of funds from object code 70 LTC(Non-Plan Scheme) to 69-Contractual service(Non-Plan Scheme)

From	To
Art&Culture(Archives Deptt.)	Art&Culture(Archives Deptt.)
Non Plan	Non Plan
Demand No.12	Demand No.12
Major head 2205-Art&Culture	Major head 2205-Art&Culture
Sub Major Head:102 Promotion of Art&Culture	Sub Major Head:102 Promotion of Art&Culture
MinorHead:(99) Setting up of State Archives Regional Repositories & Development of Archives in Haryana	MinorHead:(99) Setting up of State Archives Regional Repositories & Development of Archives in Haryana
Object Head: 70 LTC	Object Head: 69 Contractual Service
Detailed Head:51NA	Detailed Head:51NA
Non-Recurring	Non-Recurring
Voted	Voted
B.E.: 2015-16:Rs.200000	B.E.: 2015-16:Rs.500000
Deducted: Rs. 200000	Add: Rs.200000
Balance: Rs. 0	Balance: Rs.700000



अतः अनुमोदित हो तो Non-Plan Scheme-(99) Setting up of State Archives, Regional Repositories and Development of Archives in Haryana 2015-16 के (70) LTC मद से रू० 2.00 लाख की राशि इसी स्कीम के object head (69) Contractual service मद में डाइवर्ट कराने हेतु प्रस्ताव वित्त विभाग को भेज दिया जाए ।

कृ० महानिदेशक महोदय के अनुमोदनार्थ/आदेशार्थ प्रस्तुत है ।

Anil Kumar Clerk
8/12/2015
अधीन

अधीन
8/12/15
O/o the Director General
Archives Department, Haryana

अधीन

Manju
8/12/2015

W.D.G.A

detailed explanatory note pt.

AD
AD
Manju
10/12/15

- YJF
9.12.2015

Level
ACS
FBI

As per facts explained above, W/D-G. may send the file to F.D. for diversion of fund from sub head LTC to C.S.

W/D-G

[Signature]
14/12/15

It had been planned to engage on contract a Urdu-knowing person as most of the old holdings are in Urdu.



persons have joined on DC rates for
clerks at Panchkula. More can be
expected to be engaged as requirement is
still there.

In view of the above kindly
approve the office proposal so that the PD
is requested accordingly for the diversion
of funds.

[Signature]

14.12.2015

ACS (Archives)

DETAIL

संख्या	12	2205- कला एवं संस्कृति	योजनेतर	खर्च(र मे)			
Demand No.	12	2205- Art and Culture	Non-Plan	Expenditure(in ₹)			
लघु शीर्ष/उप शीर्ष	आवर्तक/ अनावर्तक	Minor Head/Sub Head	Rec/N-Rec	वास्तविक Actuals (2013-14)	बजट अनुमान Budget Estimates (2014-15)	संशोधित अनुमान Revised Estimates (2014-15)	बजट अनुमान Budget Estimates (2015-16)

Demand 12 Art and Culture

102- कला तथा संस्कृति की संवर्धन

102- Promotion of Art and Culture

[99] हरियाणा में राज्य अभिलेखागार व क्षेत्रीय संग्रहालयों की स्थापना तथा अभिलेखागार का विकास

[99] Setting up of State Archives Regional repositories and development of Archives in Haryana

Demand : (12)

Art and Culture

ARS-Archives

[N-51-12-2205-51-102-99-51]

वेतन	आवर्तक	01) Salary	R	79,79,063	1,00,00,000	80,00,000	1,02,00,000
मजदूरी	आवर्तक	02) Wages	R	1,97,717	2,50,000	1,50,000	1,50,000
मॅहगाई भता	आवर्तक	03) Dearness Allowances	R	58,02,134	71,00,000	73,00,000	70,00,000
यात्रा खर्च	आवर्तक	04) Travel Expenses	R	93,516	2,00,000	1,00,000	1,25,000
कार्यालय खर्च	आवर्तक	05) Office Expenses	R	2,25,318	3,50,000	3,00,000	3,20,000
किराया दरें तथा कर	आवर्तक	06) Rent, Rates and Taxes	R	4,35,060	2,88,000	2,88,000	1,51,000
मोटर वाहन	आवर्तक	21) Motor Vehicle	R	1,330	70,000	50,000	60,000
सामग्री तथा आपूर्ति	आवर्तक	24) Material and Supply	R	59,424	2,20,000	1,20,000	1,35,000
अन्य पक्षार	आवर्तक	34) Other Charges	R	32,174	1,50,000	1,25,000	1,40,000
पी.ओ.एस	आवर्तक	45) P.O.L	R	1,46,558	2,00,000	1,50,000	1,50,000
चिकित्सा व्यय	आवर्तक	67) Medical Reimbursement	R	5,28,947	4,00,000	4,00,000	4,50,000
अनुबंधित सेवा	आवर्तक	69) Contractual Service	R	4,25,000	5,00,000
एल टी से	आवर्तक	70) Leave Travel Concession	R	12,03,060	5,00,000	75,000	2,00,000
अनुग्रह	आवर्तक	79) Ex-Gratia	R	...	25,000	25,000	25,000

योग [99] हरियाणा में राज्य अभिलेखागार व क्षेत्रीय संग्रहालयों की स्थापना तथा अभिलेखागार का विकास

Total: [99] Setting up of State Archives Regional repositories and development of Archives in Haryana

1,67,04,301

1,97,53,000

1,75,08,000

1,96,06,000



RIGHT TO
INFORMATION

Subject: Diversion of funds from object code 70 LTC(Non-Plan Scheme) to 69-Contractual service(Non-Plan Scheme) under the major head "2205-Art&Culture for the year 2015-16.

इस सम्बन्ध में ध्यान में लाया जाता है कि आबजेक्ट हेड (69) Contractual Service में ₹ 5.00 लाख बजट प्रावधान करवाया गया था 1 विभाग में चालक, सहायक, आर्काइवल रेस्टोरर, सेवादार व लिपिक के पद रिक्त हैं 1 अतः कार्यालय कार्य को सुचारू रूप से चलाने के लिए चालक, आर्काइवल रेस्टोरर, सेवादार, सिक्योरिटी गार्ड व मल्टी टास्क वर्कर के पद आउटसोर्सिंग पोलिसी के तहत कान्ट्रैक्चुअल बेसिस पर भरे गए हैं तथा क्लर्क-कम-कम्प्यूटर आपरेटर के पद अभी भरे जाने हैं जिनके वेतन की अदायगी (69) Contractual Service से की जानी है 1 अतः इस मद में ₹ 2.00 लाख की राशि की आवश्यकता है 1

Non-Plan Scheme-(99) Setting up of State Archives, Regional Repositories and Development of Archives in Haryana 2015-16 की एल.टी. सी. मद में बचत के रूप में ₹ 2.00 लाख की राशि उपलब्ध है 1 अतः ₹ 2.00 लाख की राशि को (69) Contractual Service में डाइवर्ट किया जा सकता है 1

Diversion of funds from object code 70 LTC(Non-Plan Scheme) to 69-Contractual service(Non-Plan Scheme)

From	To
Art&Culture(Archives Deptt.)	Art&Culture(Archives Deptt.)
Non Plan	Non Plan
Demand No.12	Demand No.12
Major head 2205-Art&Culture	Major head 2205-Art&Culture
Sub Major Head:102 Promotion of Art&Culture	Sub Major Head:102 Promotion of Art&Culture
MinorHead:(99) Setting up of State Archives Regional Repositories & Development of Archives in Haryana	MinorHead:(99) Setting up of State Archives Regional Repositories & Development of Archives in Haryana
Object Head: 70 LTC	Object Head: 69 Contractual Service
Detailed Head:51NA	Detailed Head:51NA
Non-Recurring	Non-Recurring
Voted	Voted
B.E.: 2015-16:Rs.200000	B.E.: 2015-16:Rs.500000
Deducted: Rs. 200000	Add: Rs.200000
Balance: Rs. 0	Balance: Rs.700000



RIGHT TO INFORMATION

अतः अनुमोदित हो तो Non-Plan Scheme-(99) Setting up of State Archives, Regional Repositories and Development of Archives in Haryana 2015-16 के (70) LTC मद से रू 2.00 लाख की राशि इसी स्कीम के object head (69) Contractual service मद में डाइवर्ट कराने हेतु प्रस्ताव वित्त विभाग को भेज दिया जाए 1

कृ० महानिदेशक महोदय के अनुमोदनार्थ/आदेशार्थ प्रस्तुत है 1

Anil Kumar Cherk
8/12/2015
अचार्ज

अचार्ज
8/12/15
Director, Archives
Archives Department, Haryana

अचार्ज

Manje
8/12/2015

W.DGA

detailed explanatory note pl.

AD
AD
Manje
10/12/15

AD
9.12.2015

Level
ACS
12-11

As per facts explained above, W/D-4 may send the file to F.D. for diversion of fund from Subhead LTC to C.S.

W/D-4

AD
14/12/15

It had been planned to engage on contract a Urdu-knowing person as most of the old holdings are in Urdu.

GOVERNMENT OF HARYANA
As yet no Urdu-knowing person could be

persons have joined on DC rates for
clerks at Panchkula. More can be
expected to be engaged as requirement is
still there.



May in view of the above kindly
approve the Office proposal so that the PD
is requested accordingly for the diversion
of funds.

WAL

14.12.2015

ACS (Archives)

DETAIL

संख्या	12	2205- कला एवं संस्कृति			योजनेतर	खर्च (₹ मे)		
Demand No.	12	2205- Art and Culture			Non-Plan	Expenditure (in-₹)		
लघु शीर्ष/उप शीर्ष	आवर्तक/अनावर्तक	Minor Head/Sub Head	Rec/N-Rec	वास्तविक Actuals (2013-14)	बजट अनुमान Budget Estimates (2014-15)	संशोधित अनुमान Revised Estimates (2014-15)	बजट अनुमान Budget Estimates (2015-16)	
Demand 12 Art and Culture								
102- कला तथा संस्कृति की संवर्धन		102- Promotion of Art and Culture						
[99] हरियाणा में राज्य अभिलेखागार व क्षेत्रीय संग्रहालयों की स्थापना तथा अभिलेखागार का विकास		[99] Setting up of State Archives Regional repositories and development of Archives in Haryana		Demand (12)	Art and Culture	ARS-Archives		
		[N-51-12-2205-51-102-99-51]						
वेतन	आवर्तक	01) Salary	R	79,79,063	1,00,00,000	80,00,000	1,02,00,000	
मजदूरी	आवर्तक	02) Wages	R	1,97,717	2,50,000	1,50,000	1,50,000	
महंगाई भत्ता	आवर्तक	03) Dearness Allowances	R	58,02,134	71,00,000	73,00,000	70,00,000	
यात्रा खर्च	आवर्तक	04) Travel Expenses	R	93,516	2,00,000	1,00,000	1,25,000	
कार्यालय खर्च	आवर्तक	05) Office Expenses	R	2,25,318	3,50,000	3,00,000	3,20,000	
किराया दरें तथा कर	आवर्तक	06) Rent, Rates and Taxes	R	4,35,060	2,88,000	2,88,000	1,51,000	
मोटर वाहन	आवर्तक	21) Motor Vehicle	R	1,330	70,000	50,000	60,000	
सामग्री तथा आपूर्ति	आवर्तक	24) Material and Supply	R	59,24	2,20,000	1,20,000	1,35,000	
अन्य परामर्श	आवर्तक	34) Other Charges	R	32,174	1,50,000	1,25,000	1,40,000	
पी.ओ.एल	आवर्तक	45) P.O.L	R	1,46,558	2,00,000	1,50,000	1,50,000	
चिकित्सा प्रतिकूलिता	आवर्तक	67) Medical Reimbursement	R	5,28,947	4,00,000	4,00,000	4,00,000	
अनुबंधित सेवा	आवर्तक	69) Contractual Service	R	4,25,000	5,00,000	
छुट्टी/यात्रा	आवर्तक	70) Leave Travel Concession	R	12,03,060	5,00,000	75,000	2,00,000	
अनुदान	आवर्तक	79) Ex-Gratia	R	...	25,000	25,000	25,000	
योग	[99]	हरियाणा में राज्य अभिलेखागार व क्षेत्रीय संग्रहालयों की स्थापना तथा अभिलेखागार का विकास	Total:	[99] Setting up of State Archives Regional repositories and development of Archives in Haryana	1,67,04,301	1,97,53,000	1,75,08,000	1,96,06,000

- 47

DETAIL

संख्या	12	2205- कला एवं संस्कृति				योजनेतर	खर्च(र में)
Demand No.	12	2205- Art and Culture				Non-Plan	Expenditure(in ₹)
लघु शीर्ष/उप शीर्ष	आवर्तक/अनावर्तक	Minor Head/Sub Head	Rec/N-Rec	वास्तविक Actuals (2013-14)	बजट अनुमान Budget Estimates (2014-15)	संशोधित अनुमान Revised Estimates (2014-15)	बजट अनुमान Budget Estimates (2015-16)
Demand 12	Art and Culture						
102-	कला तथा संस्कृति की संवर्धन	102- Promotion of Art and Culture					
[99]	हरियाणा में राज्य अभिलेखागार व क्षेत्रीय संग्रहालयों की स्थापना तथा अभिलेखागार का विकास	[99] Setting up of State Archives Regional repositories and development of Archives in Haryana					
		[N-51-12-2205-51-102-99-51]					
वेतन	आवर्तक	01) Salary	R	79,79,063	1,00,00,000	80,00,000	1,02,00,000
मजदूरी	आवर्तक	02) Wages	R	1,97,717	2,50,000	1,50,000	1,50,000
मंहगाई भत्ता	आवर्तक	03) Dearness Allowances	R	58,02,134	71,00,000	73,00,000	70,00,000
यात्रा खर्च	आवर्तक	04) Travel Expenses	R	93,516	2,00,000	1,00,000	1,25,000
कार्यालय खर्च	आवर्तक	05) Office Expenses	R	2,25,318	3,50,000	3,00,000	3,20,000
किराया दरें तथा कर	आवर्तक	06) Rent, Rates and Taxes	R	4,35,060	2,88,000	2,88,000	1,51,000
मोटर वाहन	आवर्तक	21) Motor Vehicle	R	1,330	70,000	50,000	60,000
सामग्री तथा आपूर्ति	आवर्तक	24) Material and Supply	R	59,424	2,20,000	1,20,000	1,35,000
अन्य पश्च	आवर्तक	34) Other Charges	R	32,174	1,50,000	1,25,000	1,40,000
पी.ओ.एल	आवर्तक	45) P.O.L	R	1,46,553	2,00,000	1,50,000	1,50,000
चिकित्सा प्रतिपूर्ति	आवर्तक	67) Medical Reimbursement	R	5,28,947	4,00,000	4,00,000	4,50,000
अनुबंधित सेवा	आवर्तक	69) Contractual Service	R			4,25,000	5,00,000
एल.टी.सी	आवर्तक	70) Leave Travel Concession	R	12,03,060	5,00,000	75,000	2,00,000
अनुग्रह	आवर्तक	79) Ex-Gratia	R		25,000	25,000	25,000
योग	[99] हरियाणा में राज्य अभिलेखागार व क्षेत्रीय संग्रहालयों की स्थापना तथा अभिलेखागार का विकास	Total: [99] Setting up of State Archives Regional repositories and development of Archives in Haryana		1,67,04,301	1,97,53,000	1,75,08,000	1,96,06,000

प्रेषक

महानिदेशक
अभिलेखागार विभाग हरियाणा,
चौथी मंजिल, ब्लॉक-बी, सिंचाई भवन,
सैक्टर-5, पंचकुला ।

सेवा में

अतिरिक्त मुख्य सचिव, हरियाणा सरकार,
वित्त विभाग 1

यादि क्रं 1/17-2014-अभि0/351

दिनांक पंचकुला, 31-03-2016

विषय:- अन्तिम पुर्नविनियोजन वर्ष 2015-16 मुख्य शीर्ष 2205 कला एवं
संस्कृति -102-कला एवं संस्कृति की उन्नति 1

उपरोक्त विषय की ओर आपका ध्यान आकर्षित करते हुए आपको
मुख्य शीर्ष 2205 कला एवं संस्कृति-102-कला एवं संस्कृति की उन्नति के अंतर्गत
योजना तथा योजनेत्तर बजट के वर्ष 2015-16 के लिए अन्तिम पुर्नविनियोजन
आदेश का प्रारूप अग्रिम कार्यवाही हेतु संलग्न कर भेजा जाता है 1

संलग्न:उपरोक्त

Manju.

सहायक निदेशक

कृते:महानिदेशक,अभिलेखागार विभाग हरियाणा,पंचकुला 1

31-03-2016

Re-appropriation Order

The Governor of Haryana is pleased to accord sanction for Re-appropriation of funds within the grant under Major Head 2205-Art & Culture (Non-Plan) for the year 2015-16 as under:-

From			To		
Sub Head of Account / Scheme	Amount	Reason for savings	Sub Head of Account / Scheme	Amount	Reason for Excess
102- Promotion of Art & Culture (99) Setting up of State Archives, Regional Repositories and development of Archives in Haryana.			102- Promotion of Art & Culture (99) Setting up of State Archives, Regional Repositories and development of Archives in Haryana.		
Salary (1)	3699000	Due to non filling up of some vacant posts.			
Wages (2)	14000	Due to less engagement of labourers on work.			
D.A. (3)	1028000	Due to non filling up of some vacant posts.			
T.E. (4)	48000	Due to less touring allowed and economy measures.			
O.E. (5)	85000	Due to less purchase of certain stationery items.			
RRT (6)	1000	Due to less building hire payment.			
M.V. (21)	36000	Due to less receipt of repairs bills of vehicles			
M & S (24)	80000	Due to less receipt of demands from field offices.			
O.C. (34)	72000	Due to less receipt of demands from field offices.			
POL (45)	54000	Due to economy measure and less touring allowed.			
M.R. (67)	170000	Due to less receipt of medical claims of the employees.			
G.S. (69)	109000	Due to less engagement of outsourced staff.			

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LTC (70)	150000	Due to less LTC claims received.		
Ex-gratia (79)	25000	Due to non receipt of Ex-Gratia Claim.		
				0
Total -102- Promotion of Art & Culture	5571000			
	0		Surrender and withdrawals within the grants.	5571000
Grand Total	5571000			5571000

Dated:- 31st March, 2016

SANJEEV KAUSHAL
for Additional Chief Secretary to Govt. Haryana
Finance Department,

Dated the Chandigarh, 31.03.2016

Endst. No.

A copy of above is forwarded to the following for information and necessary action:-

1. The Accountant General Haryana (Audit), Chandigarh.
2. The Accountant General Haryana (A & E), Chandigarh.
3. Additional Chief Secretary to Govt. Haryana, Finance Department (In B & C Branch)
4. The Director General, Archives, Haryana, Panchkula

Under Secretary
for Additional Chief Secretary to Govt. Haryana
Finance Department,

Re-appropriation Order

The Governor of Haryana is pleased to accord sanction for Re-appropriation of funds within the grant under Major Head 2205-Art & Culture (Plan) for the year 2015-16 as under:-

From			To		
Sub Head of Account / Scheme	Amount	Reason for savings	Sub Head of Account / Scheme	Amount	Reason for Excess
102- Promotion of Art & Culture (97) Publicity Programme of Archives in Haryana.			102- Promotion of Art & Culture (99) Setting up of State Archives, Regional Repositories and development of Archives in Haryana.		
Salary (1)	400000	Due to some posts remained vacant.			
D.A. (3)	200000	Due to some posts remained vacant.			
O.E. (5)	261000	Due to less purchase of certain stationery items.			
Total	861000				
{93}- Development of Archives (99) Information Technology					
33) Payments for Professional and Special Services	147000	Due to less employment of Professionals.			
88) Computerization (IT)	957000	Due to less purchase of items related to computerization.			
Total	1104000				

151

Total-102-Promotion of Art & Culture	1965000			0
	0		Surrender and withdrawals within the grants.	1965000
Grand Total	1965000			1965000

Dated:- 31st March, 2016

SANJEEV KAUSHAL
for Additional Chief Secretary to Govt. Haryana
Finance Department,

Dated the Chandigarh, 31.03.2016

Endst. No.

A copy of above is forwarded to the following for information and necessary action:-

1. The Accountant General Haryana (Audit), Chandigarh.
2. The Accountant General Haryana (A & E), Chandigarh.
3. Additional Chief Secretary to Govt. Haryana, Finance Department (In B & C Branch)
4. The Director General, Archives, Haryana, Panchkula

Under Secretary
for Additional Chief Secretary to Govt. Haryana
Finance Department,

OFFICE OF THE DIRECTOR GENERAL, ARCHIVES HARYANA, PANCHKULA

Detail of Actual Expenditure of Non-Plan and Plan up-to 31.03.2016

NON-PLAN

Sr. No.	Sub Head of Account / Scheme	Detail Head	Original Appropriation	Supplementary Budget	Modify Budget Estimate	Actual Expenditure	Excess	Surrender
1	2	3	4	5	6	7	8	9
		Salary (1)	10200000	0	8000000	6501114	0	3698886
		Wages (2)	150000	0	130000	136288	0	13712
		D.A. (3)	7000000	0	8000000	5972200	0	1027800
		T.E. (4)	125000	0	100000	76895	0	48105
		O.E. (5)	320000	0	200000	234865	0	85135
		RRT (6)	151000	0	140000	150124	0	876
		M.V. (21)	60000	0	20000	23719	0	36281
		M & S (24)	135000	0	40000	55473	0	79527
		O.C. (34)	140000	0	50000	67645	0	72355
		POL (45)	150000	0	100000	96111	0	53889
		M.R. (67)	450000	0	50000	280396	0	169604
		C.S. (69)	500000	0	350000	390837	0	109163
		LTC (70)	200000	0	50000	49472	0	150528
		Ex-gratia (79)	25000	0	25000	0	0	25000
GRAND TOTAL NON-PLAN SCHEME			19606000	0	17255000	14035139	0	5570861

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PLAN

Sr. No.	Sub Head of Account / Scheme	Detail Head	Original Appropriation	Supplementary Budget	Modify Budget Estimate	Actual Expenditure	Excess	Surrender
1	2	3	4	5	6	7	8	9
1	(97) Publicity programme of Archives	Salary (1)	400000	0	40000	0	0	400000
		D.A. (3)	200000	0	60000	0	0	200000
		O.E. (5)	400000	0	100000	139042	0	260958
			0	0	0	0	0	0
	Total		1000000	0	200000	139042	0	860958
1	(99) Information Technology	Computerization (IT) (88)	1600000	0	1000000	642920	0	957080
		Total	1600000	0	1000000	642920	0	957080
1	(98) Establishment Expenses	Professional and special service (33)	400000	0	400000	252800	0	147200
		Total	400000	0	400000	252800	0	147200
GRAND TOTAL PLAN SCHEME			3000000	0	1600000	1034762	0	1965238
GRAND TOTAL PLAN AND NON-PLAN			22606000	0	18855000	15069901	0	7536099

54-

प्रेषक

महानिदेशक
अभिलेखागार विभाग हरियाणा,
चौथी मंजिल, ब्लाक-बी, सिंचाई भवन,
सैक्टर-5 , पंचकुला ।

सेवा में

अतिरिक्त मुख्य सचिव, हरियाणा सरकार,
वित्त विभाग 1

यादि क्र० 1/17-2014-अभि०/35।

दिनांक पंचकूला तिथि 31/03/2016

विषय:- अन्तिम पुर्नविनियोजन वर्ष 2015-16 मुख्य शीर्ष 2205 कला एवं
संस्कृति -102-कला एवं संस्कृति की उन्नति 1

उपरोक्त विषय की ओर आपका ध्यान आकर्षित करते हुए आपको
मुख्य शीर्ष 2205 कला एवं संस्कृति-102-कला एवं संस्कृति की उन्नति के अंतर्गत
योजना तथा योजनेत्तर बजट के वर्ष 2015-16 के लिए अन्तिम पुर्नविनियोजन
आदेश का प्रारूप अग्रिम कार्यवाही हेतु संलग्न कर भेजा जाता है ।

संलग्न:उपरोक्त

सहायक निदेशक

कृते:महानिदेशक,अभिलेखागार विभाग हरियाणा,पंचकूला 1

31-03-2016

Manjiv
25-3-16

FINANCE DEPARTMENT

Suppl

MOST IMMEDIATE
ASSEMBLY BUSINESS
BUDGET 2016-17

@
25/3/16

Subject: - Discussion on the Budget Estimates 2016-17 in Haryana Vidhan Sabha.

~~CA~~
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Will all the Additional Chief Secretaries/Principal Secretaries/Administrative Secretaries to Govt. of Haryana kindly refer to the subject noted above?

2. During the current Vidhan Sabha Session, the Budget Estimates for year 2016-17 is to be presented on 21st March, 2016 instead of 18th March, 2016 Besides this, the demands for grants and Appropriations Bill relating to the Budget Estimates will also be presented and discussed. You are, therefore, requested to depute a senior officer to be present in the Haryana Vidhan Sabha during the discussion on demands for noting-down the points pertaining to your Departments. The Officer so deputed may be briefed suitably and instructed to bring along the relevant files and information so that reply of the Department can be prepared then there and handed over to the Secretary Finance (Budget) immediately.

Under Secretary Finance (B)
for Additional Chief Secretary to Govt. Haryana,
Finance Department

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

U.O. No. 2/3/2016-1B&C

Dated: 18th March, 2016

filed -57 - संतोषागर विभाग हरियाणा
अधिक क्रमांक 218

दिनांक 24-2-2016

Manju
19.2.16

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 9th February, 2016

Subject:-

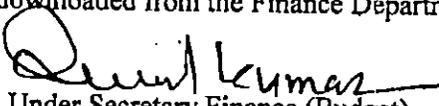
Instructions regarding re-appropriation /diversion of fund request and submitting of bills in treasury in month of March.

.....

In continuation of the instructions issued vide No 28/14/2011-5 B&C, dated 24th 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 20th 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 25th 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 28th February. Detailed contingency bills related to such advances should be submitted in the treasury within one month or by 25th March whichever is earlier. In case amount of advance is more than Rs 1.00 Crore, such bills will be accepted only upto 20st February and detailed contingency bills relating to such advances should be submitted in treasury upto 1st 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 25th March 2016.
- (v) No bills with amount less than Rs 50,000/- and more than Rs 2 Crore will be accepted after 25th March 2016.
- (vi) No bills of advances of Medical, Marriage and GPF will be accepted after 28th March 2016.
- (vii) FD will not receive any request for re-appropriation/diversion of funds after 28th 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 10th 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.


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.

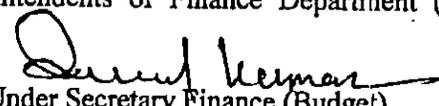

Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department.

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

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

Dated, Chandigarh, the 9th 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
Endst No. 28/14/2011-5 B&C

Dated, Chandigarh, the 9th February, 2016.
Dated, Chandigarh, the 9th February, 2016.

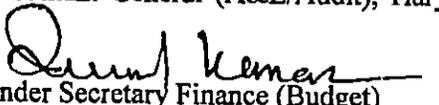
A copy is forwarded to all the Treasury Officers/ Assistant Treasury Officers for information and necessary action.


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

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

Dated, Chandigarh, the 9th 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 th February, 2016	Bills of advances with amount greater than Rs 1.00 crore
(ii)	Upto 28 th 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 th March, 2016	Bills of TA/TA Advance, LTC, Arrears, Wages and Salary
(iv)	Upto 25 th 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 than Rs 2 crore but other than those in (i), (ii) and (iii) above.
(v)	Upto 28 th 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

Manju
30-3-16

-59-

3a1
31/03/2016

From

The Additional Chief Secretary to Government Haryana
Finance Department.

To

1. All Head 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 22nd March, 2016.

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 28/14/2011-5 B&C, dated 05 December, 2012, 16 January 2013, 10 January 2014, 24 March 2015 and 09 February 2016.

Government has decided to further improve upon the procedure as follows:-

- (i) No bills will be accepted at Treasury on the last working day of financial year and treasuries will only dispose of the pending bills during the day. In exceptional cases permission from the Finance Department (in Ways & Means branch) will be required.
- (ii) No bills pertaining to TA, LTC, Arrears, Wages and salary will be accepted after 30th of March 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 31st March 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 28th February. Detailed contingency bills related to such advances should be submitted in the treasury within one month or by 25th March whichever is earlier. In case amount of advance is more than Rs 1.00 Crore, such bills will be accepted only upto 31st January and detailed contingency bills relating to such advances should be submitted in treasury within one month or 1st 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) All loan /advances i.e. HBA, Vehicle, Marriage, Computer etc. under Head-7610 will be accepted by 30th of March.
- (v) Bills of all types of Centrally Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship bills will be accepted only upto 30th March.
- (vi) No bills with amount less than Rs 50,000/- and more than Rs 2 Crore will be accepted after 30th of March.

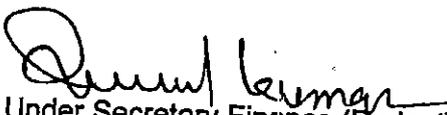
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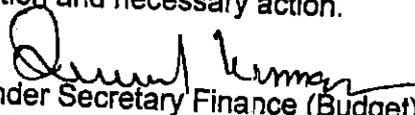
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ASH-I
ASSY-II
Bill Clerk

- (vii) FD will not receive any request for re-appropriation/diversion after 28th February as all cases relating to diversion will be fully dealt with by various branches of FD so that online budget data becomes available by 10th of March.
- (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) 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 in priority will be entertained by them.
- (xi) If the specified date is a holiday, then the next working day in the financial year will be such date.
- (xii) These instructions may be brought to the notice of all concerned in your department for strict compliance. These instructions can be downloaded from Finance Department website i.e. www.finhyr.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.

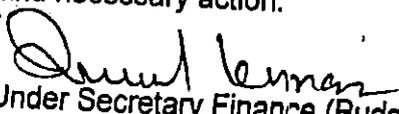
To

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

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

Dated, Chandigarh, the 22nd March, 2016.
Dated, Chandigarh, the 22nd March, 2016.

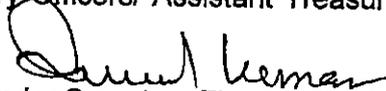
A copy is forwarded to all the Superintendents of Finance Department (Expenditure Control Branches only) for information and necessary action.


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

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

Dated, Chandigarh, the 22nd March, 2016.

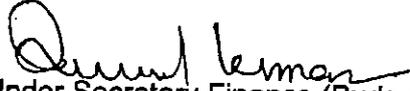
A copy is forwarded to all the Treasury Officers/ Assistant Treasury Officers for information and necessary action.


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

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

Dated, Chandigarh, the 22nd March, 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 th February, 2016	Bills of advances with amount greater than Rs 1.00 crore
(ii)	Upto 28 th February, 2016	Cases of re-appropriation/diversion of Budget/funds in FD and Bills of advances other than Medical, TA and GPF.
(iii)	Upto 30 th March, 2016	Bills of TA, LTC, Arrears, Wages and Salary. All loans /advances i.e HBA, Vehicle, Marriage, Computer etc under Head-7610.
(iv)	Upto 31 st 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 than Rs 2 crore but other than those in (i), (ii) and (iii) above.
(v)	Upto 30 th 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.
(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

PS/Archives

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24-2-2016

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 9th February, 2016

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 28/14/2011-5 B&C, dated 24th March, 2015, Government has decided to further improve upon the procedure as follows:-

39-ACS(A) (i)
16.2.16

44-Secy. Acc. (ii)
17/2/16

AD (iii)
AD/submit/19/12
C-I

exempt (iv)

21/2/16 (v)

21/2/16 (vi)

21/2/16 (vii)

21/2/16 (viii)

21/2/16 (ix)

21/2/16 (x)

21/2/16 (xi)

21/2/16

21/2/16

21/2/16

21/2/16

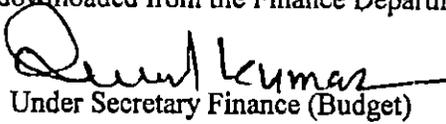
21/2/16

- (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 20th 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 25th 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 28th February. Detailed contingency bills related to such advances should be submitted in the treasury within one month or by 25th March whichever is earlier. In case amount of advance is more than Rs 1.00 Crore, such bills will be accepted only upto 20st February and detailed contingency bills relating to such advances should be submitted in treasury upto 1st 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 25th March 2016.
- (v) No bills with amount less than Rs 50,000/- and more than Rs 2 Crore will be accepted after 25th March 2016.
- (vi) No bills of advances of Medical, Marriage and GPF will be accepted after 28th March 2016.
- (vii) FD will not receive any request for re-appropriation/diversion of funds after 28th 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 10th 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.

P.T.O.

R/10.02.2016

(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.


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

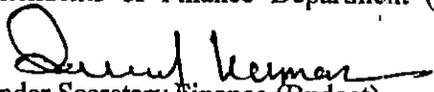
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Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department.

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

U.O No 28/14/2011-5B&C Dated, Chandigarh, the 9th 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).

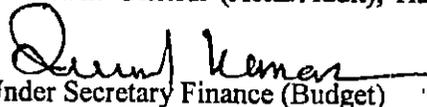
U. O. No. 28/14/2011-5 B&C Dated, Chandigarh, the 9th February, 2016.
Endst No. 28/14/2011-5 B&C Dated, Chandigarh, the 9th February, 2016.

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

Endst No. 28/14/2011-5 B&C Dated, Chandigarh, the 9th February, 2016.

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for Additional Chief Secretary to Government Haryana
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(ii)	Upto 28 th 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 th March, 2016	Bills of TA/TA Advance, LTC, Arrears, Wages and Salary
(iv)	Upto 25 th 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 than Rs 2 crore but other than those in (i), (ii) and (iii) above.
(v)	Upto 28 th 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