

IMPORTANT

From

Additional Chief Secretary to Government, Haryana  
Finance Department

To

1. All the Heads of Departments, Haryana
2. Registrar General, Punjab & Haryana High Court, Chandigarh
3. All the Divisional Commissioners, Haryana
4. All the Deputy Commissioners, Haryana

Memo. No. 5/6/2005-5B&C  
Dated, Chandigarh the 16<sup>th</sup> November, 2023

**Subject: - To incur of expenditure under Capital / Revenue Schemes.**

Kindly refer to Finance Department's earlier Memo of even No. dated 20 April, 2016 wherein all the Administrative Departments were allowed to incur expenditure under approved plan schemes upto 25% in 1<sup>st</sup> quarter, 20% in 2<sup>nd</sup> quarter, 25% in 3<sup>rd</sup> quarter and 30% in 4<sup>th</sup> quarter without any reference on this account to the Finance Department.

2. It has been observed by Principal Accountant General (A&E), Haryana that in the month of February / March, some Departments have incurred more expenditure as compared to other months in last quarter of the financial year under Capital / Revenue Schemes. This practice needs to be curbed.

3. For effective financial management and to avoid the rush of expenditure in last quarter of the financial year, Finance Department has decided to allow all the Administrative Departments to incur expenditure under Capital / Revenue Schemes only upto 25% in 1<sup>st</sup> quarter, 20% in 2<sup>nd</sup> quarter, 25% in 3<sup>rd</sup> quarter and 30% in 4<sup>th</sup> quarter. These ceiling should not be applicable on Salary-01, D.A-03, Wages-02, Medical Reimbursement-67, Contractual Services-69, Professional & Special Services-33 and Ex-gratia-79 object heads.



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

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



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

To

All the Administrative Secretaries to Government, Haryana

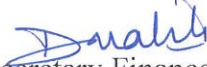
U.O. No. 5/6/2005-5B&C

Dated: 16.11.2023

Endst. No.5/6/2005-5B&C

Dated: 16.11.2023

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



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

Endst. No. 5/6/2005-5B&C

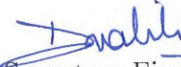
Dated: 16.11.2023

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 *ams*

A copy is forwarded to In-charge, Computer Cell, Finance Department for information and necessary action. He is also requested to upload the instructions on the website of Finance Department, Haryana.



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

To

In-charge, Computer Cell, Finance Department

U.O. No. 5/6/2005-5B&C

Dated: 16.11.2023

A copy is forwarded to all the Superintendents of Expenditure Controlling Branches of Finance Department for information and necessary action.



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

To

All the Superintendents of Expenditure Controlling Branches of Finance Department.

U.O. No. 5/6/2005-5B&C

Dated:16.11.2023