

No.5/6/2005-5B&C  
HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(BUDGET & COMMITTEE BRANCH)

Dated: Chandigarh, the August 20, 2024

To

1. All the Administrative Secretaries and Commissioner & Secretary to Government of Haryana
2. All the Heads of Departments, Haryana

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

Sir/Madam,

Finance Department vide instruction No. 5/6/2005-5B&C dated 16.11.2023 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. Administrative Departments refer the matter to Finance Department for granting relaxation in above said instruction for incurring expenditure beyond prescribed quarter-wise ceiling.

2. In order to streamline the procedure and to enhance the efficiency of Departments, Finance Department has decided to delegate the power to all the Administrative Secretaries for relaxing the quarter-wise ceiling in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter for object heads having Budget Allocation upto ₹10 lakhs under Capital / Revenue Schemes without any reference on this account to Finance Department. The power to relax 4<sup>th</sup> quarter for incurring expenditure under the object heads will remain with Finance Department.

3. Therefore, only Administrative Secretaries are authorized to grant relaxation in quarter-wise ceiling of expenditure for the object heads having Budget Allocation upto ₹10 lakhs under Capital / Revenue Schemes. A copy of orders of Administrative Secretaries (including six tier format of scheme) regarding relaxing the quarter-wise ceiling for incurring expenditure may be forwarded to Joint Director, Computer Cell, Finance Department for making the necessary changes in Online Budget Allocation and Management System under intimation to Expenditure Controlling Branch concerned of Finance Department.

Yours faithfully,



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

A copy is forwarded to Joint Director, Computer Cell, Finance Department for taking necessary action in this regard and requested to upload the instruction on the website of Finance Department for information of all the concerned.

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

To

Joint Director, Computer Cell,  
Finance Department, 7<sup>th</sup> Floor, Haryana Civil Secretariat

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

Dated: 20.08.2024

A copy is forwarded to all the Joint Secretary / Deputy Secretaries / Under Secretaries / 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 ↴

To

Joint Secretary / Deputy Secretaries / Under Secretaries / Superintendents  
of Expenditure Controlling Branches of Finance

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

Dated: 20.08.2024