

From

Additional Chief Secretary to Govt. of Haryana,  
Finance Department, Haryana Chandigarh.

To

1. All Head of Departments in Haryana.
2. All Head of Boards/Corporation/Autonomous Bodies.
3. All the Commissioners Ambala, Hisar, Gurugram, Karnal, Faridabad & Rohtak Division.
4. All Deputy Commissioners and Sub Division Officer (Civil) in Haryana State.

Memo No. 28/21/2012-5B&C (T&A)  
Dated, Chandigarh, the August 23, 2024.

**Subject: - Regarding rolling back of existing procedure Personal Ledger Account with previous procedure.**

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Your kind attention is drawn towards Finance Department's letter No. 28/21/2012-5B&C dated 18.08.2020, vide which operation of Personal Ledger Accounts (PLAs) under MH-8443-51-106 was introduced through Letter of Credit (LOC) and Cheque System in place of e-billing system. However, Government has observed certain operational and financial difficulties in the implementation of the procedure of LoC/cheque system for operation of PLA.

After due consideration, Government has now decided to withdraw the existing procedure of operation of Personal Ledger Account opened under MH-8443-51-106 through LOC/ Cheque System and has also decided to allow such PLA accounts to operate through E-Billing System under Integrated Finance Management System (IFMS) **with effect from 01.09.2024.**

The defined procedure of this system will be as under:-

- i) The designated Administrator/DDO of a PDA/PLA account of a Department will prepare PLA bill under 8443-51-106 through e-billing system under IFMS against the fund available in PLA account opened in Treasury. After signing the bill digitally in e-billing system, bill will be forwarded online as well as physically to the concerned Treasury office.
- ii) Concerned Treasury Officer/Assistant Treasury Officer will process the PLA bill in OTIS system as per Rules and defined procedure. He will check fund availability, signature of DDO, etc. as per Rule mentioned in STR/PFR.
- iii) During passing of a PLA bill, it may automatically be forwarded to Ways & Means Branch, Finance Department for clearance as per the limit fixed on daily basis. Electronic Pay Order (EPS) will be generated after passing of a PLA bill and will be handed over to the DDO for onward submission to Treasury Bank for payment after following all due procedure.
- iv) As per Rule 12.19 of PFR Vol -I Pass Book will have to be maintained by the Administrator as per Punjab Financial Rules (PFR) Form 25. It will be the duty of the Administrator/DDO of the PLA Account to see that the transactions/balances in the Pass book are verified by the Treasury Officer at least once in a month. The concerned Treasury Officer will be responsible for verifying the entries at the end of each month in the passbook as per balances exist in the Treasury of PLA Account and will send Plus-Minus memo to Principal Accountant General (A&E) Haryana.

These instructions can be downloaded from the Finance Department website [www.finhry.gov.in](http://www.finhry.gov.in) as well as website of Treasuries and Accounts Department i.e. [www.hrtreasuries.gov.in](http://www.hrtreasuries.gov.in).

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

Endst. No28/21/2012-5B&C (T&A)

Dated:- 23-08-2024

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

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

To

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

Endst. No28/21/2012-5B&C (T&A)

Dated: - 23-08-2024

A copy forwarded to Accountant General (A&E)/Audit for information and necessary action.

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

Endst. No28/21/2012-5B&C (T&A)

Dated: - 23-08-2024

A copy forwarded to State Information Officer, National Informatics Centre Haryana with the request to enable e-billing/OTIS system as per above instruction w,e,f 1.9.2024.

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

Endst. No28/21/2012-5B&C (T&A)

Dated: - 23-08-2024

A copy forwarded to All Treasury Officer/Assistant Treasury Officer with the direction to inform all Treasury Banks of SBI and ensure compliance of the above instruction in letter and spirit.

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

Endst. No28/21/2012-5B&C (T&A)

Dated: - 23-08-2024

A copy forwarded to Assistant General Manager, Fund Settlement Link Office, (FSLO) State Bank of India, Local Head Office, Chandigarh with the request to issue immediate direction to all treasury banks not to accept any cheque for payment under PLA cash assignment account w.e.f 1.9.2024

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

Endst. No28/21/2012-5B&C (T&A)

Dated: - 23-08-2024

A copy forwarded to Joint Director NIC Haryana to upload the instruction on the website of Finance Department.

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