

MOST IMMEDIATE

No. 28/37/97-5B&C

From

The Additional Chief Secretary to Govt., Haryana
Finance Department

To

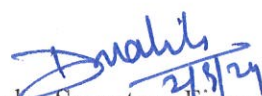
1. All Administrative Secretaries in Haryana.
2. All Head of Departments in Haryana.
3. The Commissioners, Ambala, Hisar, Rohtak, Gurugram, Karnal & Faridabad.
4. The Registrar General, Punjab & Haryana High Court, Chandigarh.
5. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.

Dated, Chandigarh the 02nd September, 2024


Subject: Proper Procedure of routing the files to Finance Department.

This is in continuation to earlier instructions of Finance Department of even number dated 06.10.97 and 25.05.1999 on the subject noted above.



2. It has been observed that the aforesaid instructions are not being adhered to by the Departments. A large number of Administrative Departments are still sending their proposal without following the above said instructions and are sending the files to Finance Department without self contained note including vital and relevant information and proper procedure of routing the cases through respective Administrative Secretaries. It is a matter of great concern.
3. It has now been decided that each and every proposal of Administrative Department must be sent to the Finance Department after approval of Competent Authority with self contained note including vital and relevant information **through concerned Administrative Secretary**, otherwise Finance Department will not accept the file or file will be returned without examination by FD. Reply to FD's observation(s)/clarification sought by FD, should also be routed on file through Administrative Secretary of concerned Department.
4. Administrative Departments are further informed that Finance Department's prior concurrence should be obtained before implementing orders/decisions of Hon'ble Court and in matters having financial implications. Cases/Matters for ex-post facto approval will not be entertained by the Finance Department. Responsibility of delay, if any, will rest upon Administrative Department concerned.
5. Administrative Departments are requested to update their Standing Orders accordingly, if required.
6. These instructions may be brought to the notice of all concerned for strict compliance.


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

U.O. No. 28/37/97-5B&C
Endst. No. 28/37/97-5B&C

Dated 02nd September, 2024
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A copy is forwarded to all the Officers and Superintendents of Finance Department for information and necessary action.


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

To

All the Officers / Superintendents of the Finance Department