

No. 2/17/2026-1B&C

From

The Additional Chief Secretary to Government Haryana,  
Finance Department.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Department in Haryana.
3. The Registrar General, Punjab & Haryana High Court, Chandigarh.
4. The Commissioners of all the Divisions in Haryana State.

Dated, Chandigarh, the 27<sup>th</sup> March, 2026.

**Subject:- Reg.- To prepare an Annual Expenditure Plan including expenditure and procurement related matters.**

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Kindly refer to the subject cited above.

2. *In order to ensure effective management of expenditure and receipts during the Financial Year 2026–27, all Entities receiving budgetary support are required to prepare and submit their Procurement Plans in accordance with the prescribed timelines i.e. 30<sup>th</sup> April 2026 to Finance Department (respective Budget Controlling Branches).*

3. It is further emphasized that all tendering processes relating to various Works, Projects, Goods and Services shall be initiated before September 30<sup>th</sup> completed by December 31<sup>th</sup> of 2026 . In cases where the tendering process is not completed within the stipulated timeline, Supplementary Demands shall not be considered.

4. All Departments are requested to strictly adhere to the above timelines and instructions to ensure effective financial planning and timely execution of Works, Projects, Goods and Services.

This issues with the approval of the competent authority.

**It may be treated as Most Urgent.**

Yours faithfully,

*Chandeet Kaur*  
27/3/26  
Deputy Secretary, Finance (Budget)

for Additional Chief Secretary to Govt. Haryana  
Finance Department.

*AA*

Endst.No.2/17/2026-1B&C

Dated, the 27<sup>th</sup> March, 2026.

A copy is forwarded to the following for information of officers:-

Secy./CPSCM  
Secy./ CS  
Secy./ PSCM

*Chamjeet Kaur*  
*27/3/26*

Deputy Secretary Finance (Budget)  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

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