From

Additional Chief Secretary to Government of Haryana,
Finance Department.

To

1. All Administrative Secretaries to Government Haryana
2. All Heads of Departments in Haryana
3. All Divisional Commissioners in Haryana
4. All Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana

Memo. No. 28/33/2022-5B&C (T&A)
Dated, Chandigarh, the July 20, 2026

Subject: Implementation of Decentralized Mode of workflow under SNA-SPARSH for Centrally Sponsored Schemes (CSS) and State Linked Schemes (SLS).

I am directed to invite your kind attention to Finance Department instruction issued number U.O. No. 28/33/2022-5B&C (T&A) dated 21.08.2024 vide which SNA-SPARSH platform was introduced for Centrally Sponsored Schemes through integration of Public Financial Management System (PFMS), IFMS, State Cyber Treasury and RBI e-Kuber. While implementing SNA SPARSH in the State, a Centralized bill processing framework was adopted through State Cyber Treasury, Panchkula.

2 However, many Departments have been raising various issues and concerns regarding centralized DDO workflow and bill processing through central treasury level on account of operational issues and inconvenience to field offices/Implementing Agencies in bill preparation and submission. Accordingly, the matter has been reconsidered by the Government and it has been decided to decentralize the bill processing system under SNA SPARSH. It has further been decided to start a Pilot with the schemes of National Health Mission w.e.f. 15-08-2026 in the first go.

3 For Decentralization of payment process at District Treasury level following workflow has been decided for SNA-SPARSH with various stages:

(A) Workflow for Haryana SNA-SPARSH – Decentralized Mode

Step 1 - Administrative Approval / Mother Sanction by Line Ministry

The concerned Line Ministry, Government of India issues the Mother Sanction/Administrative Approval through PFMS for release of central share funds under the scheme.

Step-2 Budget allocation by Finance Department on receipt of Mother Sanction:

The concerned line department will get the budget allotted from the Finance Department after receipt of Mother Sanction under respective budget schemes.

Step-3 Authorization of DDO authority to District level DDOs of Department under SNA- SPARSH:

The line departments will get the DDO authority issued from the Accountant General (A&E) Haryana through Finance Department Haryana so as to authorize the respective DDOs to withdraw the funds from respective District Treasury under SNA-SPARSH. Further on issue of the authority the concerned District Treasury will open the DDO code to the respective user after following due procedure. Each Department will authorize one DDO in each District for all CSS Schemes under SNA SPARSH.

Step-4 Budget allotment by the Department to the District Level DDOs

The Departments will allot the budget to the respective District level DDOs under SNA- SPARSH and further the DDO will allot the budget to the concerned Implementing Agency mapped with the DDO for various SLS of the concerned department.

Step-5 Preparation of Claim/Bill by Implementing Agency (IA)

Implementing Agency (IA) under SNA-SPARSH will prepare the claim/bill with DSC (Digital Signature) along with beneficiary details under the concerned scheme. The required supporting documents and sanction along with payment details shall be compiled for submission on SNA-SPARSH portal. The correctness of the claim shall lie solely with the concerned Implementing Agency and the DDO/Controlling Officer.

Step 6 - Verification by DDO at District Level

After receipt of the physical bill at the level of District DDO of respective Department (Scheme), the Drawing and Disbursing Officer (DDO) at the district level shall verify the claim, beneficiary data, sanction, claim eligibility and supporting documents. After verification, the bill shall be consolidated State Linked Scheme (SLS) wise and will be generated in the IFMS system. Further the bill will be forwarded/submitted to concerned District Treasury through concerned DDO and physical bill will be submitted through authorized messenger until paperless system is adopted for all other types of bills except Salary.

Step 7 - Processing by District Treasury

The District Treasury shall process the claim after checking the budget availability and other pre audit requirements as per prescribed Rule/Instructions. Thereafter, an Electronic Payment Order (EPS) shall be generated which is to be verified by the District DDO of the concerned Department on e-billing portal after which the same shall be submitted to the District Treasury, who in turn shall forward it electronically to the State Cyber Treasury for further processing through e-kuber system.

Step 8 - Receipt and Processing by State Cyber Treasury

The State Cyber Treasury receives the EPS from the District Treasury. It consolidates the payment data SLS wise received from various District Treasuries periodically on daily basis and send the consolidated payment file to the PFMS for disbursing the central share at the level of central ministry.

Step 9 - Processing in PFMS (Existing process)

PFMS (Public Financial Management System) processes the sanction and communicates the payment advice/demand file to the State Cyber Treasury. PFMS also facilitates fund status confirmation during the transaction cycle.

Step 10 - Release of Central Share to SLS Account (Existing Process)

Based on the sanction issued through PFMS, the Central Share is released into the SLS Drawing Account maintained in RBI.

Step 11 - Transmission of Payment File to RBI e-Kuber (Existing Process)

On receipt of the central share for a SLS in the dedicated Drawing account (SG account) of RBI, a credit notification (CN) is shared with the State Cyber Treasury who in turn sends the payment file containing Central and State share details to RBI e-Kuber for execution of payment and disbursing the amount in the Bank account of concerned beneficiary as per the claim submitted by the District Treasury.

Step 12 - Credit to Beneficiary Account

RBI e-Kuber processes the payment instructions and credits the amount directly into the bank account of the end beneficiary/recipient. The status of the claim shall also be shared with concerned District Treasury through OTIS.

Step 13-Receipt Confirmation and Acknowledgement

After successful processing of transaction, RBI e-Kuber sends confirmation/credit acknowledgement back to the State Cyber Treasury. PFMS also receives fund status confirmation. The return notification (RN) is shared to the State Cyber Treasury by the RBI for any failed transaction and based on which the same will be pushed to District Treasury on daily basis. Further the same will be verified by the District Treasuries in OTIS as receipt under Major Head-8658(Suspense). Thereafter the concerned DDO, after making due correction online submits the claims against failed transaction to the concerned District Treasury for further processing as per laid down procedure.

Step 14-Voucher Number Generation

After successful payment, the State Cyber Treasury generates a voucher number for the successful transaction. The voucher number shall be visible to the concerned District Treasury as well as DDO for reconciliation and record purposes.

Step 15-Account Remittance to Accountant General, Haryana

All District Treasury shall remit payment account to Accountant General, Haryana through State Cyber Treasury. However, final accounting procedure shall be decided and issued in due course of time after pilot in consultation with Accountant General, Haryana.

4 These instructions may kindly be brought to the notice of all concerned in your Department for strict compliance. These instructions can be downloaded from the Finance Department website www.finhry.gov.in as well as website of Treasuries & Accounts Department i.e. www.treasuries@hry.nic.in.

Desh Raj
Superintendent, Budget & Accounts Committee
for Additional Chief Secretary to Government, Haryana
Finance Department

Endst. No. 28/33/2022-5B&C (T&A) Dated:20.07.2026

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

Desh Raj
Superintendent, Budget & Accounts Committee
for Additional Chief Secretary to Government, Haryana
Finance Department

Endst. No. 28/33/2022-5B&C (T&A) Dated:20.07.2026

A copy is forwarded to Director General, Treasuries & Accounts Department, Haryana for information and necessary action.

Desh Raj
Superintendent, Budget & Accounts Committee
for Additional Chief Secretary to Government, Haryana
Finance Department

Endst. No. 28/33/2022-5B&C (T&A) Dated:20.07.2026

A copy of above is forwarded to the State Informatics Officer, National Informatics Centre, Haryana with a request to modify the SNA SPRASH system as per workflow in consultation of Treasuries & Accounts Department (DMC) within one month, so that pilot may be started w.e.f. 15.08.2026.

Desh Raj
Superintendent, Budget & Accounts Committee
for Additional Chief Secretary to Government, Haryana
Finance Department

Endst. No. 28/33/2022-5B&C (T&A) Dated:20.07.2026

A copy is forwarded to State Cyber Treasury, Panchkula and all the Treasury Officers/Assistant Treasury Officers of the State for information and necessary action.

Desh Raj
Superintendent, Budget & Accounts Committee
for Additional Chief Secretary to Government, Haryana
Finance Department