

S. 306/3

From

The Engineer-in-Chief, Haryana
Public Health Engineering Department,
Panchkula.

To

All the Superintending Engineers / Executive Engineers
Public Health Engineering Department,
Haryana.

Memo No.

1398-478

Dated: 10-2-2012

Subject:

Inter Divisional Transfer of Material.

In this regard, it is submitted that provision for Inter Divisional Transfer of

Material has been made in the website of online budget allocation system to facilitate debit and credit to divisions where such transfer is taking place.

It is requested that the concerned Executive Engineers involved in such transactions shall follow the below mentioned procedure:

" No transfer of material from one programme to another is allowed in any circumstances, however, in case of interdivisional transfer of material within the same programme, if division A requires material from Division B, then Division A will send indent for approval from Division B. The Division B will indicate the value of material on the indent and Division A will issue 'outside of LOC' cheque in the name of Executive Engineer, Division B. Executive Engineer Division B will endorse 'receive payment' on the cheque and enclose signed copies of challan and send the same to Division A. Simultaneously Division B will reserve this material for Division A as soon as endorsement of 'receive payment' is issued. Division A will present the cheque to his treasury office for passing. Treasury office will pass the outside of LOC cheque after making necessary entries and give a Transaction i/d to Division A. Division A will enter this transaction i/d on online budget allocation software and give credit of the amount to Division B by following the below mentioned procedure:-

1. Login into Budget Allocation on <http://www.hrtreasuries.gov.in/>.
2. Click on "Operations" >> Inter Department Budget Transfer.

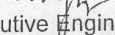
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3. Enter the scheme details.
4. Enter the details of the DDO i.e. Division B to which the Budget is to be transferred.
5. Enter the details of the passed cheque and code issued by the Treasury.
6. Click on "Verify token No."

The Division B will check the credit given to his program and then issue the material to Division A.

The Division B should ensure that all material for which credit has been received, is transferred to division A in all respects".

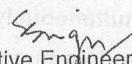
It is requested that the above mentioned instructions be followed meticulously.


Executive Engineer (Co-ord)
For Engineer-in-Chief, Haryana.

Endst No. 1659 - 85 Dated: 10-2-2012


A copy of the above is forwarded to the following for kind information and further necessary action please.

1. ✓ Director, Treasuries, Haryana with a request to issue instructions to all Treasury offices in Haryana to pass such outside of LOC cheques for inter divisional transfer of material.
2. PA's to CE (U), CE(Project), CE (R) & CE (Programme) for kind information of CE's please.


Executive Engineer (Co-ord)
For Engineer-in-Chief, Haryana.

Endst. No. TA-HR(DMC)/3T/2012/2431 dated:15.02.2012

A copy of the above is forwarded to the all the Treasury Officers/Assistant Treasury Officers in Haryana State for information and necessary action.


Joint Director (DMC)
For Director, Treasuries and Accounts
Department, Haryana, Chandigarh.