

IMPORTANT

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All the Heads of Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners, Ambala, Hisar, Gurgaon and Rohtak Division.
4. All the Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana State.

Memo No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th January, 2014.

Subject:- Instructions regarding re-appropriation/ diversion of fund request and submitting of bills in treasury in month of March.


In continuation of the instructions issued vide No. 28/14/2011-5B&C, dated 05 December, 2012 & 16 January, 2013, Government has decided to further improve upon the procedure as follows:-

- (i) No bills will be accepted at Treasury during the last three working days of financial year and treasuries will only dispose of the pending bills during these days. In exceptional cases permission from the Finance Department (in Ways & Means branch) will be required.
- (ii) No bills pertaining to TA, LTC, Arrears, Wages and salary will be accepted after 20th of March by the Treasury Officers. So such bills need to be presented at treasury on or before the said date. If any bill submitted upto the above referred date is rejected by Treasury Officer due to some objection, then the bill can be resubmitted by 25th March after removing the objection and after ensuring that budget is available online.
- (iii) No bills of Advances other than Medical, TA and GPF will be accepted after 28th February. Detailed Contingency bills related to such advances should be submitted in the treasury within one month or by 25th March whichever is earlier. In case amount of advance is more than ₹ 1.00 crore, such bills will be accepted only upto 31st January and detailed contingency bills relating to such advances should be submitted in treasury within one month or 1st March, whichever is earliest. Unutilized amount should be deposited back in the State treasury in relevant receipt head of the department by the last working day of the financial year.
- (iv) Bills of all types of Centrally Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship bills will be accepted only upto 25th March.
- (v) No bills with amount less than ₹50,000/- and more than ₹2 crore will be accepted after 25th of March.


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- (vi) FD will not receive any request for re-appropriation/ diversion after 28th February and all cases relating to diversion will be fully dealt with by various branches of FD so that online budget data becomes available by 10th of March.
- (vii) Whenever a request for re-appropriation is made by a department, it should be accompanied with a report generated from Online Budget System indicating availability of funds with BCA for purpose of diversion. No request would be accepted by Finance Department if such report is not provided by the department and the same would be rejected without going into the merits of the case.
- (viii) EPS pay orders will be generated by Treasury upto 1:00 p.m. on the last working day of the financial year and should be collected by 2:30 p.m. by the concerned DDOs so that the same are presented at treasury bank by 3:00 p.m. For any delay in depositing EPS pay order with the bank, responsibility would lie on the DDO.
- (ix) On the last three working days of the financial year bills/cheques would be passed strictly in order of token number by the Treasury Officer and no request for passing the bills/cheques in priority will be entertained by them.
- (x) These instructions would also apply in relation to all cheques including PLA cheques issued by works department or Forest Department or any other department through e-billing system with word 'cheque' replacing the word 'bills' at all places.
- (xi) If the specified date is a holiday, then the next working day in the financial year will be such date.

These instructions may kindly be brought to notice of all concerned in your departments for strict compliance.


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

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


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

To

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

U.O. No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th January, 2014.

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Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th January, 2014.

A copy is forwarded to all the Superintendents of Finance Department (Expenditure Control Branches only) for information and necessary action.

Arun Kumar

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

Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th January, 2014.

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for information and necessary action.

Arun Kumar

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

Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 10th January, 2014.

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

Arun Kumar

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

Gist of deadlines for acceptance of bills etc. in FD/Treasuries/Sub-Treasuries:-

Sr. No.	Date	Description
(i)	Up to 31 st January	Bills of advances with amount greater than ₹1.00 crore.
(ii)	Up to 28 th February	Cases of re-appropriation/ diversion of Budget/funds in FD and Bills of advances other than Medical, TA and GPF
(iii)	Up to 20 st March	Bills of TA, LTC, Arrears, Wages and Salary
(iv)	Up to 25 th March	Resubmission of rejected bills relating to TA, LTC, Arrear, Wages and Salary, if any, due to some objection in treasury; bills of all types of Central Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship; bills with amount less than ₹50,000/- and more than ₹2 crore but other than those in (i), (ii) and (iii) above.
(v)	Up to 28 th March	Bills with amount of ₹ 50,000/- or more and up to ₹ 2.00 crore but other than those in (i), (ii) (iii) and (iv) above.
(vi)	Last working day of the Financial Year.	Generation of last EPS in Treasury/Sub treasury at 1:00 PM
		Collection of EPS from Treasury by DDO up to 2.30 PM.
		Handover of EPS by DDO at bank up to 3.00 PM.