

**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 of Divisions in Haryana.
4. All the Deputy Commissioners in Haryana State.
5. All the Sub Divisional Officers (Civil) in the State.

Memo No. 28/21/2012-5B&C  
Dated, Chandigarh, the 10<sup>th</sup> January, 2014.

**Subject: Parking of funds outside Government Accounts - Closing of Bank Accounts.**

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Refer to the Finance Department's U.O. No. 28/21/2012-5B&C, dated 26<sup>th</sup> November, 2012 addressed to all the Administrative Secretaries and a copy of which was also endorsed to all the Head of Departments vide which detailed instructions were issued in respect of opening/closing of bank accounts. But it has come to the notice of the Finance Department that these instructions are not being followed meticulously by the departments.

2. A meeting of the Public Accounts Committee of Haryana Vidhan Sabha (PAC) was held on 3<sup>rd</sup> December, 2013 in which the Additional Chief Secretary to Government Haryana, Finance Department was orally examined and the Committee made a serious observations regarding parking of the Government funds outside the government accounts. After detailed deliberations, it has been decided by the Finance Department that all the bank accounts still being operated by the Head of Departments in their name (designation) or in the name (designation) of any other officer working in the department should be closed immediately and the amount lying in the said bank accounts be deposited in the State treasury unless permission has been granted by the Finance Department after 01 April, 2013 in accordance with the instructions dated 26 November, 2012.

3. You are, therefore, requested to take action immediately for closing of all the bank accounts being operated by the officers of your department and the amount be deposited in the State treasury without further loss of time if the requisite permission has not been taken for operating the said account after 01 April, 2013.

4. It is pertinent to mention here that as on date treasuries in the State are fully computerized. A robust mechanism i.e. Electronic Payment System (EPS), e-salary, e-pension, OBAMAS, e-billing, e-receipt/e-GRAS and web OTIS has been developed and all the payments to the payee can be made through RTGS/NEFT. Once a cheque/bill/refund order is presented through e-bill system then amount can be directly credited to the account of the payee through Electronic Payment System. Therefore, irregular practice of transfer of government funds in current/saving accounts of banks by DDOs/HODs needs to be strictly curbed.

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5. In exceptional circumstances, where the procedure of operation of a bank account cannot be done away with, then a detailed fresh proposal may be sent to the Finance Department for opening/continuing operation of bank account in accordance with instructions dated 26 November, 2012 as referred above. Thus, only those bank accounts will be allowed to be operated in which necessary permission from the Finance Department has been taken afresh.

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

*Arjun Kumar*  
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.

*Arjun Kumar*  
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. 28/21/2012-5B&C

Dated, Chandigarh, the 10<sup>th</sup> January, 2014.

Endst. No.28/21/2012-5B&C

Dated, Chandigarh, the 10<sup>th</sup> January, 2014.

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

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

Endst. No.28/21/2012-5B&C

Dated, Chandigarh, the 10<sup>th</sup> January, 2014.

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

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

Endst.No.28/21/2012-5B&C

Dated, Chandigarh, the 10<sup>th</sup> January, 2014.

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers in the State for information and necessary compliance. They are again advised not to pass any bill/cheque/refund order if the amount is to be transferred to an account in the name of HOD/DDO (by designation or by name) unless a copy of permission for opening/operating such bank account, issued on or after 01 April, 2013 is provided by them alongwith the bill/cheque/refund order. They should also ensure that the permission is still valid as on date of presentation of such bill/cheque/refund order through e-billing system.

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