

**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.

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

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

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

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Kindly refer to the instructions issued vide Memo. No. 28/14/2011-5B&C dated 16<sup>th</sup> January, 2013 on the subject noted above. The same is reiterated as follows:

- i) This has come to the notice of the Government that at the fag end of the financial year a number of departments make advance payments for purchases or some work to various corporations of the State Government e.g. Hartron, HSRDC, HPHC, HFDC etc. or funds are provided to various Societies being operated by the Haryana Government's Departments. Such payments usually do not serve any useful purpose in the said financial year as the works required to be done or purchases to be made cannot be completed by the closing day of the financial year. These funds thus keep lying unutilized in these Societies or Corporations for several months extending into the next financial year. It is essential that actual utility of any advance drawn in a financial year is required to be reported to treasury within a period of one month from the date of withdrawal from the treasury or by end of the financial year, whichever is earlier.
  - ii) In order to stop this practice of taking advances which cannot be utilized within the financial year, it has been decided that no such advances will be allowed by the treasury in favour of any State Government Corporation or any Society run by any Government department if such bill is presented in the treasury after 28<sup>th</sup> February in the financial year. Further if the amount of advance proposed to be withdrawn is more than ₹1.00 crore then such bill should be presented in the treasury on or before 31<sup>st</sup> January in the financial year.
  - iii) In addition to above, in all such cases where such advances are drawn during the financial year, the detailed contingency bill should be submitted in the treasury within one month or by 25<sup>th</sup> of March, whichever is earlier.
  - iv) In all such cases where the Corporation or the Society fails to carry out the requisite work or make requisite purchases by 25<sup>th</sup> of March, the funds should be taken back from the Corporation or Society and deposited back in the State Treasury in relevant receipt head by the last working day of the financial year.
  - v) These instructions will also apply in relation to any advances intended to be given for purpose of any purchase/service/work etc. to any other vendor/contractor/service provider.
2. These instructions may kindly be brought to notice of all concerned in your department for strict compliance and it should be ensured that advances are drawn only in such cases where utilization can be reported timely, as indicated above. \*

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3. These instructions are also available on the official website of Finance Department ([www.finhry.gov.in](http://www.finhry.gov.in)).

*Arun 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.

*Arun 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. 28/14/2011-5B&C

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

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

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

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for information and strict compliance. They should ensure that no bills/cheques of advances are cleared if they are not complying with the above instructions. It should also be ensured that DDOs do not submit an Advance bill/cheque as a Detailed bill/cheque and all such wrongly classified bills/ cheques should be rejected by the treasury.

*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 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.

*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 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.

*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 10<sup>th</sup> January, 2014.

A copy is forwarded to In-charge, Computer Cell of Finance Department for information and necessary action. He is also requested to upload the instructions on the website of Finance Department, Haryana.

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