

From

Additional Chief Secretary to Govt. Haryana  
Finance Department

To

All CAOs/Sr. AOs/ AOs  
Posted in Chandigarh and Panchkula Govt. Department  
Chandigarh, Haryana

Memo no - TA-HR(OMC)-2016-7016

Dated 25-05-2016

Subject:- Opening of Personal Ledger Account (PLA)-Meeting/workshop thereof.

Kindly refer to the subject cited above.

In order to familiarize the Govt. department about the opening and operation of Personal Deposit Account (PLA), it has been decided to hold a workshop/Seminar on 03-06-2016 at 11:00 AM under the Chairmanship of Additional Chief Secretary to Govt. Haryana, Finance Department in the committee room of DESA (Department of Economic and Statistical Analysis), Yojna Bhawan, Sector -04, Panchkula for training purpose and to get implemented the above scheme in letter and spirit. The detailed background note on PLA has been placed on the Department Web site i.e. [www.treasuries@hry.nic.in](http://www.treasuries@hry.nic.in) which can be downloaded / viewed under the head Treasury related instructions at Sr. No. 159.

You are, therefore, directed to attend the above meeting/workshop so that the same can be implemented uniformly in all the departments. You are further directed to bring the list of Bank accounts currently maintained in your department along with details of funds lying therein.




(SUNIL SARAN, IES) 24/5/2016

Secretary-cum-Advisor Finance Department  
Haryana

Endst. No. TA-HR(OMC)-2016-7017

Dated: 25-05-2016

1. A copy of the above is forwarded to Principal Accountant General (A&E) Haryana with a request to depute concerned officer for a brief presentation on PLA relating to AG office monitoring.
2. A copy of the above is forwarded to Sh. Deepak Bansal ASIO NIC to attend the above meeting alongwith his team.
3. A copy of the above is forwarded to PS/ACSF for kind information of Additional Chief Secretary to Govt Haryana Finance Department.
4. A copy of the above is forwarded to PS/DTA for kind information of DTA.



(SUNIL SARAN, IES) 24/5/2016

Secretary-cum-Advisor Finance Department  
Haryana

## **Personal Ledger Account (PLA)**

### **I Rule Position**

1.1 As per **Rule 12.1** of Punjab Financial Rules Vol-I Part-I deposit are classified in four categories. The rule reads as follows.

“Moneys received at the treasury for deposit in the public account are generally classified according to the department through which they are received. The usual classes being:-

- i. Revenue Deposits.
- ii. Criminal Courts Deposits.
- iii. Civil Courts Deposits and
- iv. Personal Deposits.

1.2 **Rule 12.16** of Punjab Financial Rules Vol-I Part-I deal with Personal Deposit Accounts or Personal Ledger Accounts.

“Special banking accounts are sometimes kept for certain classes of Deposit transactions of a public or quasi- public nature (such as receipts and payments on account of wards and attached estates and estates under Government management) for which it is not necessary to treat each disbursement as made against a particular receipt. The account kept of them in the treasury is of the nature of banking deposit account. These accounts are called **Personal Deposit Accounts (PDA)**”.

Personal Deposit Accounts (PDA) is also popularly known as **Personal Ledger Accounts (PLA)**.

1.3 **Rule 12.17** of Punjab Financial Rules Vol-I Part-I states that:

“A list of the existing accounts is given in Appendix 24. Moneys tendered by Government Officers acting in their official or any other capacity and funds of quasi- public institution even through like certain dispensaries which may be aided by Government, may not be accepted as Personal Deposits at a Treasury without the special permission of the competent authority for the opening of a banking account with that Treasury. Such permission may not be granted except

after consultation with the Principal Accountant General and unless the authority granting the permission be satisfied that the internal accounts of moneys to be held in such Personal Deposit Accounts are properly maintained and are subject to audit.

1.4 The competent authority shall scrutinise the proposal for the opening of a personal ledger account thoroughly before referring the case to the Accountant-General, with a view to ensuring that the number of such accounts is not unnecessarily multiplied and shall further see that those cases, where the money can conveniently be either credited to the final heads of accounts or accounted for under the provisions of Article 43 of Audit Code, are not referred to the Principal Accountant General”.

*Note 1.* Under Article 248 of the Constitution of India all moneys received by or deposit with any officer, employed in connection with the affairs of the State, in his official capacity are required to be paid into the public Accounts of the State. In view of these provisions, Bank Accounts, outside the public Accounts of the State, should not be opened.

*Note 2.* In connection with the opening of a personal ledger account for department purpose at a Treasury the following information should invariably to the Principal Accountant General Haryana:-

- i. Nature of transactions intended to be covered by the personal ledger account:
- ii. The manner in which the funds will be provided for initially in the personal ledger account and in the case of personal ledger account to be opened with Government money, the major, minor and detailed heads of accounts to which the expenditure will be debited;
- iii. The head of accounts to which the transactions of the personal ledger account will be booked;
- iv. The financial limit on the individual personal ledger account; and
- v. The arrangement for the local audit of transactions of the personal ledger account.

1.5 Information in respect of items (iii) will be supplied by the Finance Department when referring the proposal to the Accountant General, Punjab.

*Note 3.* The personal ledger account already opened at one treasury may not be transferred to another treasury or a sub-treasury under the jurisdiction of the same treasury except with the approval of the Finance Department-cum- Audit Department

1.6 **Rule 12.18** of Punjab Financial Rules Vol-I Part-I reads as:

“Rules relating to the recording of personal deposits transactions in the personal deposits accounts and in the register of personal deposits, and to the submission of monthly and other returns connected therewith are given in Articles 68,70,108 and 126 of Account Code, Volume II”.

*Note 1.* In the case of personal deposit accounts (Article 68 of Account Code, volume II), it is not necessary to transfer the accounts to a new volume with a new year, but if there be no page available when it is necessary to open a new account or carry forward an old one, all unclosed accounts should be simultaneously carried forward to a new volume.

*Note 2.* If there be a large number of transactions on the same day, a balance in the personal deposit account need not be struck after each transaction, but the Treasury Officer, if there be any possibility of an over drawal, should by totaling the items of receipts and refunds and striking the balance whenever necessary, satisfy himself that the balance is not overdrawn. The Treasury Officer shall invariably, however, strike a total at the end of each day’s transactions.

*Note 3.* In the case of Minor’s Estates of which the District Judges are ex-officio guardians under section 18 of Act VIII of 1890 and section 2(3) of Act X of 1892, there need not be a separate account of each minor, but a separate account should be opened for each Government employee who acts as guardian of one or several minors estates. These orders do not apply to estates under the Court of wards for each of which separate account should be maintained.

1.7 **Rule 12.19 and 12.20** deals with PLA pass book.

1.7.i **Rule 12.19** - A Pass Book in P.F.R. form 25 should be kept for each personal deposit account. It should be the duty of the administrator of the fund to see that the pass book is sent to the Treasury Officer at least once a month and balanced. The pass book should remain in the personal custody of the administrator and not of the Official concerned either with the paying in or paying out of money or checking the account.

1.7.ii **Rule 12.20**- The Treasury Officer is responsible for seeing that the entries are correctly made and at the end of each month the entries on each side of the passbook are totaled and the balance struck and agreed with the Treasury account. The pass book should then be signed by the Treasury Officer.

1.8 **Rule 4.132** of Subsidiary Treasury Rules Vol-I Part-I describes the procedure for payment under PLA

“Withdrawals are made only on bills signed by the responsible administrator, which remain current for three months after the month of the issue. The Treasury Officer’s duty is simply to see that withdrawals are made only on bills signed by the responsible administrator and that the withdrawals never exceed the balance in hand”.

Note : - In the case of Personal Deposit Accounts, the withdrawals shall also be permissible on bills signed by another Gazzeted Officer, authorized by the Disbursing Officer operating on the account during the latter’s absence on eve or on tour. On return to Headquarters the Disbursing Officers shall satisfy himself that no fraudulent payment has been made during his absence and record a certificate to this effect, in token of his having accepted the responsibility for such payments.

Copy of relevant rules is also placed at Annexure “A” for ready reference.

## **II Types of Personal Ledger Accounts**

2.1 There are two types of PLA viz;

- (i) **PLAs opened under Consolidated Funds of State:** These accounts are opened and operated under Consolidated Funds of State. The funds under these accounts are received from State Budget.
- (ii) **PLAs opened under Non-Consolidated Funds of State:** These accounts are opened under Non-Consolidated Funds of State. The funds under these accounts are received from the internal income of the department / institution and there will be no budgetary provisions for these accounts.

## **III Opening of PLA Accounts:**

### **3.1 (i) Role of Administrative Department concerned**

The administrative department concerned will identify the scheme in which there is a requirement of opening of PLA. It will send the details to the Finance Department. The detail guidelines for opening of PLA has been mentioned in the instructions issued by Finance department dated 04-04-2016 (Annexure- A-I).

### **(ii) Role of Finance Department**

The Finance Department shall scrutinize the proposal for the opening of a Personal Ledger Account thoroughly before referring the case to the Principal Accountant General with a view to ensuring that the number of such accounts is not unnecessarily multiplied. It shall further see that those cases, where, the money can conveniently be either credited to the final heads of accounts or accounted for under the provisions of Article 43 of Account Code, are not referred to the Principal Accountant General office.

The Finance Department will also fill up the information regarding Head of Account to which the transactions of the Personal Ledger Account will be booked as mentioned in the instructions of the FD dated 04-04-2016 (Clause III - Copy enclosed).

(iii) **Role of Principal Accountant General**

The Principal Accountant General office will examine the proposals of the department sent by Finance Department to open PLA Accounts for the department and approve the opening of Personal Ledger Account for the scheme if the proposal is in order under intimation to the Finance Department, department concerned and Treasuries & Accounts Department.

(iv) **Role of Treasuries & Accounts Department**

After receipt of the approval of opening of the account under the scheme for the particular department, the Treasuries and Accounts Department will enter these accounts in the system with account number to identify the same.

## **IV Operation of PLA**

### **4.1 (a) For Government Departments:-**

The administrative department concerned prepares the bills in the respective Major Head of the department and present the bill in Treasury with challan of Book transfer under PLA Major Head 8443-00-106-51-51-00. The Treasury books these amounts in concerned PLA accounts through the system and these amounts will be visible in concerned PLA accounts. The department as and when there is requirement of funds to be dispersed, prepares the bills under Major Head 8443-00-106-51-51-00 and get passed from Treasury and make payments to the concerned and system automatically deduct and show balance amount.

If the account operated under Non-Consolidated fund of the State then concerned department can deposit funds through E-gras under Major Head 8443-00-106-51-51-00 and procedure of making payments is same as mentioned above.

### **(b) For State Govt owned Boards/ Corporations:-**

The same procedure of opening and operations of PLA will be applicable for State Govt owned Boards/ Corporations etc. The matter was also discussed with PAG officers and it was advised that since PLA accounts can only be operated by

Govt Drawing and Disbursing Officers, so the State can designate one officer from Administrative department of respective Boards/ Corporations as DDO to operate PLA accounts of respective Boards/ Corporations.

**(c) Treasuries & Accounts Department**

Plus and Minus Memoranda is also to be sent to PR AG office by each Treasury as per rule by the Treasuries & Accounts Department.

**V Currency of PLA accounts and Procedure of closing :-**

**5.1 Opened under Consolidated fund:** These accounts have to be closed on the last working day of financial year i.e 31<sup>st</sup> March. The department prepares the bills under Major Head 8443-00-106-51-51-00 with Receipt challan through book transfer under Receipt Head of the concerned department. The concerned department will also requires to make the provision of budget in the PLA scheme for the next year for the amount likely to be deposited in the receipt head of the department as a result of closing of PLA by 31<sup>st</sup> of march. Next year the department follows the same procedure of depositing these funds by preparing bills as mentioned above. These accounts if remain unoperative for three years also have to be closed.

**5.2 Opened under Non Consolidated Funds:** Under these accounts there is no need to transfer the funds under the receipt head of concerned department on the last working day of financial year i.e 31<sup>st</sup> March. However if these accounts remains inoperative for three years then it has to be closed

If the Drawing & Disbursing Officer does not close these accounts before or on the last working day of the financial year i.e 31<sup>st</sup> March, then concerned Treasury Officer will prepare the bill under Major Head 8443-00-106-51-51-00 and amount transferred to Receipt head of concerned department by book transfer. Treasury Officer will also close those accounts in which there is no transaction takes place during last three financial years by adopting same procedure as mentioned above for accounts opened through Non-Consolidated Fund of State.



## **VI – Perspective about PLAs**

### **6.1 Finance Department**

One of the advantages of these accounts is that funds remained under the State kitty and State can monitor it effectively, which minimises the misuse of Government funds. It has been mentioned under the rules/instructions that money can only be drawn from Treasury as and when there is an urgent requirement for disbursement. In these accounts, funds are with State Treasuries and DDO can only draw the funds as and when there is essential to disburse to the concerned quarter.

If the opening of Saving / Current Bank account is allowed then the department / DDO can misuse the funds as there is no control of State over the Saving Bank account. In addition, it violates the rule position that no money can be drawn from Treasury if it does not require to be disbursed and may result in parking of funds in Bank accounts. It also violates the Govt instructions dated 25-05-2014 vide which Finance Department had issued order for closing of all Bank accounts and deposits the balance funds in Receipt Head of concerned department.

### **6.2 Administrative Departments**

The Departments are reluctant to open Personal Ledger Accounts as it minimise the flexibility at the level of the department to use the funds placed in Saving / Current Bank Accounts. This also lead to monitoring of use of funds by the Treasury / State Finance Department / Government.

Further, departments are taking the plea that there is no interest accrued on the funds placed in PLA Accounts, whereas in Saving / Current bank Account, the banks are paying interest. The department also argued that in some of schemes, Govt of India has directed the State Government to open Saving / Current Bank Accounts.

## **VII Conclusion**

7.1 Given the merits / advantages of the PLA and despite all the reservations of departments, it is in the interest of public / State to open PLA Accounts instead of Bank Accounts. The States can effectively monitor the funds and avoid misuse of funds placed in Saving Bank Accounts. Recently there is a case in Revenue Department, Panchkula where District Revenue Officer (DRO) has embezzled crore of rupees placed in Saving Bank Accounts against which the State Government had initiated departmental enquiry/ audit

7.2 In view of afore-mentioned detail note, the Government departments / Boards / Corporations may be impressed upon to get open the PLA accounts in the Scheme and submit detail proposals as mentioned in the instructions dated 04/04/2016 to the Finance Department for onward transmission to the AG office for opening of PLA accounts..

\*\*\*\*\*

## CHAPTER XII.—Deposits

*Note.*—The provisions of rule 3.14 apply *mutatis mutandis* to the relevant rules in this Chapter.

## [I—CLASSIFICATION AND LIMITATIONS

12.1. Moneys received at the treasury for deposit in the public account are generally classified according to the department through which they are received. The usual classes being—

- (1) Revenue Deposits;
- (2) Criminal Courts Deposits;
- (3) Civil Courts Deposits; and
- (4) Personal Deposits.

There are also other classes of deposits, such as, deposits of fees received by Government employees for work done for private bodies, deposits for work to be done for public bodies and individuals, Unclaimed Provident Fund Deposits, Deposits of Police Clothing and Equipment Fund, Public Works Deposits, etc.

Other classes of Deposits may be added under the special orders of the Accountant-General.

12.2. These rules do not apply to departments which are not under the audit control of the Accountant-General, Haryana. Whatever sums are paid into a treasury by Government employees of these Departments, or on their account, must be carried to the credit of the Department concerned in the accounts.

12.3. No moneys shall be received for deposit in the public account unless they are such as by virtue of any statutory provision or of any general or special orders of the Government are required or authorised to be held in the custody of the Government. Subject as aforesaid, it is the duty of the Treasury Officer to see that save as expressly otherwise provided by these rules no money is credited as a deposit except under the formal order of a Court or other competent authority and also, if the amount could be credited to some known head in the Government account to make representations to the Court or authority ordering its acceptance or in whose favour the deposit was received. See also Article 62 of Account Code, Volume II.

*Note.*—Government Promissory Notes or other security deposits (not being cash) received from revenue farmers or other Contractors are not revenue, and must on no account be credited as deposits.

12.4. The treatment of the following items as deposits is prohibited :—

- (1) No pay, pension, or other allowances should be placed in deposit on the ground of the absence of the payee or for any other reason; as a rule pay should not be drawn till the claimant appears.

All transactions of receipts and payments are brought to account by the court concerned in the Registers of receipts and repayments maintained by it.

The gross receipts and repayments, as reported by the courts concerned from time to time,—*vide* Appendix 23 (including repayments by cheques at the treasury) are taken by the Treasury Officer to the personal deposit account opened separately for each court. These personal ledgers and the corresponding accounts and returns must be kept by the Treasury Officer in the form prescribed for personal deposits, but quite separate from those of personal deposits proper, being designated as "Civil Courts Deposits".

Each court submits to the Treasury Officer monthly returns, i.e., extract registers of deposit receipts and repayments, with vouchers duly stamped where necessary and *plus* and *minus* memorandum, quarterly certificate, clearance register and statement of lapses, etc. These returns are transmitted in original by the Treasury Officer to the Accountant-General.

Note 1.—[Omitted.]<sup>1</sup>

Note 2.—For detailed instructions for the maintenance of Deposit Accounts of these courts see Appendix 23.

#### (iii) Sheriff's Petty Accounts

12.15. The Sheriff's Petty Accounts are made up of the numerous petty sums received by Civil, Revenue and Criminal courts from parties to suits or other judicial proceedings for immediate disbursement in full (as for diet money of witnesses commission fees, etc.). The receiving courts should record and deal with these petty deposits, with the same care and formality as with others. At the treasury these deposits are treated like Personal Deposits; but the system of accounting followed in the courts is more or less similar to that of deposit transactions of Small Cause Courts. For details see Chapter 9 of High Court Rules and Orders, Volume II, Part II.

Note.—No vouchers are required in support of repayments but a certificate to the effect that the accounts are maintained in proper form and are in order, and that payments have been made to the rightful parties, and their receipts taken and are with the nazir, and have been so cancelled that they cannot be used again to support a second claim against Government is required from each Senior Sub-Judge for all petty sums repaid by his court. If the Senior Sub-Judge takes the responsibility on himself to give the certificate for all the courts it will be sufficient.

### IV—PERSONAL DEPOSITS

#### A—EXPLANATORY

12.16. Special banking accounts are sometimes kept for certain classes of Deposit transactions of a public or quasi-public nature (such as receipts and payments on account of wards and attached estates and estates under Government management) for which it is not necessary to treat each disbursement as made against a particular receipt. The account kept of them in the treasury is of the nature of banking deposit account. These accounts are called Personal Deposit Accounts.

1. Omitted vide No. 1/2/PFR/12-18/87-SAO(FD), dt. 8-12-67.

*Note.*—For repayment against personal deposits, see rule 4.123 in the Subsidiary Treasury Rules.

12.17. A list of the existing accounts is given in Appendix 24. Moneys tendered by Government Officers acting in their official or any other capacity and funds of quasi-public institutions even though like certain dispensaries which may be aided by Government, may not be accepted as Personal Deposits at a Treasury without the special permission of the competent authority for the opening of a banking account with that Treasury. Such permission may not be granted except after consultation with the Accountant-General and unless the authority granting the permission be satisfied that the initial accounts of moneys to be held in such Personal Deposit accounts are properly maintained and are subject to audit.

The competent authority shall scrutinise the proposal for the opening of a personal ledger account thoroughly before referring the case to the Accountant-General, with a view to ensuring that the number of such accounts is not unnecessarily multiplied and shall further see that those cases, where the moneys can conveniently be either credited to the final heads of accounts or accounted for under the provisions of Article 43 of Audit Code, are not referred to the Accountant-General.

*Note 1.*—Under Article 284 of the Constitution of India all moneys received by or deposits with any officer, employed in connection with the affairs of the State, in his official capacity are required to be paid into the Public Account of the State. In view of these provisions, Bank Accounts, outside the Public Account of the State, should not be opened.

*Note 2.*—In connection with the opening of a personal ledger account for departmental purpose at a treasury the following information should invariably be furnished to the Finance Department with the proposal for communication to the Accountant-General, Haryana :—

- (i) nature of transactions intended to be covered by the personal ledger account;
- (ii) the manner in which the funds will be provided for initially in the personal ledger account and in the case of personal ledger account to be opened with Government money, the major, minor and detailed heads of account to which the expenditure will be debited;
- (iii) the head of account to which the transactions of the personal ledger account will be booked;
- (iv) the financial limit on the individual personal ledger account; and
- (v) the arrangements for the local audit of transactions of the Personal Ledger Account.

Information in respect of item (iii) will be supplied by the Finance Department when referring the proposal to the Accountant-General, Haryana.

*Note 3.*—The personal ledger account already opened at one treasury may not be transferred to another treasury or a sub-treasury under the jurisdiction of the same treasury except with the approval of the Finance Department-cum-Audit Department. [This will not apply to the personal Deposits Accounts of the Food and Supplies Department where the District Officers are authorised to transfer a part of the balance in their personal Deposit Account at Sadar Treasury to Sub-Treasuries by issuing a requisition in prescribed form under intimation to the Accountant General, Haryana].

## B—MAINTENANCE OF ACCOUNTS

(i) *Accounts and Returns*

12.18. Rules relating to the recording of personal deposits transactions in the personal deposits accounts and in the register of personal deposits, and to the submission of monthly and other returns connected therewith are given in Articles 68, 70, 108 and 126 of Account Code, Volume II.

*Note 1.*—In the case of personal deposit Accounts (Article 68 of Account Code, Volume II), it is not necessary to transfer the accounts to a new volume with a new year, but if there be no page available when it is necessary to open a new account or carry forward an old one, all unclosed accounts should be simultaneously carried forward to a new volume.

*Note 2.*—If there be a large number of transactions on the same day, a balance in the personal deposit account need not be struck after each transaction, but the Treasury Officer, if there be any possibility of an over drawal, should by totalling the items of receipts and refunds and striking the balance whenever necessary, satisfy himself that the balance is not overdrawn. The Treasury Officer shall invariably, however, strike a total at the end of each day's transactions.

*Note 3.*—In the case of Minors' Estates of which the District Judges are ex-officio guardians under section 18 of Act VIII of 1890 and section 2(3) of Act X of 1892, there need not be a separate account of each minor, but a separate account should be opened for each Government employee who acts as guardian of one or several minors' estates. These orders do not apply to estates under the Court of wards for each of which separate account should be maintained.

(ii) *Pass Books*

12.19. A Pass Book in P.F.R. form 25 should be kept for each personal deposit account.

It should be the duty of the administrator of the fund to see that the pass book is sent to the Treasury Officer at least once a month and balanced.

The pass book should remain in the personal custody of the administrator and not of the Official concerned either with the paying in or paying out of money or checking the account.

12.20. The Treasury Officer is responsible for seeing that the entries are correctly made and at the end of each month the entries on each side of the pass book are totalled and the balance struck and agreed with the Treasury account. The pass book should then be signed by the Treasury Officer.

## C—CASH ORDERS AND TAHSILDARI LETTERS OF CREDIT

(i) *Issue of cash orders, etc.*

12.21. Tahsildary letters of Credit and cash orders are issued by the Treasury in respect of payments to be made at a sub-treasury,—vide rule 2 below Subsidiary Treasury Rule 4.5. The former are issued invariably in favour of the Tahsildar concerned while the latter are issued in favour of the

repayments are made by cheques on the treasury which are taken to debit of the same personal account.

*Note.*—The second method is followed only in the case of small cause courts.

*(e) Personal Deposits*

4.132. Withdrawals are made only on cheques signed by the responsible administrator, which remain current for three months after the month of issue. The Treasury Officer's duty is simply to see that withdrawals are made only on cheques signed by the responsible administrator and that the withdrawals never exceed the balance in hand.

*Note.*—In the case of Personal Deposit Accounts, the withdrawals shall also be permissible on cheques signed by another gazetted Officer, authorised by the Disbursing Officer, operating on the account during the latter's absence on leave or on tour. On return to headquarters the Disbursing Officer shall satisfy himself that no fraudulent payment has been made during his absence and record a certificate to this effect, in token of his having accepted the responsibility for such payments.

*(f) Land Revenue collected at Sub-Treasuries payable to non-resident Jagirdars*

4.133. All sums collected through tahsil agency as land revenue payable to non-resident Jagirdars who will fail to come for their money within one month of the date of collection of jagirs revenue, should be drawn by the Tahsildars for remittance to the payees by money orders, the money order commission being deducted from the amount to be remitted. The receipts for the amounts remitted, given by the post office at the time of issue of the money orders, should be sent to the head treasury along with the deposit vouchers on which the money was drawn. The actual payees' receipts subsequently obtained through the post office should be sent to the head treasury for transmission of the same to the Accountant-General.

4.134. In the case of Jagirdars who are unable to appear in person in consequence of bodily illness or infirmity, the Government have allowed payment of the Jagir money upon the production of a life certificate signed by a responsible gazetted Government employee or by some other well-known and trustworthy person. The disbursing officer should, however, take precautions to prevent imposition and must at least once a year require proof, independent of that furnished by the life certificate of the continued existence of the jagirdar. Rules 4.103 to 4.106 *supra* may be followed as a parallel.

*(g) Tahsildari letters of credit and Cash Orders*

4.135. Payment in respect of a cash order is made to the

From

The Additional Chief Secretary to Government Haryana  
Finance Department.

To

1. All Head of Departments in Haryana / All Head of Board Corporation.
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. 28/21/2012-5B&C.  
Dated Chandigarh, the 4<sup>th</sup> April, 2016.

**Subject:- Opening of Personal Ledger Accounts (PLAs) and closing of Bank Accounts.**

Kind attention is invited towards Finance Department letters No 28/21/2012-5B&C dated 11-02-2016 and 29-02-2016 vide which all departments (particularly Revenue Department / Panchayat), Board / Corporations etc were requested to open Personal Ledger Accounts (PLAs) in lieu of saving / current bank accounts. However, as per information available in the Finance Department, no PLA accounts have been opened till date by the departments.


Personal Ledger Accounts (PLAs) accounts are special banking accounts kept and operated in Treasuries. These accounts are operated under Consolidated funds and Non Consolidated fund of State. One of the advantages of PLAs is that funds remained under the State kitty and money can only be drawn from Treasury as and when there is an urgent requirement for disbursement. State can monitor it effectively to minimise the misuse State funds.

These accounts have to be closed on the last working day of financial year i.e. 31<sup>st</sup> March. The department prepares the bills under Major Head 8443-00-106-51-51-00 with Receipt challan through Book Transfer under Receipt Head of the concerned department. Next year the department follows the same procedure of depositing these funds by preparing bills as mentioned above. These accounts under Non-consolidated fund of State, if remain inoperative for three years have to be closed. In case Drawing & Disbursing Officer does not close PLA accounts before or on 31 March, then Treasury officer concerned will close these accounts by its own by following aforementioned procedure for both Consolidated and Non consolidated PLA accounts.


The detail procedure of opening and maintenance of these PLA accounts are enclosed herewith at Annexure 'A' for ready reference.



You are requested to send the proposal for opening of PLA Accounts, scheme wise, of your Department to the Finance Department by **08-04-2016**, otherwise the Finance Department is forced to: **(a) stop release of funds by the FD; (b) stop withdrawal of funds by the department from Treasuries; and (c) Finance Department on its own will request Principal Accountant General Haryana to open PLA accounts for the Departments.**

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government 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.

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department

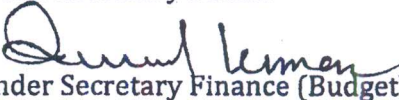
To

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

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

Dated, Chandigarh, the 4<sup>th</sup> April, 2016.  
Dated, Chandigarh, the 4<sup>th</sup> April, 2016.

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

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department

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

Dated, Chandigarh, the 4<sup>th</sup> April, 2016.


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

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department

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

Dated, Chandigarh, the 4<sup>th</sup> April, 2016.

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

  
Under Secretary Finance (Budget)  
for Additional Chief Secretary to Government Haryana  
Finance Department

**1. Introduction:-**

These are Special Banking Accounts kept in treasuries and operated in treasuries. These accounts are operated under Consolidated funds of State and under Non Consolidated fund of State.

**2. Procedure of opening of PLA Account:-**

In connection with the opening of Personal Ledger Account for departmental purpose at a Treasury the following information should invariably be furnished to the Finance Department with the proposal for communication to the Accountant General, Haryana:-

- i. Nature of transactions intended to be covered by the Personal Ledger Account.
- ii. The manner in which the funds will be provided for initially in the Personal Ledger Account and in the case of Personal Ledger Account to be opened with Govt money, the major, minor and detailed heads of accounts to which the expenditure will be debited;
- iii. The head of account to which the transactions of the Personal Ledger Account will be booked;
- iv. The financial limit on the individual Personal Ledger Account; and
- v. The arrangements for the local audit of transactions of the Personal Ledger Account.
- vi. Information in respect of item (iii) will be supplied by the Finance Department when referring the proposal to the Accountant General Haryana and information on above mentioned points i, ii, iv and v will be supplied by respective department.

The Finance Department shall scrutinize the proposal for the opening of a Personal Ledger Account thoroughly before referring the case to the Accountant General, with a view to ensuring that the number of such accounts is not unnecessarily multiplied and shall further see that those cases, where, the money can conveniently be either credited to the final heads of accounts or accounted for under the provisions of Article 43 of Audit Code, are not referred to the Accountant General.

**3. Operations/Maintenance of Personal Ledger Accounts:-**

The concerned department prepares the bills in the respective Major Head of the department and present the bill in treasury with challan of Book transfer under PLA Major Head i.e 8443-00-106-51-51-00. The treasury books these amounts in concerned PLA accounts through the system and these amounts starts visible in concerned PLA accounts. The department as and when there is requirement of funds to be disbursed, prepares the bills under Major Head 8443-00-106-51-51-00 and get passed from treasury and make payments to the concerned through RTGS/NEFT and the system automatically deduct and show balance amount.

If the account operated under non consolidated fund of the State then concerned department can deposit funds through E-Gras under Major Head 8443-00-106-51-51-00 and procedure of making payments is same as mentioned above.

**4. Currency of Personal Ledger Accounts:-**

**(i) Opened under consolidated fund:-** These accounts are in operation for full financial year i.e from 1<sup>st</sup> April to 31<sup>st</sup> March of next year.

**(ii) Opened under Non Consolidated Funds:-** The currency of these accounts are for full three years i.e three financial years.

**5. Closing of Personal Ledger Accounts:-**

**(i) Opened under consolidated fund:** These accounts have to be closed on the last working day of financial year i.e 31<sup>st</sup> March. The department prepares the bills under Major Head 8443-00-106-51-51-00 with Receipt challan through book transfer under Receipt Head of the concerned department. Next year the department follows the same procedure of depositing these funds by preparing bills as mentioned above. These accounts if remain inoperative for three years have to be closed.

**(ii) Opened under Non Consolidated Funds:** Under these accounts there is no need to transfer the funds under the receipt head of concerned department on the last working day of financial year i.e. 31<sup>st</sup> March. However if these accounts remains inoperative for three years then it has to be closed and procedure for closing of these accounts are same as mentioned above.

\*\*\*\*\*