From

Additional Chief Secretary to Govt. of Haryana, Finance Department, Haryana Chandigarh.

To

- 1. All Head of Departments in Haryana
- 2. All Head of Boards/Corporation/Autonomous Bodies
- 3. All the Commissioners Ambala, Hisar, Gurugram, Karnal, Faridabad & Rohtak Division.
- 4. All Deputy Commissioners and Sub Division Officer (Civil) in Haryana State.

Memo No. 28/21/2012-5B&C Dated, Chandigarh, the 18th August, 2020.

Subject: - Regarding opening and operation of Personal Ledger Account through Cheques.

Kind attention is invited towards Finance Department letter no. 28/21/2012-5B&C dated 04.04.2016 vide which it was requested to open Personal Ledger Accounts (PLAs) in lieu of saving/current bank accounts.

In order to streamline and simplify the process of payments, under PLA Account, the State Government has decided to introduce cheque system. The detail procedure for which is as under:-

- A.1 As per provisions in Rule 4.132 of Subsidiary Treasury Rule (STR) issued under the Punjab Treasury Rules (as applicable to Haryana) State Government Department will designate Administrator for opening PDA/PLA account and making payments from it. The Department can designate Drawing and Disbursing Officer (DDO) or any Class-II officer as Administrator. In case of Boards/Corporations/Autonomous bodies of the State, Officers equivalent to Class-II officer may be designated as Administrator.
- A.2 The Administrator will send duly verified specimen signature and authority letter issued by Competent Authority to concerned Treasury Bank (Agency Bank) and Treasury Officer. Necessary documentation as per Treasury Bank will be done by the Administrator.
- A.3 Treasury Bank will assign a Cash Assignment Account (CAA) to each PLA Administrator.
- A.4 Letter of Credit (LOC) with weekly or fortnightly limits on drawls from Cash Assignment Account will be issued by concerned Treasury Officers to the concerned Treasury Bank on the periodic advice of Finance Department. The Treasury Bank will enter the amount of LOC to the Cash Assignment Account of the concerned Administrator. The Treasury Bank will also see that the payments are within the LOC issued by the Treasury Officer. If amount over and above these limits are needed, then the Administrative Department will approach the Finance Department.
- A.5 Cheque books will be supplied by the concerned Treasury Officer to the PLA Administrator after opening of Cash Assignment Account by the Agency Bank in favour of Administrator of the PLA account.
- A.6 Treasury Bank will be responsible for ensuring payment of cheque by authorized signatories.
- A.7 The cheque will be received post payment by the Treasury Officer from Treasury bank and used for deducting the balance from the particular PLA account and preparing Plus Minus Memo online.
- A.8 Paid cheques with scrolls will be sent to office of Principal Accountant General (A&E), Haryana. Physical Cheques will no longer be required when Paper to Folio (P2F) will be discontinued as per RBI guidelines.
- A.9 As per rule 12.19 of PFR Vol-1 Pass Book will have to be maintained by the Administrator as per Punjab Financial Rule (PFR) Form 25. It will be the duty of

the Administrator of the PLA account to see that the transactions/balances in the passbook are verified by the Treasury Officer at least once in a month. The concerned Treasury Officer will be responsible for verifying the entries at the end of each month in the passbook as per balances exist in the Treasury of PLA Account.

- **A.10** The detail procedure of opening and maintenance of these PLA accounts are enclosed herewith at **Annexure 'A'** for ready reference.
- **A.11** Format for account opening by the Administrator is enclosed as **Annexure A-1**.
- A.12 Format for issue of Letter of Credit (LOC) are enclosed as Annexure A-2.
- A.13 Format for allotment of Cash Assignment Account is enclosed as Annexure A-3.

These instructions can be downloaded from the Finance Department website www.finhry.gov.in as well as website of Treasuries & Accounts Department i.e. www.hrtreasuries.gov.in.

Under Secretary Finance (Budget)

for Additional Chief Secretary to Govt. of Haryana,

Finance Department

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

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

To

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

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

Dated, Chandigarh, the 18th August, 2020.

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

Dated, Chandigarh, the 18th August, 2020

A copy is forwarded to State Informatics Officer (SIO) Haryana for information & necessary action and enabling the system accordingly.

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

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

Dated, Chandigarh, the 18th August, 2020

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

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

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

Dated, Chandigarh, the 18th August, 2020

A copy is forwarded to the Principal Accountant General (A&E/Audit) Haryana Chandigarh with respect to your letter No- TM (T)/PLA/2020-21/16 dated 21.05.2020 for information and necessary action.

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

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

Dated, Chandigarh, the 18th August, 2020

A copy is forwarded to the Assistant General Manager, Local Head Office, Government Business Unit, State Bank of India, Sector-17, Chandigarh for information and necessary action.

Under Secretary Finance (Budget)
for Additional Chief Secretary to Govt. of 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:-

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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 1st April to 31st 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:-

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- (i) Opened under consolidated fund: These accounts have to be closed on the last working day of financial year i.e 31st 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. 31st 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.

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3.2 CORRESPONDENCE / LOCAL ADDRESS DETAILS * SAME AS CURRENT / PERMANENT ADDRESS DETAILS *	TAILS (IN CASE OF MU	ILTIPLE CORRESPONDEN	NCE / LOCAL ADDRESSES, PLEASE FILL	'ANNEXURE BI')
ADDRESS TYPE": RESIDENTIAL / BUSINESS	RESIDENTIAL		REGISTERED OFFICE	UNSPECIFIED
PROOF OF ADDRESS*: CERTIFICATE OF INCOR	PORATION / FORMAT	ION REGISTRATIO	ON CERTIFICATE	
LINE 1*:				
LINE 2:				
LINE 3:			CITY / TOWN / VII	
DISTRICT*:			PIN/POST	CODE*:
217/15/01/10/11/2 === = -	SO 3166COUNTRY (
3.3 ADDRESS IN THE JURISDICTION WHERE ENTITY	IS RESIDENT OUTSI	DE INDIA FOR TAX PURP	POSES*	DETAIL S
SAME AS CURRENT / PERMANENT / OVERSEA	AS ADDRESS DETAILS	SAME AS CI	ORRESPONDENCE / LOCAL ADDRESS I	UNSPECIFIED
ADDRESS TYPE*: RESIDENTIAL / BUSINESS	RESIDENTI	لسسا		LICATE OF INCORPORATION/FORMATION
PROOF OF ADDRESS (FOR ENTITIES REGISTERED O	UTSIDE INDIA)*:	REGISTRATION CERTI	IFICATE OR EQUIVALENT CERTIF	
LINE 1*:			<u> </u>	
LINE 2:			CITY / TOWN /	UILLAGES.
LINE 3:				(—————————————————————————————————————
STATE*:		T CODE*:	COUNTRY ((ISO 3156)	
4. CONTACT DETAILS (All communica	tions will be sent	on provided Mobile	e no./ Email- ID) (Please refer li	astruction in at the end
TEL. (OFF):		TEL. (RES):		
FAX:				
MOBILE 1:		MOBILE 2:		
EMAILID 1:				
EMAIL ID 2:				
5. DETAILS OF RELATED PERSON/ B	ENEFICIAL OWN	VER*	Um Conoral Instructions)	
5. DETAILS OF RELATED PERSONA BI (An 'Annexure II' to be filled for each r	elated berson pr	ease reset bount of	MOTER KARTA TRUSTEE PARTNER, AUT	HORISED SIGNATORY, BENEFICIARY, BENEFICIAL OWNER, COURT
NUMBER OF RELATED PERSONS*:	APPOINTED OFFICE	[AL]	THE PART OF SEMES	ICAL OWNER SHOULD BE DETERMINED SEPARATELY.
NUMBER OF BENEFICIAL OWNERS*:	(THOUGH A BENI OUT OF NUMBER	EFICIAL OWNER IS A REL. OF RELATED PERSON . B	SENEHCIAL OMMERITALIAN LANGT TOPOSOT	ICIAL OWNER SHOULD BE DETERMINED SEPARATELY. OF RELATED PERSON) (FOR DEFINITION SEE PAGE NO. 17)
6. COUNTRY OF RESIDENCE AS PER	TAX LAWS *			Andrew Control (1986) The South Control of the Cont
TAX RESIDENT OF INDIA ONLY AND NOT OF A (IF TICKED "YES" THEN THERE IS NO NEED TO	NY OTHER COUNTRY	YOUTSIDE INDIA YES	NO	FATCA & CRS BOX
TAX RESIDENT OF US: YES NO		OVIDEUSTIN) USTIN:		
IF TAX RESIDENT OF US, WHETHER THE PER	SON IS			
A US PERSON YES NO (A TAX	(RESIDENT OF US IS I	US PERSON, SEE INSTRUC		
A SPECIFIED US PERSON (SEE INSTRUCTION	2 .K.) AE2 NO	IF SPECIFIED US	PERSON IS YES , THEN THE ENTITY IS U	IS REPORTABLE)
TAX RESIDENT OUTSIDE INDIA OTHER THA	NUS: YES NO			
IF 'YES', PLEASE PROVIDE COUNTRY CODE		NCTIONAL EQUIVALENT		
IF TAX RESIDENT OUTSIDE	INDIA OTHER THAN	US IS "YES" ,WHETHERE!	NTITY FALLS IN ANY OF THE FOLLOWIN	IG CATEGORY (TICK FROM THE FOLLOWING CATEGORY T IS AN "OTHER REPORTABLE ACCOUNT")
L. L. CORROBATION THE STOCK OF WH	ILE - IF NONE OF THE	RADED ON ONE OR MOR	E ESTABLISHED SECURITIES MARKET	YES NO
II. ANY CORPORATION THAT IS A RELATED	ENTITY OF A CORPO	ORATION DESCRIBED IN I	(II) ABOVE YES NO	
III. A GOVERNMENTAL ENTITY	res No	<u> </u>		FIGUED MESTUE ACCOUNT IS NOT AN
IV. AN INTERNATIONAL ORGANIZATION	YES NO		IF ANY OF THE ITEM (I) TO (VI) IS "OTHER REPO	FICKED 'YES'THE ACCOUNT IS NOT AN RTABLE ACCOUNT"
V. A CENTRAL BANK	YES NO]	NTITY IS NEITHER A TAX RESIDENT OF	NDIA OR US NOR A TAX RESIDENT OUTSIDE INDIA
VI. A FINANCIAL INSTITUTION	YES NO]	OTHER THAN US, THEN THE FIELD NO	RESIDENCE FOR TAX PURPOSE WILL BE 'YES'
NO RESIDENCE: THE COMMENT	YES NO			
IF 'YES' PLEASE PROVIDE, COUNTRY COD	E WHERE THE PRINCI	PAL OFFICE OF THE ENT	TTY LOCATED	
		Accepted 11 EMME	CONTACTCENTREGISBLOOM	WEBSITE: WWW.SBI.CO.IN

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(On Letter Head)

То	•	
The Branch Manager,		
State Bank of India,		
Branch.		
Dear Sir,		
Sub: Issuance of Limit in the account No.	of	(Name of department)
We advise that a Cash Assignment Account No		
The Bank is hereby authorized to make payment of due date. The signatures of the Administrator of Department are attested bel	the Cash Assignme	- · ·
Signature Attested		
Treasury Officer		
Yours faithfully,		
Treasury Officer		

Proposal for opening of a Drawals/Cash assignment under the control of ----- (Name of Ministry/Govt. Deptt.)

Remarks	တ
ame of the Focal oint Branch sxisting/proposed) rrough which the ansactions of roposed Govt. ccount to be settled ith RBI.	8
ned Pa Its Offi NCDD(also) C d by (
Justification Details for the concerr proposed Accoun arrangement (CDDO/PAO) PAO (Allotted)	9
Details of existing arrangement	rð.
Whether willingness of the Bank / Branch has been obtained and copy enclosed	4
Address of the willingness of e Public Sector the Bank / Branch with Branch has which Drawing been obtained Account is and copy proposed to be enclosed	3 3
Approximate amount of transactions (expenditure and receipts) per year	2
Name of the Unit will operate the account	

Head of Local Accounting Unit, (Signature with rubber stamp/seal)

Controller of Accounts of ----- (Concerned Ministry/Deptt.) (Signature with rubber stamp/seal)