

Most Urgent.

Date Bound.

Via e-mail/By post

From

Principal Secretary to Govt. Haryana,
Finance Department.

To

1. All the Head of Departments;
2. All Commissioners of Divisions;
3. All the Managing Directors of Boards and Corporations;
4. All the Deputy Commissioners in the State;
5. All Registrar in the State Universities;

Memo No. XXVII(1)/LAD/TA-III/2018/

Dated:

Subject: - **Supply of information regarding status of Parking of Funds in the Bank/Post office and Utilization Certificates by the various Govt. Departments Corporations/ Boards/State Universities in prescribed proforma.**

Kindly refer to the subject noted above.

I am directed to convey you that Government has assigned the work to collect necessary information regarding status of parking of funds in different banks/post offices etc. and position of utilization certificate of Grants/Funds in all Govt. Departments/Corporations/Boards/ State Universities and other Autonomous Bodies in the prescribed proforma enclosed **(Annexure 'A' & 'B')** to Local Audit Department.


It is, therefore, requested to direct all the SAS Cadre Officers (CAO/Sr.AO/AO/SO) under your control to collect/prepare requisite information in respect of all Drawing and Disbursement Officers under their jurisdiction on the prescribed proforma annexed and send to the office of Director, Local Audit Haryana, Bays 3-6, 2nd Floor, Sector-2, Panchkula-134112 by post as well as via e-mail at fldadfunds@gmail.com and fldaduc@gmail.com respectively by 30th May, 2018 positively.

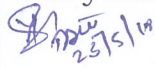
Cont..P/2

It is also pointed out in case of SAS Cadre Officers i.e CAO's/Sr. AO's/AO's and SO's are not posted in the Department/Institute, then the requisite information may be got prepared and verified by the Financial Officers/Accountants of the institution concerned.

This may be treated as **MOST URGENT**.

Encl.: As above.


Director,

Local Audit Haryana
For Principal Secretary to Govt. Haryana,
Finance Department 

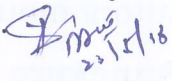
Endst. No. XXVII(1)/LAD/TA-III/2018/2598

Dated:- 24-5-18

A copy is forwarded to the following for information and necessary action please.

1. P.S. to Principal Secretary to Government Haryana, Finance Department.
2. Director General, Treasuries and Accounts Haryana, Chandigarh with the request to circulate amongst all the CAO's/Sr. AO's/AO's and SO's to expedite requisite information on the enclosed prescribed proformas by post as well as through email.
3. Deputy Director, ERAMU Branch, 7th Floor, Civil Secretariat, Chandigarh.
4. NIC, 9th Floor, Civil Secretariat (Main Building), Chandigarh for uploading this memo on website of Finance Department.


Joint Director,

For Director, Local Audit Haryana,
Panchkula 

Proforma for Status of Parking of Funds in the Bank/Post Office by _____
 (Name of Department/Board/Corporation/State University/Local Body/PRI/School/Autonomous Body/etc.)

| Sr. No. | DDO Code (If any) | Name of Bank/ Post Office with Branch Location | Account Number | Opening date of Account | Nature of Accounts Saving/Current | Status of account operative/ inoperative (Since When) | Authorized Signatory(s) to operate the Account | Name of Grant/Scheme/ Head for which account opened | Balance as on 30.04.2018 | | | Term Deposits/F.D.R.'s | | | | | | Remarks, If any |
|--|-------------------|--|----------------|-------------------------|-----------------------------------|---|--|---|--------------------------|----------------------|-------------------------|------------------------|--------|--------|----|----------------------|-----------------------|-----------------|
| | | | | | | | | | In Saving A/c (Rs.) | In Current A/c (Rs.) | In Fixed Deposits (Rs.) | F.D.R No. | Others | Period | | Due date of Maturity | Maturity Amount (Rs.) | |
| | | | | | | | | | | | | | | From | To | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 1 | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | |
| Total of Balance in Saving & Current Accounts col. No (9+10) | | | | | | | | | | | | | | | | | | |
| Gross total of Funds Parked in Banks/Post Office included FDR'S col. No. (9+10+11) | | | | | | | | | | | | | | | | | | |

Section Officer/A.O/S.A.O./C.A.O

(Drawing & Disbursing Officer)

PERFORMA OF UTILISATION CERTIFICATE
Certificate showing utilisation of Grant/Grants (Centre/State)

Name of Institution: _____

| Serial Number | Name and Sanctioning Authority with letter no. and date | Purpose of the grant Conditional or Unconditional | Amount sanctioned (Rs). | Date of credit | Name of bank in which credited with Account No. | Year to which grant relates | Period of utilisation | Amount spent (Rs.) (statement of payments be attached with Vr. No.) | Amount of interest accrued, if any (Rs.) | Amount of interest spent or refunded to quarter concerned | Unspent balance (Rs.) | Remarks, if any. |
|---------------|---|---|-------------------------|----------------|---|-----------------------------|-----------------------|---|--|---|-----------------------|------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | | | |

Certified that out of the grant/grants of Rs. _____ sanctioned during the year _____ in favour of _____ as per sanctioning authority (column no. 2) ibid has been actually utilized for the purpose for which grant/grants has been received. The following checks have been exercised to ensure proper utilisation of amount of grant.

Kinds of Check Exercised:-

- | | |
|--|---------------------------------------|
| 1. Registers and records maintained for recording receipt & expenditure of grants; | 2. Bank Statements, Cash Book/Ledger; |
| 3. All vouchers, Bills maintained; | 4. Others to be specified. |

Prepared/Signed By

Countersigned by

Signature of CAO/Sr. AO/AO/SO

HOD/HOO