

From

Principal Secretary to Government Haryana,  
Finance Department, Chandigarh.

To

All Chief Accounts Officers,  
All Senior Accounts Officers,  
All Account Officers, and  
All Section Officers  
In the State of Haryana.

Memo No.: TA-HR(DMC)2018/9659

Dated: 21.05.18

**Subject: Minutes of meeting regarding review of functioning of TOs/SAS officers.**

Please refer to the subject cited above.

A meeting was convened under the chairmanship of Principal Secretary Finance on dated 12.05.2018. The minutes of meeting duly approved by Principal Secretary Finance is enclosed herewith for necessary action at your end. The timeline of the action to be taken at your end has also been mentioned in the points of meeting.

You are hereby advised to do the needful within a timeline. It is further informed that a separate instruction from Finance Department to seek information on Bank Account and Utilization Certificates will be issued to all Head of the Departments/Boards/Corporations and copy will be provided to you.

DA/ As above

Principal (ATI)

for Director General, Treasuries and Accounts  
Department, Haryana, Chandigarh

Dated:- 21.05.18

Endst No. TA-HR (DMC)/2018-19/9660

A copy of above is forwarded to the Director, Planning Department Haryana, Sector-4, Panchkula with request to advise his officers accordingly and provide performa of Utilization Certificate and Bank Account as per point No. 1 as mentioned in minutes of meeting.

Principal (ATI)

for Director General, Treasuries and Accounts  
Department, Haryana, Chandigarh

**Subject:- Proceedings of the meeting held on 12-05-2018 to review the functioning of Treasury Officers and SAS Officers for better financial management.**

**List of Participants at Annexure-A**

A meeting was held at Faridabad under the Chairmanship of Principal Secretary Finance to review the functioning of TOs and SAS Cadre officers of Faridabad Commissionerate. Detail discussion was held on the release of funds, bank accounts, pending Utilisation Certificates (UC) and auditing. Feedbacks were taken from the officers on these issues. It was informed by officers that multiple bank accounts are being operated by the Departments/Boards/ Corporations.

Principal Secretary (Finance) in his address stated that SAS cadre officers are the ears and eyes of the Finance Department posted in different Departments / Boards / Corporations. He emphasised the need for monitoring of flow of funds and listed out the disadvantages of the funds parked in bank accounts outside the Consolidated Fund of the State. He further referred to Budget Speech 2018 wherein Hon'ble Finance Minister had stated that as a major procedural change to further promote financial discipline, departments and public sector undertakings including autonomous bodies will be allowed to operate only one or two major bank accounts with effect from April 2018. This, inter alia, means that all the remaining bank accounts shall have to be consolidated into one or two accounts for efficient utilisation of funds by every Department, Board, Corporation and Authority. He further mentioned about adverse impact of parking of the funds in bank accounts on the financial position of the State. He cited the example that on one side the State is borrowing @8.00 % --8.40% and on the other side the State funds are parked in bank accounts wherein funds remained idle for years.

PSF advised the participants to start using Integrated Financial Management System (IFMS) and Public Financial Management System (PFMS) and give their valuable feedbacks suggestions through e-mail ([jfdhry@gmail.com](mailto:jfdhry@gmail.com) & [treasuries@hry.nic.in](mailto:treasuries@hry.nic.in)) to Finance Department to make these systems more efficient and sustainable for better financial management and monitoring.



After detail discussion on the subjects, the following decisions were taken:-

1. Finance Department will issue instructions to the Head of Departments/Boards and Corporations/Autonomous Bodies regarding information of bank accounts and UC's on prescribed performa with a copy to all SAS officers working in Departments/Boards/Corporations/Autonomous Bodies. Performa will be devised by Local Audit Department by 16-05-2018.

**(By 20-05-2018)**

2. The information of Bank accounts will be submitted in the prescribed performa through e-mail to FD on [jdfdhry@gmail.com](mailto:jdfdhry@gmail.com) with copy to [treasuries@hry.nic.in](mailto:treasuries@hry.nic.in).

**(By 30-05-2018)**

3. Pending Utilisation Certificate will be submitted to the Finance Department by SAS officers.

**(By 30-06-2018)**

4. Local Audit Department will conduct random audit of expenditure incurred by the Departments.

**(From 15-07-2018)**

5. Finance Department will regularly interact with SAS officers through meetings or video conferencing. These meetings will be held on monthly/quarterly basis.

6. In each District, a Core Group having 3-4 members consisting of officers of SAS, Local audit and Treasuries. The senior most SAS officer in the district will head this core group and act as Nodal Officer for submission of report on the subjects mentioned above to FD. This senior most officer will constitute this core group The Finance Department will interact only with this Nodal Officer.

7. Performance award will be given every month to SAS Officers / Treasuries officers / local Audit cadre officers on their performance. A committee under the Chairmanship of Joint Secretary Finance (VPS) comprising Director Local Audit, one representative from T&A Department and Deputy Director ERAMU will identify the parameters for this performance award.

**(By 15-06-2018)**

8. Finance Department will release the funds of grant-in-aid/ other funds only when the Department submits the details of entities/Autonomous Bodies/Boards/Corporations with Bank accounts and the amounts in these bank accounts. The copy of this advice with details will be sent to SAS officers and Nodal Officer of that district.

**(From 01-06-2018)**



9. NIC will provide the link in the website of Treasuries & Accounts Department in which all the information pertaining to bank accounts, UCs and audits can be uploaded/downloaded by SAS cadre officers/Treasuries officers

The meeting ended with a vote of thanks to the chair and participants.

