

**IMMEDIATE**

From Principal Secretary to Govt. Haryana,  
Finance Department.

To

1. The Director Urban Local Bodies Department,  
Haryana, Chandigarh.
2. The Director, Treasury and Accounts Haryana, Chandigarh
3. All the Deputy Commissioners in Haryana State.
4. All Treasury Officers/Assistant Treasury Officers in Haryana State.

Memo No. 11/159/2011-5FDIII  
Dated the Chandigarh, 31<sup>st</sup> July, 2012.

Subject:- (i) **Payment of 2% commission on sale of Non-Judicial Stamp Papers to Municipal Corporations (P-01-15-2217-80-191-96-51).**  
(ii) **Payment of 2% commission on sale of Non-Judicial Stamp Papers Municipal Committee/Council (P-01-15-2217-80-192-92-51).**

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Kindly refer to the subject noted above.

2. For the purpose of payment of 2% commission on sale of Non-Judicial Stamp Papers to Municipal Corporation/Municipal Committees/Council two new schemes (i) Payment of 2% commission on sale of Non-Judicial Stamp Papers to Municipal Corporations (P-01-15-2217-80-191-96-51) and (ii) Payment of 2% commission on sale of Non-Judicial Stamp Papers Municipal Committee-Council (P-01-15-2217-80-192-92-51) were opened w.e.f the Budget for Financial Year 2012-13 and budget has also been provided. The procedure for payment from these schemes to the Municipal Corporations/Committees/Council will be as follows:-

3. The Budget controlling Authority (BCA), which is Director Urban Local Bodies in this case, will distribute the budget to various Deputy Commissioners in the State on the basis of Sale of Non-Judicial Stamp Papers during the last financial year. For this purpose BCA will create user ID and password for each Deputy Commissioner as its DDO and budget will be allotted online to them. The Deputy Commissioners will follow the process of determining the actual amount payable to each Municipal Corporations /Committees /Council on basis of actual sale of Non-Judicial Stamp Papers, as was being done earlier, and bill will be presented in treasury for payment to the each Municipal Corporations /Committees /Council. Budget scheme as applicable will be mentioned in the bill. In case of shortage of funds DDO (in this case Deputy Commissioner) should approach BCA (Director Urban Local Bodies). Further BCA can view the budget position of each of these DDOs and expenditure incurred by them in online budget system itself and make further distribution or if required redistribution of the budget

4. Since the procedure has been introduced w.e.f 1.4.2012, it is possible that some Deputy Commissioners have already got their bills passed from the treasuries during the current financial year by following earlier method. Since in the month of July, 2012 Director Urban Local Bodies has released funds under these schemes directly to all the Municipal Corporations /Committees /Councils, so reconciliation in that regard will be required to be carried out by both

8452  
19/8/12

should not be any such direct release of funds under these two schemes by BCLA to these bodies and procedure of disbursement through DDOs as detailed above will only be followed. Since DDOs (Deputy Commissioner) might not be having authority to draw from Major Head 2217-Urban Development, so Director, Urban Local Bodies can get DDO Authority for all these Deputy Commissioner by moving proposal to FDIII branch in Finance Department so as to get DDO Authority from AG Haryana.

5. All Treasury Officers / Assistant Treasury Officers should ensure that no bill is passed in relation to these schemes unless budget is available with the DDO. All Deputy Commissioners should work out the actual payments required to be made and if any excess payment has been made on account of direct release the same be adjusted against the future payments to these bodies. A report of any such excess be sent to Director Urban Local Bodies by 7.8.2012.

*Ramp Singh*  
Superintendent FD III  
for Principal Secretary to Govt. Haryana  
Finance Department

A copy is forwarded to the (i) Additional Chief Secretary and Financial and Principal Secretary to Govt. Haryana, Revenue and Disaster Management Department and (ii) Principal Secretary to Govt. Haryana, Urban Local Bodies Department for information and to take further necessary action.

*Ramp Singh*  
Superintendent FD III  
for Principal Secretary to Govt. Haryana  
Finance Department

To

1. The Additional Chief Secretary and Financial Commissioner and Principal Secy. to Govt. Haryana, Revenue and Disaster Management Department.
2. The Principal Secretary to Govt. Haryana, Urban Local Bodies Department.

U.O. No. 11/159/2011-5FDIII

Dated: 31.07.2012

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A copy is forwarded to the deputy commissioner  
for information and to necessary action.

*[Signature]*  
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