

Form

The Additional Chief Secretary to Government Haryana  
Finance Department

To

1. All Head of Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court Chandigarh.
3. All the Commissioners Ambala, Hisar, Gurugram and Rohtak Division.
4. All the Deputy Commissioners and Sub Division Officer (Civil) in Haryana State.

Memo No. 28/14/2011-5B&C, dated 1<sup>st</sup> March, 2018

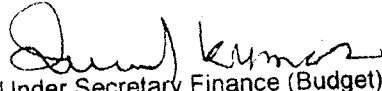
**Subject: - Instructions regarding re-appropriation/diversion of fund request and submitting of bills in Treasury in month of March.**

In continuation of the instructions issued vide No. 28/14/2011-5 dated 05 December, 2012; 16<sup>th</sup> January 2013; 10 January 2014, 24<sup>th</sup> March 2015, 09<sup>th</sup> February 2016, 22<sup>nd</sup> March 2016 and 22<sup>nd</sup> February 2017. The Government has decided to further improve upon the procedure as follows.

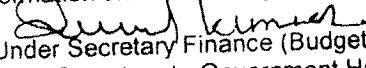
- (i) No bills will be accepted at Treasuries on the last working day of financial year i.e. 30-03-2018 for the current year, 2017-18, except as mentioned in point (iv) below and Treasuries will only dispose off the pending bills during the day. In exceptional case permission from the Finance Department (in Ways & Means Branch) will be required.
- (ii) No bills pertaining to TA, LTC, Arrears and Grant-in-Aid will be accepted after 22<sup>nd</sup> of March, 2018 by the Treasury Officers. Therefore, such bills need to be presented at the Treasury on or before the said date.
- (iii) No bills of Advances, other than Medical, TA and GPF, will be accepted after 10<sup>th</sup> March, 2018. Detailed contingency bills related to such Advances should be submitted in the Treasury within one month or by 28<sup>th</sup> March, 2018 whichever is earlier. Unutilized amount should be deposited back in the State Treasury in relevant Receipt head of the Department by the last working day of the financial year i.e. 30-03-2018.
- (iv) Bills of all types of Centrally Sponsored Schemes, Discretionary/Petty Grants and Scholarship bills, wages & salary will however, be accepted up to 30<sup>th</sup> March, 2018.
- (v) Electronic Payment System (EPS) pay orders will be generated by the Treasury up to 1.00 PM on the last working day of the financial year i.e. 30-03-2018 and should be collected by 2.30 PM by the concerned DDOs so that the same are presented at the Treasury Bank by 3.00 PM. For any delay in depositing EPS pay order with the bank, responsibility would lie on the DDO.

- (vi) On the last three working days of the financial year bills would be passed strictly in order of token number issued by the Treasury Officer and no request for passing the bills in priority will be entertained by them.
- (vii) If the specified date is a holiday, then the next working day in the financial year will be such date.

These instructions may kindly be brought to the notice of all concerned in your Department for strict compliance. These instructions can be downloaded from the Finance Department website [www.finhry.gov.in](http://www.finhry.gov.in).

  
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 28/14/2011-5B&C Date Chandigarh, The 1<sup>st</sup> March, 2018

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

Dated, Chandigarh, the 1<sup>st</sup> March, 2018


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 Government Haryana  
Finance Department

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

Dated, Chandigarh, the 1<sup>st</sup> March, 2018


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. 28/14/2011-5 B&C

Dated, Chandigarh, the 1<sup>st</sup> March, 2018

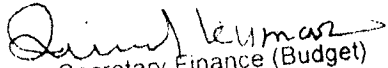
A copy is forwarded to all the Treasury Officer /Assistant Treasury Officers for information and necessary action.

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

Dated, Chandigarh, the 1<sup>st</sup> March, 2018

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

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

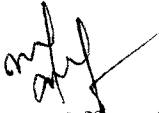
**Directorate of Agriculture Haryana, Panchkula**

Endst. No. 457-476 /Accts. (I) Dated 14-3-18

A copy is forwarded to the following:-

1. All Additional Agriculture Directors/Joint Directors/Head of Sections , Directorate of Agriculture and Farmers Welfare Haryana, Panchkula
2. All Drawing & Disbursing Officers in the State, Department of Agriculture and Farmers Welfare Haryana.

for information and & Strict compliance of these FD instructions.

  
Accounts Officer (W.B.)  
for Director Agriculture and Farmers' Welfare  
Department, Haryana

CC:-

PA/ DA&FW