

From

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, Gurgaon and Rohtak Division
4. All the Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana State.

Memo No. 28/14/2011-5B&C, dated 22nd February, 2017

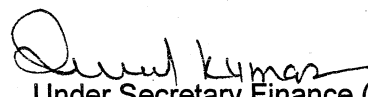
Subject:- Instructions regarding re-appropriation /diversion of fund request and submitting of bills in treasury in month of March.

In continuation of the instructions issued vide No 28/14/2011-5 B&C, dated 05 December, 2012, 16 January 2013, 10 January 2014, 24 March 2015, 09 February 2016 and 22 March 2016. Government has decided to further improve upon the procedure as follows:-

- (i) No bills will be accepted at Treasury on the last working day of financial year except mentioned in point (iv) of table below and treasuries will only dispose of the pending bills during the day. In exceptional cases 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 24th of March by the Treasury Officers. Therefore, such bills need to be presented at the Treasury on or before the said date. If any bill submitted upto the above referred date is rejected by Treasury Officer due to some objection, then the bill can be resubmitted by 31st March after removing the objection and after ensuring that budget is available online.
- (iii) No bills of Advances, other than Medical, TA and GPF, will be accepted after 28th February. Detailed contingency bills related to such Advances should be submitted in the Treasury within one month or by 25th March, whichever is earlier. In case the amount of advance is more than Rs 1.00 Crore, such bills will be accepted only upto 23rd February and detailed contingency bills relating to such advances should be submitted in the Treasury within one month or 20th March, 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.
- (iv) Bills of all types of Centrally Sponsored Schemes, Discretionary/Petty Grants and Scholarship bills, wages & salary will be accepted upto 31st March.

- (v) FD will not receive any request for re-appropriation/diversion after 28th February, and all cases relating to diversion will be fully dealt with by various branches of FD so that online budget data becomes available by 10th of March.
- (vi) Whenever a request for re-appropriation is made by a Department, it should be accompanied with a report generated from Online Budget System indicating availability of funds with BCA for purpose of diversion. No request would be accepted by the Finance Department if such report is not provided by the Department and the same would be rejected without going into the merits of the case.
- (vii) EPS pay orders will be generated by the Treasury upto 1.00 PM on the last working day of the financial year 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.
- (viii) 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.
- (ix) 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.



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

Dated, Chandigarh, the 22nd February, 2017

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

Dated, Chandigarh, the 22nd February, 2017

A copy is forwarded to all the Superintendents of Finance Department (Expenditure Control Branches only) for information and necessary action.

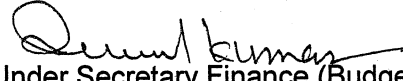


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department

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

Dated, Chandigarh, the 22nd February, 2017

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

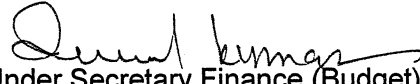


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department

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

Dated, Chandigarh, the 22nd February, 2017

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

List of deadlines for acceptance of bills etc. in FD/Treasuries/Sub-Treasuries:-

Sr No	Date	Description
(i)	Upto 23 rd February, 2017	Bills of advances with amount greater than Rs 1.00 crore
(ii)	Upto 28 th February, 2017	Cases of re-appropriation/diversion of Budget/funds in FD and Bills of advances other than Medical, TA and GPF.
(iii)	Upto 24 th March, 2017	Bills of TA, LTC, Arrears, Grant in Aid
(iv)	Upto 31 st March, 2017	Bills of Wages, Salary. All types of Centrally Sponsored Schemes, Grant-in-aid, Discretionary/Petty Grants and Scholarship bills including Medical, TA and GPF Advances.
(v)	Upto 30 th March, 2017	Resubmission of rejected bills of (iii).
(vi)	Last working day of the Financial Year	Generation of EPS in Treasury/Sub-Treasury upto 1.00 PM Collection of EPS from Treasury by DDO upto 2.30 PM Handover of EPS by DDO at bank upto 3.00 PM