

Agenda Note-

The following issues/points will be discussed in the meeting:-

- 1. Duties and Responsibilities-** All Accounts Personnel have been assigned various duties and responsibilities by the Finance Department to follow and ensure Financial Rules & Regulations in the concerned Department. Performance regarding duties and responsibility of each Accounts Personnel may be discussed and assessed.
- 2. Utilization Certificate:-** The Finance Department is releasing huge funds to various departments under Grant-in-Aid Component for creation of capital assets as well as Grant-in-Aid in General. But it has been noticed that most of Departments are not providing Utilization Certificates after release of these Grant-in-Aid funds. Accounts Personnel posted in these departments are supposed to ensure to submit Utilization Certificate after usage of these Grant-in-Aid funds within reasonable time. Further modalities can be discussed to ensure timely submission of UCs before releasing next installment of GIA. This issue is also being raised time and again by The Principal Accountant General Haryana in Entry and Exit conference.
- 3. Opening of Bank Accounts:-** Finance Department has issued instructions from time to time to close all the existing Bank accounts of the Departments to avoid parking of funds. Finance Department has decided to allow only single bank account for each department. The information regarding name of bank account and balances lying unspent in these bank accounts may be provided in the following format:-

(Rs. in Lakhs)

Name of Deptt.	Name of Bank	Number of Accounts	Balances	Balances Pertains to Year

- 4. Status of funds released in the Financial Year end of 2017-18.**

It has been observed that departments approaches Finance Department to release funds towards the fag end of the Financial Year. These funds may not be

fully utilized and is parked in the bank accounts which are against the Financial rules. Finance Department has also issued instructions to submit the status of such funds upto 30.04.2018.

5. **Audit Paras:-** It has been noticed that the proper and timely reply of various audit paras are not being submitted due to which advance para/PAC para is formed and authorities has to face the consequences. It is duty of accounts personnel to look after such paras.
6. **Personal Grievance during performing duty:-** It has been noticed that accounts personnel faces difficulties in exercising their duties in the respective Departments. This issue will be discussed in the meeting.
7. Any other issues with the permission of chair.