

**IMPORTANT**

**Subject: Verification of Bank Account opened with the permission of the Finance Department.**

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Will all the Additional Chief Secretaries/Principal Secretaries/Administrative Secretaries to Govt. Haryana kindly refer to the Finance Department's U.O. of even number dated 04<sup>th</sup> July, 2012 on the subject noted above?

2. It is reiterated that it has come to the knowledge of Government that some departments are still operating bank accounts in the name of Head of Department (by designation) or in name of DDO (by designation) etc. for which permission has never been granted by the Finance Department and such accounts are being used to transfer funds to the beneficiaries. The method adopted in such cases is that the funds are drawn from the treasuries and deposited in such bank accounts being operated by the department. Further, disbursement from these accounts is either by issue of cheques or demand drafts.

3. The above said method is not appropriate and needs to be stopped with immediate effect. Whenever funds are to be drawn from the treasuries the same need to be transferred directly to the beneficiary and Financial Rules do not allow parking of such funds anywhere in between for any duration of time. The correct procedure in such cases is that DDO should allot a unique code for the payee (UCP) to the payee through online system and submit bill for payment through electronic payment system (EPS).

4. However, in cases where due to some extreme circumstances the procedure of operation of a bank account cannot be done away with, then a detailed proposal should be sent to the Finance Department for opening/continuing operation of bank account. Thus only those bank accounts will be allowed to be operated in which necessary permission from the Finance Department has been taken. While sending a proposal to the Finance Department, it is requested to clarify the following points:-

- i) What is the necessity of operating a bank account and why payment cannot be made using EPS mode in the treasury?
- ii) If it is practically not possible to make payment by way of presenting bill in the treasury for issue of Electronic Payment System (EPS) pay order [as in (i)], then whether opening PLA account in treasury will serve the purpose?
- iii) In case of any Central Govt. funded scheme, where it is specified that opening of a bank account is mandatory, the matter may be referred to the Finance Department (in the expenditure control branch concerned) for the same. The department is also advised to take up issue with the concerned department of Central Government with a request to do away with the requirement of the opening of bank account and the funds should be sent directly to the State Government. The concerned department should also specifically inform the Central Government department that payment to all payees related to the scheme can be made through EPS of the State Treasury and amount can be directly credited to the account of beneficiary through RTGS/ECS etc. This exercise should be carried out by the department before seeking the approval of F.D. for operating a bank account.
- iv) In cases other than (iii) above, where department is of the opinion that payment through EPS or through PLA is not practical, then concerned department should refer the matter to the Finance Department (in the expenditure control branch concerned) for the same.

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