

No. Fin. (TR) A (9)-1/2008
Government of Himachal Pradesh
Finance Department
Treasuries, Accounts & Lotteries

From

Principal Secretary (Finance) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Head of Departments in Himachal Pradesh.
3. All Managing Directors/ Chief Executive Officers of Public Sector Undertakings/ Autonomous Bodies in H.P.
4. The Registrar, High Court of Himachal Pradesh, Shimla.
5. All the Registrar of all Universities in Himachal Pradesh.

Dated Shimla-9 the 6 January, 2020.

Subject: Strengthening of mechanism of Internal Financial Control in different Government departments/ PSUs/ Abs/ Universities/ Projects etc. in the State of Himachal Pradesh.

Sir/Madam,

On the captioned subject I am directed to say that most of the Departments/ Boards/ Corporations/ Projects and Universities in the State have been provided with the services of H.P. Finance & Accounts Service Officers at the HOD and District level offices for effecting transparency and economy in expenditure with efficiency and effectiveness and to maintain financial discipline in the department(s)/ organisation(s).

Therefore, all financial matters i.e. Finance and Accounts related cases viz. Pay Fixation/Pension /ACPS/ PAC/Audit Paras/Purchase of Stores/ Equipment etc. are mandatorily required to be routed through Himachal Pradesh Finance & Accounts Service Officers(HPFAS) for advice and consultation before taking final decision by the Competent Authority/Head of Department(s).

But, it has come to the notice of the Finance Department that Government instructions issued from time to time are not being adhered to strictly by some of the departments/ Boards/ Corporations/ Projects/ Universities.

Therefore, the Finance Department again reiterates that the following nature of duties and responsibilities mandatorily be assigned to the Himachal Pradesh Finance and Accounts Service Officer (HPFAS) posted in the departments/ Boards/ Corporations/ Projects/ Universities etc:-

1. All type of financial sanctions, Pay fixation cases, ACPS cases, step-up cases, pension cases, GPF cases, leave encashment cases and checking/ giving advice on various kinds of bills.
2. Proposals relating to all type of purchases and to function as the member of purchase committee/tender committee in view of Govt. instructions No. Fin.(A)-(11)-11/2004 dated 3.6.2014
3. Inspection of Subordinate Offices to exercise check on financial matters and detect the laxity, if any, in raising demands of office, check on receipts and accountal of stores

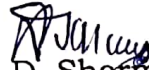
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and stocks etc. and physical verification of Cash, Stores & Stocks, Leakages of Revenue, if any, during internal Audit and Inspections

4. Framing of Budget Estimates, Allotment of budget to field units, Excess & Surrender statements, and scrutiny of proposals for new expenditure on RNS and to ensure their factual submission to the Finance Department.
5. To ensure that correct financial procedures are followed, expenditure and receipts are properly accounted for, financial powers are not abused and canons of financial propriety are strictly adhered to.
6. All CAG/PAC matters and Audit Paras.
7. To check proforma accounts, balance sheets, income & expenditure statement, profit and loss accounts etc. in the semi-commercial/commercial Organisations.
8. To keep watch on recoveries of loans and advances.
9. Issuance of salary slips and maintenance of service records of Gazetted Officers where pay slip system is in practice.
10. Implementation of Govt. instructions issued by the Finance Department from time to time.

The above instructions may be adhered to in letter and spirit.

Yours faithfully,



(D. D. Sharma, IAS)

Special Secretary (Finance)-cum-Director,
Treasuries, Accounts & Lotteries, HP.
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