

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

From

The Additional Chief 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 the Managing Directors/ Chief Executive Officers of Public Sector Undertakings/ Autonomous Bodies in H.P.
4. The Registrar General, High Court of Himachal Pradesh, Shimla.
5. The Registrars of all Universities in Himachal Pradesh.

Dated Shimla-9

the ³¹⁻⁵ January, 2022

Subject: Strengthening of mechanism of Internal Financial Control in different Government Departments/ Public Sector Undertakings / Universities/ Projects etc. in the State of Himachal Pradesh.

Sir/ Madam,

It is brought to your kind notice that instances of various financial irregularities and mis-utilisation of funds have been pointed out in various audits conducted by the Accountant General, Himachal Pradesh and other Internal and external agencies in various Departments/Public Sector Undertakings and Universities of the State. Most of these irregularities are of a serious nature and are reflected in CAG reports which are examined and viewed seriously by various committees of the legislature. On detailed examination of this issue, it has come to the notice of the Finance Department that the services of Himachal Pradesh Finance & Accounts Service Officers posted in various departments are not being utilized to its optimum level. These officers are either not involved while sanctioning/ incurring such expenditure or are asked to prepare suitable replies and make efforts to settle these objections, after receipt of such reports, which is not desirable and defeats the very purpose of creating this specialized service .

The State Finance and Accounts Service has been created in the State for maintaining financial discipline in various departments to ensure that the Government funds are utilized as per the rules and regulations in the most economical and transparent manner. The duties to be performed by the HPF&AS Officers have already been defined by the Finance

Department but it is regretted to point out that most of the departments are not adhering to the instructions issued in this regard from time to time. Financial decisions on the important matters such as fixation of pay/pension, ACPS cases, procurement of goods/services are being taken without the advice of these officers which has resulted in overpayments and loss to the state exchequer in many cases.

It is, therefore, reiterated that following duties and responsibilities mandatorily be assigned to Himachal Pradesh Finance & Accounts Service Officers posted in your departments:

1. All types 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 types 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, physical verification of stores and stocks, to exercise check on financial matters and detect the laxity, if any, in raising demands of office, checks on receipts and accountal of stores and stocks and physical verification of cash, stoppage of leakage of revenue, if any, during internal Audit and Inspections.
4. Framing of Budget Estimates, allotment of budget to field units, Excess and Surrender Statements, scrutiny of proposals for new expenditure on Really New Schemes and to ensure their factual submission to the Finance Department.
5. To ensure that correct financial procedure are followed, expenditure and receipts are accounted for, financial powers are not abused and canons of financial propriety are strictly adhered to.
6. To check proforma accounts, balance sheets, income and expenditure statement, profit and loss accounts etc. in the semi-commercial /commercial organisations.
7. To keep watch on recovery of loans and advances.
8. Issuance of salary slips and maintenance of service records of Gazetted Officers where pay slip system is in practice.
9. To assist in the disposal of CAG/PAC matters and audit paras.
10. Implementation of Government instructions issued by the Finance Department from time to time.

It is, therefore, requested that the above instructions may strictly be followed in your department and offices under your control. Any laxity in this matter will be viewed seriously. The receipt of this letter may please be acknowledged


Additional Chief Secretary (Fin)
to the Government of H.P.