

No. TAL-MISCOF-15(MISC)/3/2020 - 3085 - 36 / 30-11-21  
Government of Himachal Pradesh  
"Finance Department"  
Treasuries, Accounts & Lotteries

CDE - 448  
30-11-21  
25/11  
2353  
2-12-21

To

1. All the Administrative Secretaries & HoDs in the Himachal Pradesh
2. Registrar General High Court, HP

Dated: Shimla-171009, the

25<sup>th</sup> November, 2021

Subject:-

Procedure for payment to beneficiaries.

Sir,

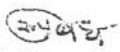
It has been observed that the Drawing and Disbursing Officers in the state have opened bank accounts under various schemes at different point in time. Although the schemes are not in existence at present but bank accounts remain operative till date. There has been a practice on the part of DDOs to withdraw funds from the treasury and park these in the bank accounts for disbursement at a later date. Many a times such withdrawal is only to avoid lapse at the end of financial year. This practice is not only against of financial prudence but also leads to parking of unduly high amounts in bank account. This practice is going on despite the instructions by the Finance Department that the departments will be allowed additionality in subsequent year if they are able to justify lapse of funds in previous year. Not only this, the AG to<sup>p</sup> has pointed out adversely against this practice of withdrawing funds and parking into the bank accounts by DDOs.

Therefore, in order to streamline the process of withdrawal of funds and remitting to the actual beneficiary it is decided that

- (i) The funds withdrawn by the DDOs shall mandatorily be disbursed to the actual beneficiary within two months from the date of withdrawal from treasury.
- (ii) If the amounts remain unremitted to the actual beneficiary the same shall be deposited in the relevant receipt head of the department within next one week thereafter.

It is requested that these instructions may be brought to the notice of all DDOs under your control.

Yours faithfully,

  
Additional Chief Secretary (Fin) to the  
Government of Himachal Pradesh

**DIRECTORATE OF ELEMENTARY EDUCATION  
HIMACHAL PRADESH, LALPANI, SHIMLA-171001**

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)


03 DEC 2021

December, 2021

**Endorsement No: EDN-H (Ele)(1)B-6/99-2010-Vol-VI-113(Fin), dt:**

Copy for information and necessary action to: -

1. The Joint Controller (F&AS), Directorate of Elementary Education, HP Shimla-1.
2. All the Deputy Directors of Elementary Education, Himachal Pradesh the directions that these instructions may also be brought to the notice of all the BEEOs'/DDOs', working under their control.
3. The Drawing and Disbursing Officer, Directorate of Elementary Education, HP Shimla-1.
4. The Section Officer (F&AS), Directorate of Elementary Education, HP Shimla-1.
- ✓ 5. The Nodal Officer-IT cell, Directorate of Elementary Education, Himachal Pradesh, Shimla-1 with the remarks to upload the same on departmental website.
6. All the Branch Superintendent, Directorate of Elementary Education, HP Shimla-1.
7. P.S. to D.E.E./P.A. to Addl. Director (Admn.) Dte. of Elem. Edu., H.P. Shimla-1
8. Guard file.

  
**(Dr. Bhuwan Sharma) HPAS,  
Joint Director (Administration),  
Directorate of Elementary Education,  
Himachal Pradesh, Shimla-171001,**