

No: Fin-A-C (3)-1/2022-I  
Government of Himachal Pradesh  
Finance (Budget) Department

From

The Secretary (Finance) to the,  
Government of Himachal Pradesh, Shimla-171002.

To

1. All the Administrative Secretaries,  
to the Government of Himachal Pradesh
2. All Head of Departments,  
Himachal Pradesh.

Dated Shimla-171002, the March 10<sup>th</sup>, 2023

Subject: Instructions regarding submission of re-appropriation proposals and 1<sup>st</sup>,  
2<sup>nd</sup> and Final Excess and Surrender Statement for Supplementary  
Demands for Grants.

Madam/Sir,

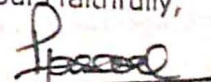
I am directed to invite your kind attention to this department's letters No. Fin-A-C(2)-1/2020 dated 18.08.2020, Fin-A-C(6)-18/2022 dated 23.08.2022 and letter No. Fin-G-C(17)-3/2020 dated 23.02.2023 vide which it has been requested that HODs will ensure to take surrender of saving from their DDOs in eVitrans while sending re-appropriation proposals/ 1<sup>st</sup>, 2<sup>nd</sup> and final excess and surrender to the Finance Department, but the departments are referring the proposals to this department without doing the same and the Finance Department is unable to take the savings intimated by the HODs in their proposals/excess and surrender statements. Due to this act of the departments, Finance Department has faced difficulties in finalizing the Supplementary Demands for Grants for the financial year 2022-23. This department was left with no option except to approach the NIC to remove the checks to take surrender from the head of account directly. NIC has removed the checks and Finance Department has taken savings as intimated by HODs in their proposals.

Since the HODs are surrendering the amount to Finance (Budget) Department without taking the surrender in eVitrans and budget is available with DDOs, there can be over expenditure under the concerned heads.

Therefore, after careful consideration, it has been decided that in cases where Head of Departments have reported saving/surrender to the Finance Department without taking it from the DDOs in eVitrans, they shall be responsible for excess expenditure so incurred and the Finance Department will be left with no option except to recommend disciplinary action against concerned officers/officials.

This may please be brought to the notice of all concerned.

Yours faithfully,



(Pardeep Kumar)

Deputy Secretary (Finance) to the  
Government of Himachal Pradesh  
Contact No. 0177-2628506