

**Deputy Director of Higher Education  
Kangra at Dharamsala**



**Personal Attention**  
**Immediate Action**

No. EDN-HE (4) C (1) 3/2024  
Directorate of Higher Education  
Himachal Pradesh

Dated : Shimla-171001 28<sup>th</sup>, Feb. 2025

All the DDOs  
of Higher Education Department  
Himachal Pradesh

By. Director of Higher Education
<b>01 MAR 2025</b>
Diary No. <u>1641</u>
Kangra at Dharamshala

Subject: Guidelines and procedure for speedy execution of work.

Memo:

Your attention is invited towards enclosed the letter(s) received from the Principal Secretary(Planning) to the Govt. of HP letter No. PS/Adv (Plg)/Misc-IV/2024 dated 04-02-2025 and dated 27-02-2025 (copy enclosed) and the Principal Secretary (Finance) to the Govt. of H.P. letter No. Fin (TR) B(15)11/95-VI-I-4649-4652 dated 25-5-25 (copy enclosed) on the subject cited above.

In this connection, you are directed to go through the instructions and take immediate action on the following point :-

1. The detail of deposits in various bank accounts by different departments as supplied by the Lead Bank will be scrutinised by the Planning Department in consultations with the concerned departments at length after intital scrutiny by the Administrative Secretaries.
2. All such works/ schemes sanctioned before 31<sup>st</sup> March, 2022 but could not be started for any reason may be identified and the entire sanctioned amount which was drawn from the treasury less a token provision of Rs. 5,000/- per work/ scheme - may be deposited into the treasury within 2 days.
3. All such works /schemes sanctioned and started initially however, no physical progress could be made in the execution of these works after 31<sup>st</sup> March, 2022 for any reason may be identified and the entire unutilized amount against the amount drawn from the treasury less a token provision of Rs. 5,000/- per work/ scheme may be deposited into the tressury within 2 days.

*The unspend funds as stated point No. 2 & 3 above may be deposited in concerned receipt Head of Accounts of the Department i.e for Schools 0202-01-102-03-Misc. Receipt for Colleges 0202-01-103-02 Misc. Receipt.*

4. All the interest accrued/ earned on the funds drawn from the treasury under all the schemes/ programmes and deposited into the bank account (other than those mandated and monitored by the Gol as SNAs and CNAs under various centrally

sponsored schemes) may be calculated and deposited into the treasury immediately.

The interest amount so identified and calculated may be deposited in receipt Head of Account :-0049-04-800-13 immediately as per the instruction of Finance Department Treasuris Accounts & Lotteries letter No. Fin(TR) B(15)11/95-VI-I 4647-4648 dated 25-02-2025 (copy enclosed).

Further after depositing the unspent sanctioned amount and interested accrued in relevant receipt Head of account as ibid you are directed to supply the information on the following proforma alongwith copies of Challan to this Directorate through email [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in) immediately. The concernd Dy. Director (s) will submit the consolidated information in respect of all the DDOs of Schools of their Districts and others DDOs will submit the information directly on above email.

Head of Account and SOE under which Amount has been withdrawn from Terasury	Amount	Receipt Head of Account under which unspient amount has been deposited in Treasury through Challan	Amount

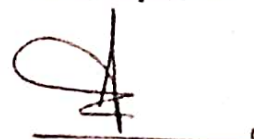


Director Higher Education  
Himachal Pradesh

Endst. No. even dated : Shimla-1. the 28 February, 2025

Copy to:-

The State Project Director, Samagra Shiksha H.P. for similar action please.



Director Higher Education  
Himachal Pradesh



7

No. PS/Adv(Pig)/Misc-IV/2024  
Government of Himachal Pradesh  
Planning Department

From:

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

To

All Administrative Secretaries

Dated: the Shimla, 4<sup>th</sup> February, 2025

Subject: Guidelines & Procedures for speedy execution of works.

Madam/Sir,

The Government has done a comprehensive review of how to expedite completion of works, during the review, it has been found that large amount of balances have been drawn from the treasury and kept in bank accounts by various departments/ boards/corporations/ autonomous bodies. After deliberating on it in consultation with the different stakeholders and careful examination of all aspects, the following has been decided by the State Government:

1. The details of the deposits in various bank accounts by different departments as supplied by the Lead Bank will be scrutinised by the Planning Department in consultations with the concerned departments at length after initial scrutiny by the Administrative Secretaries.
2. All such works/ schemes sanctioned before 31<sup>st</sup> March, 2022 but could not be started for any reason may be identified and the entire sanctioned amount which was drawn from the treasury less a token provision of Rs. 5,000/- per work/ scheme may be deposited into the treasury within 7 days from the issue of these instructions.
3. All such works/ schemes sanctioned and started initially however, no physical progress could be made in the execution of these works after 31<sup>st</sup> March, 2022 for any reason may be identified and the entire unutilized amount against the amount drawn from the treasury less a token provision of Rs. 5,000/- per work/ scheme may be deposited into the treasury within 7 days from the issue of these instructions.
4. All the interest accrued / earned on the funds drawn from the treasury under all the schemes / programmes and deposited into the bank accounts (other

than those mandated and monitored by the Govt as SNAs and CNAs under various centrally sponsored schemes) by all the departments / boards / corporations/ autonomous bodies may be calculated and deposited into the treasury immediately.

- 5 The department of Treasury & Accounts will identify the receipt head/s or the PLAs into which the above mentioned surplus funds will be deposited.
- 6 Once the hurdles in execution of the works in point No 1 and 2 have been removed then the revised proposals may be submitted through the respective ADs to the Planning Department for revised approvals.

All the Administrative Secretaries are requested to review and identify the above-mentioned bank accounts, deposit the identified amounts and share the list along with action taken with the Planning Department within 7 days from the issue this letter for further scrutiny.

Yours faithfully,

(Devesh Kumar)

Pr. Secy. (Planning & Finance)  
H.P. Shimla-02.

Endst. No. As above Dated: Shimla-02, the 4<sup>th</sup> February, 2025

Copy for information to:

1. Pr. Adviser to HCM.
2. Secy. to HCM, the Government of Himachal Pradesh.
3. Adviser (Infrastructure) to HCM
4. All the HODs.
5. Joint Secy, Finance- Budget to the Government of Himachal Pradesh.
6. Joint Director, Planning Department, Shimla-02.
7. Sr. Private Secy. to the Chief Secretary, Government of HP.

Adviser (Planning)  
H. P. Shimla-02

No. PS/Adv(Plg)/Misc-IV/2024  
Government of Himachal Pradesh  
Planning Department

From

The Principal Secretary (Planning & Finance)  
to the Govt. of Himachal Pradesh,  
Shimla-171002.

To

1. All Administrative Secretaries
2. All Head of Departments

Dated: Shimla-02, the 27<sup>th</sup> February, 2025

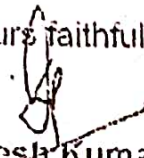
**Subject: Urgent Follow-up on Action Taken- Guidelines & Procedures for Speedy Execution of Works.**

Madam/Sir,

Please refer to this office letter No. PS/Adv(Plg)/Misc-IV/2024 dated 4<sup>th</sup> February, 2025 regarding the **Guidelines & Procedures for Speedy Execution of Works** (copy enclosed), vide which all the departments were requested to take necessary action on the points mentioned in the said letter within 7 days and share the action taken report with the Planning Department for further scrutiny.

As the deadline for compliance has already been passed, it is earnestly requested to provide a detailed action taken report within next two days to enable this office reviewing and processing the available information. Please treat this as a matter of priority and ensure adherence to the deadlines.


Yours faithfully,

  
(Devesh Kumar)  
Pr. Secy. (Plg. & Fin.)  
to the Govt. of H.P. Shimla-02.

Endst. No. As above Dated: Shimla-02, the February, 2025

Copy for information to:

1. Pr. Adviser to Hon'ble Chief Minister.
2. Secy. to Hon'ble Chief Minister, Himachal Pradesh.
3. Adviser (Infrastructure) to Hon'ble Chief Minister.
4. Joint Secy, Finance- Budget to the Government of Himachal Pradesh.
5. Joint Director, Planning Department, Shimla-02.
6. Sr. Private Secy. to the Chief Secretary, Government of HP.

  
(Dr. Basu Sood)  
Adviser (Planning)  
H. P. Shimla-02



No. Fin (TR)B(15)11/95-VI-I - 4649-4652 / dt 25/2/25  
Government of Himachal Pradesh  
"Finance Department"  
Treasuries, Accounts & Lotteries

From

Principal Secretary (Finance) to  
the Government of Himachal Pradesh

To

All the Administrative Secretaries/Head of Department(s),  
of Himachal Pradesh

Dated: Shimla-171009, the

February, 2025

Subject: -

Guidelines and procedure for speedy execution of work

Madam/Sir,

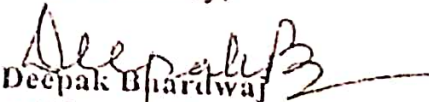
Kindly refer to the letter No PS/Adv(Plg)Misc-IV/2024  
dated 04<sup>th</sup> February, 2025 on the subject cited above.

In pursuance to para-5 of the guidelines issued vide above  
referred letter, the following shall be the procedure for depositing unspent funds  
lying in Bank Accounts into the State Treasury:

1. The unspent funds may be deposited in concerned receipt head of the  
department which has initially incurred the expenditure.
2. After depositing the funds in Receipt head, Head of Department will ensure  
booking of the same as reduction in expenditure, in concerned expenditure head,  
by taking up the matter with Accountant General Office.
3. Copy of challan may be sent to this office.

It is requested that all DDOs of the department may be  
directed to ensure compliance.

Yours faithfully,

  
Deepak Bhardwaj

Additional Director

Treasuries, Accounts & Lotteries, HP  
Shimla-17100

Endst. No. Fin (TR)B(15)11/95-VI-I Dated the February 2025

1. Copy forwarded to The Principal Accountant General(A&E), Himachal  
Pradesh Shimla-171003 for information please.
2. Copy forwarded to Advisor Planning, H.P. Shimla-2 for information w.r.t the  
above referred letter.
3. To all the District Treasury Officers/Treasury Officers for information and  
necessary action.

Additional Director

Treasuries, Accounts & Lotteries, HP  
Shimla-171009



No. Fin (TR)B(15)11/95-VI-I - 4647-4648 | Dt 25/2/2025  
Government of Himachal Pradesh  
"Finance Department"  
Treasuries, Accounts & Lotteries

From

Principal Secretary (Finance) to  
the Government of Himachal Pradesh

To

✓ All the Administrative Secretaries/Head of Department(s),  
of Himachal Pradesh

Dated: Shimla-171009, the 25<sup>th</sup> February, 2025

Subject: - Guidelines and procedure for speedy execution of work

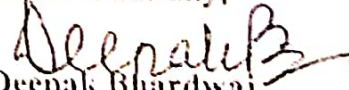
Madam/Sir,

Kindly refer to the letter No PS/Adv(Plg)Misc-IV/2024  
dated 04<sup>th</sup> February, 2025 on the subject cited above.

It has been decided that the interest accrued on funds of  
state schemes is to be deposited into treasury. The interest accrued on such bank  
deposits may be deposited in the HoA:- 0049-04-800-13 by all departments.

It is therefore, requested to direct all the DDOs of your  
department to deposit the interest amount in above mentioned HoA immediately.

Yours faithfully,

  
Deepak Bhardwaj

Additional Director

Treasuries, Accounts & Lotteries, HP  
Shimla-17100

Endst. No. Fin (TR)B(15)11/95-VI-I Dated the February 2025

1. To all the District Treasury Officers/Treasury Officers for information and  
necessary action.

Additional Director

Treasuries, Accounts & Lotteries, HP  
Shimla-171009