

From

The Additional Chief Secretary to Govt. Haryana,  
Finance Department.

To

All the Head of Departments,  
All the Commissioners of Divisions,  
The Registrar, Punjab & Haryana High Court,  
All the District & Sessions Judges in Haryana,  
All the Deputy Commissioners/Sub-Divisional Officers (C) in Haryana.

**No. 2/1/2016-4FR/32848**

**Dated: Chandigarh, the 6<sup>th</sup> January, 2017**

**SUBJECT : Extraordinary delay in disposal of cases pertaining to loss of stores, public money etc. arising from fraud or negligence etc.**

**Sir/Madam,**

I am directed to invite your attention on the subject noted above and to say that it has come to the notice of Finance Department that cases of losses of store, public money etc arising from fraud or negligence etc. are not disposed promptly. The cases are sent to FD to write off the loss after the lapse of considerable time at the time when the delinquent officials/officers have either retired from service or died as a result of which it becomes difficult to initiate any disciplinary action against them or to effect recovery from them.

2. All Departments are directed that all losses should be duly recorded and sanction of the competent authority to write off the irrecoverable loss should be obtained within a period of one year after fixing the responsibility of guilty persons/employees. Before sending the case to Finance Department to write off the loss, first step should always be taken to fix the responsibility of the concerned employee, responsible for loss sustained by the Government for fraud or negligence on his part. The officer concerned shall also be held personally responsible for any loss arising from fraud or negligence to the extent to which it may be shown that he contributed to the loss by his own action or negligence in supervision. [Please refer to Appendix 2 of PFR Volume-II].

3. Sometimes, the occurrence of loss, deficiency, irregularity, theft, robbery and fraud or sabotage in a Department may be the result of weaknesses in systems and procedures in that Department. Therefore, each Department should review the systems and procedures in order to identify such weaknesses and take necessary corrective action.

4. All the Head of Departments are also directed to prepare the list of cases of loss of stores, public money etc. due to fraud, negligence etc. pending in their Department and finalize them after fixing the responsibility of the delinquent officers/officials.

5. These instructions may please be brought to the notice of all concerned.

Yours faithfully,



Deputy Secretary Finance,  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

A copy each is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary action.



Deputy Secretary Finance,  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department.

To

All the Administrative Secretaries to Government Haryana.

**U.O. No. 2/1/2016-4FR/32848**

**Dated: 6<sup>th</sup> January, 2017**

**Endst. No. 2/1/2016-4FR/32848**

**Dated: 6<sup>th</sup> January, 2017**

A copy each is forwarded to Principal Accountant General, Haryana) (A&E) and (Audit) to for information.



Deputy Secretary Finance,  
for Principal Secretary to Govt. Haryana,  
Finance Department.