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No. 3/1/2012-2Pension (F.D)

42

From

Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All the Heads of Departments, Commissioners of Divisions.
2. All the Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 20.12.2013.

Subject:- Submission of cases in Finance Department (Pension Branch) by the Administrative Departments.

Sir/Madam,

Kindly refer to Finance Department letter no. 3/1/2012-2Pension dated 24.1.2012 and 17.12.2012 on the subject cited above.

It has again been observed that Administrative Departments are still not sending complete proposal in Finance Department for obtaining relaxation in rules, advice, sanction for interest of delayed payment, clarification etc. Finance Department (Pension Branch) is facing difficulties in finalization of such incomplete cases. Some time even relevant documents like copy of Court order is also not sent by Department/AD.

It is again advised that the following documents should be sent by Administrative Department alongwith the proposal in respect of

Court Cases:-

1. Office proposal in **duplicate** in all cases.
2. All the relevant documents such as Court order, appeal etc in **duplicate**.
3. Detailed comments of department CAO/AO/SO on the issue separately.
4. Advice of AG office as well as LR office.
5. Properly indicate the rules in relation to which relaxation, sanction etc is required.
6. Case be sent in Finance Department atleast **one month advance** before the date of hearing in Court case.

Apart from above, the following documents should be sent by AD alongwith the proposal in respect of cases **other than Court Cases**.

1. Office proposal in **duplicate** in all cases.

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2. All the relevant documents such as **retirement order/ pay fixation order/promotion order/ dropping of charge-sheet order etc** (as the case may be) in **duplicate**.
3. Detailed comments of department CAO/AO/SO on the issue separately.
4. Copy of observation raised by Accountant General Office.
5. Properly indicate the rules in relation to which relaxation, sanction etc is required.
6. Case be sent in Finance Department well in time.
7. Detailed reasons of delay, if any, with the proposal.

It is again requested to send all the relevant documents as stated above while sending the proposal in Finance Department. Further all proposals need to be sent through AD only and **incomplete cases will not be entertained/received.**

Yours faithfully,

Sarla Rani
Under Secretary Finance (Pension)
 for Addl. Chief Secretary to Government Haryana,
 Finance Department.

U.O No. 3/1/2012-2Pension(FD)

Dated, Chandigarh 20.12.2013.

A copy is forwarded to following for information and necessary action to:-

1. All the Additional Chief Secretaries to Government Haryana.
2. All Principal Secretaries to Government Haryana.
3. Accountant General (A&E) Haryana, Chandigarh.
4. In-charge, Computer Cell, Finance Department for placing the same on FD's website i.e www.finhry.gov.in

Sarla Rani
Under Secretary Finance (Pension)
 for Addl. Chief Secretary to Government, Haryana,
 Finance Department.

OFFICE OF DIRECTOR GENERAL, STATE TRANSPORT, HARYANA, CHD.

Endst.No. 5107-42 SA/E4

Dated: 29-1-2014 (e-mail)

A copy is forwarded to the following for information and strict compliance:-

1. All Officers at Hqr./All Branch Incharges at Hqr.
2. All General Manager, Haryana Roadways.
3. FSO, ISBT, Delhi.
4. SME, GCW, Haryana, Chandigarh.
5. GM, HREC, Gurgaon.
6. DTC (Tech.), CW, Karnal, Hisar & Rohtak.
7. Order file.

Us
 for Director General, State Transport,
 Haryana, Chandigarh.