

***These instructions have become obsolete.***

**No. 126-FR-I-71/578**

From

The Commissioner for Planning & Finance  
and Secretary to Govt., Haryana,  
Planning & Finance Department.

To

All Heads of Department,  
Commissioner, Ambala Division,  
Deputy Commissioners &  
Sub Divisional Officers in Haryana,  
The Registrar, Haryana High Court,  
District & Session Judges in the State.

**Dated, Chandigarh, the 11th January, 1971**

***Subject : Grant of advances/final withdrawals from the Provident Funds for meeting expenses of the Higher Education.***

Sir,

I am directed to refer the Finance Department Circular letter No. 93-1FR-70/dated 18th February, 1970 on the subject noted above and to clarify that courses of Homeopathy, Ayurvedic and Unani conducted by the recognized institution which are of three years duration will also be treated as medical courses for the grant of advance/withdrawal from G.P.Fund/Contributory Provident Fund.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (B)  
for Commissioner for Planning and Finance &  
Secretary to Government, Haryana,  
Planning and Finance Department.

No. 126-1FR-70/579

Dated, Chandigarh, the 11th January, 1971

A copy is forwarded to the Accountant General, Haryana, Simla for information.

By order

*Sd/-*

Deputy Secretary Finance (B)  
for Commissioner for Planning and Finance &  
Secretary to Government, Haryana,  
Planning and Finance Department.

Copies are forwarded to the Financial Commissioners and Administrative Secretaries to Government, Haryana, for information and guidance.

*Sd/-*  
Superintendent Finance (Regulations)  
*for* Commissioner for Planning and Finance &  
Secretary to Government, Haryana,  
Planning and Finance Department.

To

All Financial Commissioners, Haryana and  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 126-1FR-71/

Dated, Chandigarh, the 11th January, 1971

Copies are forwarded to Secretaries/Private Secretaries/Personal Assistants to the Chief Ministers/Ministers/Parliamentary Secretaries for their information.

*Sd/-*  
Superintendent Finance (Regulations)  
*for* Commissioner for Planning and Finance &  
Secretary to Government, Haryana,  
Planning and Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants  
to the Chief Minister/Ministers/Parliamentary Secretaries, Haryana.

U.O. No. 126-1FR-71/

Dated, Chandigarh, the 11th January, 1971.

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***These instructions have been revised vide No.  
806-WM(1)73/3728, Dated 05.02.1973.***

**Copy of Haryana Government letter No. 236-WM(I)-71/2339 dated 15th January, 1971.—**

In continuation of Haryana Government, Finance Department letter No. 708F.D.-WM(I)-67/16118 dated the 26th July, 1967, on the above subject, I am directed to say that in view of rise in the prices of motor Cars it has been decided to enhance the maximum limit of advance for the purchase of motor Car from Rs. 15,000 to Rs. 20,000 or 20 months' pay of the Government servant or the anticipated price of the motor car, whichever is the least. The loan advanced will be recoverable in not more than 100 installments of Rs. 200 each.

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**FINANCE DEPARTMENT****Notification****The 19th January, 1971**

**No. 1437-FR(PRC)-70/1687.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (1st Amendment) Rules, 1971.
2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Against Serial No. 26 at page 5, in Column 2, the Words "Cattle Supervisor/Field Supervisor! Sheep Supervisor and Bin Inspector" shall be added and in column 5 thereof the words "Provided they are V.A.S. Class II" shall be added.
  - (ii) Against Serial No. 1 at page 11 under the heading "Treasuries and Accounts Organisation" in Column 4, for the scale "550-30-760/40-1,900" the scale "600-35-740/40-1100" shall be substituted.
  - (iii) Against serial No. 1 (Deputy Director) at page 12 under the heading "Department of Lotteries" in Column 4, for the scale "550-30-760/40-1000" the scale "600-35-740-40-1100" shall be substituted.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Supplementary Schedule I appended thereto :-
  - (i) Against Serial No. 1 at page 6 under the heading "Industrial Training Department" in Column 3, for the existing scale "200-15-275/15-470/15-500" the scale "200-15-380/20-500" shall be substituted.
  - (ii) Against Serial No. 4 at page 6, in Column 2 under the heading "Technical Education Department" the word "Mechanic" shall be added.
  - (iii) Against Serial No. 36 at page 3 under the heading "Health Department" in Column 2, read "Dark Room Assistant" for Dark Room Attendant.

**G.V. GUPTA****Secretary to Government, Haryana.  
Planning and Finance Department.**

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**FINANCE DEPARTMENT**

**Corrigendum**

**The 20th January, 1971**

**No. 171-FR(PRC)-71/1779.—** In the Haryana Government Finance Department Notification No. 6529-FR(PRC)-70134735 dated the 10th December, 1970, published in Haryana Government Extraordinary Gazette, dated the 15th December, 1970, the following corrections shall be made :-

- (i) In para 2, item (10) at page 2, for the scale "750-50-1250" indicated in column 4, read the scale as "750-50-1000/50-1.250".
- (ii) In para 2 item (14) at page 3, for the scale "700-50-1250" read the scale as "700-50-1000/50-1250".
- (iii) In para 2, item (19) page 3, for the scale "700-50-1250" read the scale as "700-50-1000/50-1250".
- (iv) In para 2 item No. 22 (ii) at page 3, in column 3 for the scales "200-15-375/15-475/15-500" against 64 (i) and (ii) read the scales as "200-15-275/15-470/15-500".
- (v) In para 1, item (26) and entries against it at page 3 shall be deleted.
- (vi) In para 2 item (32) at page 4 for the scale "700-50-1250" read the scale as "700-50-1000/50-1250".
- (vii) In para 2, item (49), at page 5, for the scale "350-15-400/20-500/25-600" read the scale as "250-15-340/20-500/25-600"
- (viii) In para 2, item (53), at page 6, for the scale-"700-50-1250" read the scale as "700-50-1000/50-1250."
- (ix) In para 2, item (54), at page 6 for the scale "900-50-1250" read the scale as "900-50-1000/50-1, 250,"
- (x) In para 2, item (59) at page 7, for the scale "700-40-1100" read the scale as "700-40-1020/40-1100."
- (xi) In para 2, item (62), at page 7, for the scale "750-50-1300, read the scale as "750-50-1000/50-1300"
- (xii) In para 2, item (88), for the scale, figure, brackets and words "140-6-170/8-210/10-300 with a start of Rs. 158/-(with two advance increments to Graduates)" read the scale, figure, brackets and words "140-6-170/8-210/10-310 with a start of Rs. 158/-(with two advance increments to Graduates)".
- (xiii) In para 3, item (1) at page 10, for the scale "250-15-400-20-500", read the scale as "250-15-400/20-500".

G. V. GUPTA  
Secretary to Government, Haryana,  
Planning & Finance Department.

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**No. 2848-FD(Pen)-70/1710**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of the Departments,  
Commissioner Ambala Division,  
All Deputy Commissioners and  
Sub Divisional Officers in the State,  
The Registrar, Punjab and Haryana High Court,  
District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 27th January, 1971**

**Subject : Simplification of Pension Rules and procedure.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department letter No. 219-FD(Pen)-70/3135, dated the 7th February, 1970 and to say that a question has been raised whether or not pensionary benefits allowed to temporary employees who retire from Government service without confirmation in any post on or after 5.2.1969, are also applicable to such temporary Government servants who die while in service or are retired on being declared medically invalid. The matter has been considered and it has been decided that subject to conditions mentioned in the aforesaid letter, the pensionary benefits are equally accruable to temporary Government servants who die while in service or retire on being declared medically unfit on or after 5.2.1969. Necessary amendment to rules is being issued separately.

Yours faithfully,

*Sd/-*

Director of Lotteries-cum-Deputy  
Secretary to Govt., Haryana,  
for Secretary to Government, Haryana,  
Finance Department.

No. 2848-FD(Pen)-70/1711

Dated, Chandigarh, 27th January, 1971

A copy is forwarded to the :-

1. Accountant General, Haryana, Simla and
2. Deputy Accountant General, Haryana, with reference to his letter No. Pen.II/4WD-Misc./3934, dated the 8th December, 1970 for information.

*Sd/-*

Director of Lotteries-cum-Deputy  
Secretary to Govt., Haryana,  
for Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to the :-

1. Accountant General, Haryana, Simla and
2. Deputy Accountant General, Haryana, for information and necessary action.

*Sd/-*  
Director of Lotteries-cum-Deputy  
Secretary to Govt., Haryana,  
*for* Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 2848-FD(Pen)-70

Dated, Chandigarh, 27th January, 1971

A copy is forwarded to the Secretary/Private Secretaries to the Chief Minister/  
Ministers, Haryana for information.

*Sd/-*  
Director of Lotteries-cum-Deputy  
Secretary to Govt., Haryana,  
*for* Secretary to Government, Haryana,  
Finance Department.

To

The Secretary/Private Secretaries to the  
Chief Minister/Ministers, Haryana.

U.O. No. 2848-FD(Pen)-70

Dated, Chandigarh, 27th January, 1971.

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**FINANCE DEPARTMENT**

**Notification**

**The 22nd February, 1971**

**No. 605-FR(PRC)-71/4036.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (2nd Amendment) Rules, 1971.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Against Sr. No. 15 at page 23 under the heading "Education Department" in Column 2 for the words "Divisional Auditor/Auditor", the words "Divisional Auditor" shall be substituted and the following shall be added as Serial No. 97 at page 7 of the Schedule :-

1	2	3	4	5
97	Auditor (Education) and other posts carrying similar designation in identical scales in other Departments	150-10-200/ 10-300	225-15-360/ 20-500	

- (ii) Against Serial No. 16 at page 14 under the heading "Industrial Training Department in Column 4, for the scale "130-5-150/6-180/8-200/10-250," the scale "130-5-150/6-180/8-220/10-250 shall be Substituted.
- (iii) Against Sr. No. 5, at page 12 under the heading "Administration of Justice" in "35-1-50" Column 3, for the scale "35-1-50" the scale "35-1-50"/"25-1-30" shall be substituted.
- (iv) Against Sr. No.2 at page 10, under the heading 'Town and Country Planning Department" in column 4, for the scale and the words viz 300-25-450/25-600 with a start of Rs. 350", the scale "450-25-700" shall be substituted.

G.V. GUPTA,  
Secretary to Govt., Haryana.  
Planning and Finance Department.

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***These instructions have been superseded vide  
No. 1/2(27)-79-2FR-II, Dated 29.3.1983.***

**No. 4465-2FR-70/4923**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of the Departments,  
The Commissioner Ambala Division,  
All Deputy Commissioners and Sub Divisional Officers.  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 15th March, 1971.**

***Subject : Revision of rates in the Punjab Civil Services (Extraordinary Pension) Rules, consequent upon the introduction of the Family Pension Scheme, 1964.***

Sir,

I am directed to invite a reference to Finance Department circular letter No. 7923-7FRI-65/23312, dated the 3rd December, 1965, regarding revision of rates of widows pension and pension to motherless children admissible under the Punjab Civil Services (Extraordinary Pension) Rules in their application to Government servants governed by the Family Pension Scheme, 1964. In this connection, a doubt has been expressed about the admissibility of the above rates in the case of a Government servant who dies in service before completion of five years service. The benefit in terms of Punjab Civil Services (Extraordinary Pension) Rules are admissible irrespective of the length of service of a Government servant at the time of his death whereas the benefits under the Family Pension Scheme, 1964 are admissible in respect of a Government servant dying while in service only if he has completed five years service.

It is therefore, clarified that widow's pension and pension to motherless children at the rates prescribed in Finance Department circular letter of 3rd December, 1965, referred to above will not be admissible in respect of a Government servant who dies in service before completion of five years service.

Yours faithfully,

*Sd/-*  
(Deepak Dass Gupta),  
Deputy Secretary, Finance (P),  
for Secretary to Government, Haryana,  
Finance Department.

No. 4465-2FR-70/4924

Dated, Chandigarh, 15th March, 1971.

A copy is forwarded to the Accountant General-I, Haryana, Simla, for information.

*Sd/-*  
(Deepak Dass Gupta),  
Deputy Secretary, Finance (P),  
*for* Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to the Financial Commissioner, Revenue, Haryana. And all Administrative Secretaries to Government, Haryana for information and guidance.

*Sd/-*  
Superintendent, Finance Regulations,  
*for* Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 4465-2FR-70

Dated, Chandigarh, 15th March, 1971.

A copy is forwarded to the Secretaries/Private Secretaries to the Chief Minister/ Ministers and Parliamentary Secretaries, Haryana, for information of Chief Minister/Ministers and Parliamentary Secretaries.

*Sd/-*  
Superintendent, Finance Regulations,  
*for* Secretary to Government, Haryana,  
Finance Department.

To

The Secretaries/Private Secretaries to the Chief Minister/  
Ministers, and Parliamentary Secretary, Haryana.

U.O. No. 4465-2FR-70

Dated, Chandigarh, 15th March, 1971.

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***These instructions were superseded vide  
No. 12669-(1)/WM-77/35145, Dated 14.12.1977.***

Copy of Haryana Govt. letter **No. 1236-WM(I)-71/5736, dated the 16th March, 1971.—**

I am directed to say that in Note No. 2 below rule 10.16 (vii) of Punjab Financial Rules Volume I, it has inter-alia been laid down that it should be seen that in the case of a house building advance, the Government servant has undisputed title to the land on which the house is proposed to be built and that in the case of an advance for the purchase of a house, he will obtain such title as soon as the purchase price is paid and that there will be no legal obstacle in either case to property being mortgaged to Government and also that the Government will have the right of foreclosing on the condition mentioned in the mortgage bond.

2. In the interest of development of Urban Estate, Faridabad, where the cost of plot is to be paid in installments, it has been decided that house building advance may also be sanctioned to the Government servants who after the initial payment towards the cost of plot, have been put in its possession and the Chief Administrator has permitted them to mortgage the plot to Government. To this extent, the condition of unencumbered title of ownership as laid down in Note No. 2 ibid will not be insisted upon in such cases.

3. The form of mortgage for house building advance as set out in P.F.R. 15 should be slightly amended in such cases and the following shall be substituted for the existing paragraph 2 of the said Form:-

“Whereas the mortgagor is absolutely seized and possessed of or otherwise well-entitled to the land hereditament and premises hereinafter described and expressed to be hereby conveyed, transferred and assured subject to the conditions laid down in the allotment letter (No. & date).

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***These instructions have become Obsolete.***

**No. 933-3FR-71/6429**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of the Departments,  
The Commissioner Ambala Division and  
All Deputy Commissioners and  
Sub Divisional Officers,  
The Registrar, Punjab and Haryana High Court,  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 23rd March, 1971.**

**Subject : Enhancement in rates of Fixed T.A./Conveyance Allowance,**

Sir,

I am directed to invite a reference to this Department circular letter No. 842-3FR-70/4508, dated 24.2.1970 and 3FR-70/19104, dated 15.7.1970, wherein it was requested to forward the recommendations in this behalf. From the replies received so far it has been observed that many Departments have not forwarded their recommendations to this Department.

2. I am, therefore, to request that the Departments who have not forwarded their proposals in this behalf so far may send it by 31.3.1971 otherwise it will be presumed that they have no recommendations to make.

Yours faithfully,

*Sd/-*

Superintendent, Finance regulations,  
for Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to All Administrative Secretaries to Government, Haryana, for necessary action.

*Sd/-*

Superintendent, Finance Regulations,  
for Secretary to Government, Haryana,  
Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O. No. 933-3FR-71

Dated, Chandigarh, 23rd March, 1971.

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**FINANCE DEPARTMENT**

**Notification**

**The 20th April, 1971**

**No. 1370-FR(PHC)-71/10056.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services & Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services & Posts (Revised Scales of Pay) (Third Amendment) Rules, 1971.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services & Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-

- (i) The following shall be added as Serial No. 21 at page 24 under the heading "Social Welfare Department."

1	2	3	4	5
21	Assistant Librarian	110-5-200	125-5-250/10-300 with a start of Rs. 160/-	

- (ii) For Sr. No. 46 (i) and (ii) and the existing entries against thereto at page 22, the following shall be substituted :-

1	2	3	4	5
46	(i) Gauge Reader/ T. Mates	35-1-45	75-2-85/2-95	
	(ii) Daffadar/Gauge Mate (Class IV)	32-1-37	70-2-80/3-95	

- (iii) For Sr. No. 73 (i) and (ii) and the existing entries against thereto at page 6, the following shall be substituted :-

1	2	3	4	5
73.	Assistant Superintendent Jail/ Welfare Officer	100-10-200-10-300	200-10-280/15-400/20-500	

- (iv) Against Sr. No. 33 (Rural Industries Development Centre-Foremen-cum-Supervisor) at page 29 under the heading "Industries Department Tanning Institutions" in column 4, for the scale "250-15-400/20-500/25-600" the scale "250-15-340/20-500/25-600" shall be substituted.

- (v) For Sr. No. 4 and the existing entries against it at page 4, the following shall be substituted :-

1	2	3	4	5
4	(i) Assistant Superintendent	200-10-300	250-10-280/15-430/20-450	
	(ii) Assistant Superintendent (Revenue & Treasuries)	200-10-300	250-15-370/20-550	

- (vi) Against Sr. Nos. 30 & 31 (Senior Lecturer/Lecturer) at page 2 in Columns 4, for the scales "600-40-1000/40-1200" the scales "600-40-800/50-1000/50-1200" respectively shall be substituted.
  - (vii) Against Sr. No. 19 (Instructors) at page 14 under the heading "Industrial Training Department" in Column 4, for the scale "160-10-280/15-400" the scale "160-10.220/15-400" shall be substituted.
  - (viii) Against Sr. No. 10 at page 26 under the heading "Home Guards & Civil Defence Department" in Column 4, for the scale "70-1-80/1-85" the scale "70-2-80/3-95" shall be substituted.
  - (ix) Against Sr. No. 1 (Assistant Superintendent) at page 12 under the heading "Commissioner/District Administration" in Column 4, for the scale "300-20-400/20-500" the scale "300-20-400/20-500/25-550" shall be substituted.
  - (x) Against Sr. No. 2 at page 27 under the heading "Health Department" in Column 2, after the words "Deputy Director" the words "and Selection Grade Posts of Chief Medical Officers" shall be added.
4. In the Haryana Civil Services & Posts (Revised Scales of Pay) Rules, 1969 in the Supplementary Schedule I appended thereto :-
- (i) Against Sr. No. 40. (Operation Theatre Assistant) at page 3 under the heading "Health Department" in Column 3 for the scale "47½-2-57½/2-77½" the scale "47½-2-57½/4-77½" shall be substituted.
  - (ii) Against Sr. No. 43 (Junior Operation Theatre Assistant at page 3 in Columns 3 and 4, for the scales "32-1-42/2-62" and "130-2-90/3-120" the scales "32-3-62" and "80-3-95/3-116-4-120" respectively shall be substituted.
  - (iii) Against Serial No. I (Junior Scale Steno) at page 8 under the heading "Prisons Department" in Column 4, for the scale "120-5-160/8-200/10-250" with a start of Rs. 140/-(with two advance increments to Graduates), the scale "140-6-170/2-210/10-310" with a start of Rs. 158/-(with two advance increments to Graduates) shall be substituted.

G.V. Gupta,  
Secretary to Government Haryana,  
Planning & Finance Department.

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**IMMEDIATE****No. 11249-TA(7T-GENL)-HR-71/5947**

From

The Secretary to Government, Haryana,  
Planning and Finance Department.

To

All Heads of Departments,  
The Commissioners Ambala Division,  
All Deputy Commissioners in Haryana,  
The Registrar, Punjab and Haryana High Court,  
All District & Session Judges in Haryana.**Dated, Chandigarh, the 29th April, 1971****Subject : Incomplete Schedules of recoveries.**

Sir,

I am directed to address you on the subject noted above and say that the Accountant General Haryana, Simla, has pointed out that in a large number of cases, Schedules showing details of recoveries made in the bills presented at Treasuries and Sub-Treasuries are not attached thereto, as a result of which a great difficulty is experienced by the audit office in posting credits in the relevant receipts accounts correctly. I am, therefore, to request you to issue necessary instructions to all Drawing and Disbursing Officers under your control to ensure that the defects pointed out by the Accountant General, Haryana, in this behalf vide his letter No. Comp. II/Misc./70-71/2856, dated the 31st March, 1971, (Copy enclosed) do not occur in the case of bills presented at Treasuries and Sub-Treasuries.

Yours faithfully,

*Sd/-*

(P.L. Sondhi)

Administrative Officer,

Encl. (as above)

*for* Secretary to Government, Haryana,  
Planning and Finance Department.

No. 11249-TA (7T-GENL)-71/5948

Dated, Chandigarh, the 29-4-71

A copy (with a copy of A.G. letter under reference) is forwarded to all Treasury Officers including Haryana Treasury Chandigarh/Assistant Treasury Officers in Haryana State for information and necessary action.

*Sd/-*

(P.L. Sondhi)

Administrative Officer,

Encl. (as above)

*for* Secretary to Government, Haryana,  
Planning and Finance Department.

No. 11249-TA (7T-GENL)-71/5948

Dated, Chandigarh, the 29-4-71

A copy with ten spare copies forwarded to the Accountant General, Haryana, Simla for information with reference to his letter No. Comp. II/Misc./70-71/2856, dated the 31.3.1971.

*Sd/-*

(P.L. Sondhi)

Administrative Officer,

*for* Secretary to Government, Haryana,  
Planning and Finance Department.

Copy of letter **No. Comp. II/Misc./70-71/2856, dated 31.3.71** from the Accountant General, Haryana, Simla-III to the Secretary to Govt. of Haryana, Finance Department, Chandigarh.

**Subject : Incomplete schedules of recoveries.**

I am to state that of late, it has been noticed that correspondence regarding recovery schedules for recoveries made by the various Drawing and Disbursing Officers of the State Govt. from the non-gazetted staff working under them, is on the increase. This is mainly due to non receipt or receipt of incomplete recovery schedules with the bills/vouchers. It is felt that if due attention is paid to the preparation of recovery schedules, it will not only reduce this avoidable correspondence at both the end, but also will go a long way to help the individuals as also this office to maintain their accounts properly. The defects generally noticed and the correct requirement to be followed are mentioned below.

**(a) Recovery schedules relating to G.P. Fund**

- (i) The recoveries relating to G.P. Fund as also the C.P. fund are shown in the bills in the one and the same column and only one schedule is prepared. As both the Fds are quite different in nature the recoveries should be shown in separate columns and to separate schedules prepared and attached to the bills.
- (ii) The A/c Nos. of the subscribers are not mentioned in the recovery schedules. As this is the basic information required to be supplied by the Department, this should be provided invariably. In addition against each recovery and name, in the body of the bill itself, the A/c No. should also be mentioned. This information can be made use of in this office in the case of loss of schedules in transit or for tracing out the missing credits, if any, of subscribers. The pay of the subscriber should also be noted on the schedule.

**(b) Recovery of advance of pay**

Details relating to original vouchers (viz. voucher No. , month, amount of advance, name of the try. and the head of account) with which the advance was drawn are not furnished in the recovery schedules. In the absence of this information, it becomes difficult to link the recovery with the debit. This information should be furnished invariably and number of installment of recovery clearly indicated in the schedule.

**(c) Schedule of "Recovery of over payment" "Misc. recovery" or "Excess payments" or refund of undisbursed pay & allowances."**

In all these cases, name and designation of the official, particulars of over/ excess payment, the period to which the payment pertains, try. voucher No. and date in which originally drawn name of the try. at which drawn and above all the split up of the amount into pay of DA., CA, other allowances etc. are not clearly mentioned in the schedules in the case of recoveries or on the last pay of the bill at the appropriate place in the case of undisbursed pay and allowances. All the particulars are essential for proper classification of expenditure refund and must be given by all concerned.

**(d) Schedule of House Rent (Rent Roll)**

The name of the Division and pay of the official are not mentioned in the Rent Roll which must be noted by the Drawing and Disbursing Officers.



**(e) Schedule of House Building Advance, Scooter, Motor Car and Cycle advance**

Complete particulars such as pay of the official/officers, amount of loan originally sanctioned, Nos. of installments etc. are not recorded in the recovery schedule. This information should be supplied by the Department.

**(f) Subsistence allowance**

The split up of the amount into pay "D" and "GA" etc., is not given in the vouchers. This information should be recorded in the vouchers.

**(g) General**

All the schedules and certificates instead of being tagged at the end, should be stitched before the last page within the body of the bills. This will obviate the possibility of their getting lost/detached in transit.

2. These defect/requirements may please be brought to the notice of all the Drawing and Disbursing Officers through the Controlling Officer of all the Departments of the Haryana state for strict compliance in future. All the T.O.'s in Haryana may also please be directed to ensure that before accepting the bills of Departments, they should ensure that the recovery schedules have been made properly and have been duly attached to the bills.

3. Few copies of the instructions issued by you may please be supplied to this office for information and future reference.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 2176-1B&C-71/13072**

From

Shri G.V. Gupta, I.A.S.,  
Joint Secretary to Government, Haryana,  
Planning and Finance Departments.

To

All Heads of Departments,  
Commissioner, Ambala Division, Ambala and  
All Deputy Commissioners in Haryana,  
Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 19th May, 1971**

**Subject : Preparation of Budget Estimates - Standing instructions for.**

Sir,

I am to invite your attention to the detailed instructions issued with Finance Department circular letter No. 2706-1B&C-70/16038, dated the 6th June, 1970 (copy enclosed) (annexure A) providing guidelines for the preparation of Budget Estimates 1971-72. The guidelines provided for the preparation of budget estimates *in* this circular letter of the Finance Department may be kept in view while preparing estimates of income and expenditure of your department for the year 1972-73. The instructions *ibid* are comprehensive instructions on the subject and may be treated as standing instructions of the Finance Department for the preparation of estimates.

2. The schedule of dates for the submission of returns to the Finance Department in connection with the preparation of the budget estimates 1972-73 (Annexure A) is slightly different from the schedule of dates prescribed for these returns for the budget estimates 1971-72. The dates for the submission of certain returns to the Finance Department have been advanced *vis-à-vis* the dates prescribed for the same for the budget estimates 1971-72 for printing requirements. It is requested that the schedule of dates given in Annexure B for the submission of returns to the Finance Department in connection with the preparation of budget estimates 1972-73 should be strictly adhered to so that the annual estimates of expenditure proposed by you are included in the budget estimates 1972-73 after adequate scrutiny. Proposals of expenditure received after the specified dates would not be entertained by the Finance Department except in special cases under the orders of the order Minister in charge and the Finance Minister.

3. **Charges in England :-** With a view to achieving uniformity in classification in the accounts of expenditure of Stores including machinery and equipments and raw materials imported by the Central (Civil Organizations)/ State Governments in India against payments made by the Chief Accounting Officer the High Commissioner *for* India in London, the Government of India in the Ministry of Finance, in consultation with Comptroller and Auditor General of India, have decided that in all such cases the expenditure should hence forth be

provided under the minor head providing expenditure for similar purchases in India. It is requested that the instructions containing in the Finance Department circular letter No. 2706-1B&C-70/16038, dated 6th June, 1970, —vide paragraph 4(B) thereof may kindly be considered amended to this extent. This procedure will not, however, apply to the changes mentioned at Serial Nos. ii to iv mentioned therein, the provision in regard to which will continue to be made as per existing procedure.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(G.V. GUPTA)

Joint Secretary to Government, Haryana,  
Planning and Finance Departments.

No. 2176-1B&C-71/13073,

Dated, Chandigarh, the 19th May, 1971

A copy, with a copy of the enclosure is forwarded to the Accountant General Haryana, Simla, for information with the request that :-

- (1) He may kindly advise the Finance Department about the estimates of the heads of accounts with which he is concerned by the dates indicated in the calendar ; and
- (2) To ensure upto date reconciliation of expenditure with the departments to enable the latter to frame their revised estimates 1971-72 realistically.

*Sd/-*

(G.V. GUPTA)

Joint Secretary to Government, Haryana,  
Planning and Finance Departments.

No. 2176-1B&C-71/13074,

Dated, Chandigarh, the 19th May, 1971

A copy with a copy of the enclosure is forwarded to the Chief Accounting Officer, High Commissioner of India, India House, Aldwych, London. WC2B, 4NA, for information.

*Sd/-*

(G.V. GUPTA)

Joint Secretary to Government, Haryana,  
Planning and Finance Departments.

Copies with copies of enclosures are forwarded to :-

- (1) All Financial Commissioners and
- (2) All Administrative Secretaries to Government, Haryana, for information.

2. It is requested that they may kindly ensure that Heads of Departments under their administrative control submit the budget returns by the dates prescribed in the calendar at Annexure B.

*Sd/-*

(G.V. GUPTA)

Joint Secretary to Government, Haryana,  
Planning and Finance Departments.

To

- (1) All Financial Commissioners and
- (2) All Administrative Secretaries to Govt., Haryana.

U.O. No. 2176-1B&C-71/

Dated, Chandigarh, the 19th May, 1971

Copies with copies of enclosures, are forwarded to all Officers, Superintendents and Deputy Superintendents in the Finance Department, for information.

2. It is requested that the dates prescribed in the calendar Annexure "A" be adhered to. The causes of default should be brought to the notice of the Administrative Secretaries by the Branch Officer, concerned demi-officially.
3. It may be ensured that revised administrative approval/financial sanctions in respect of the Plan Schemes, where necessary on the basis of the allocations communicated by the Planning Department after discussions with the Planning Commission, are got issued to avoid provisional inclusion of the Plan Schemes in the Budget Estimates 1972-73.
4. The appendices for permanent and temporary establishment to be included in the volume of detailed budget estimates for the year 1972-73 may kindly be compiled major head wise and furnished to the Budget Branch by 15th December, 1971 for getting them set in proof.

Sd/-  
(G.V. GUPTA)  
Joint Secretary to Government, Haryana,  
Planning and Finance Departments.

To

All Officers, Superintendents and Deputy Superintendents  
in the Finance Department.

U.O. No. 2176-1B&C-71,

Dated, Chandigarh, the 19th May, 1971.

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**No. 2658-3WM-71/13643**

From

Shri G.V. Gupta, I.A.S.,  
Secretary to Government, Haryana,  
Planning and Finance Department.

To

All the Heads of Departments,  
Commissioner Ambala Division, and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil).  
The Registrar, Punjab & Haryana High Court and  
All District and Session Judges in Haryana.

**Dated, Chandigarh, 26th May, 1971.**

**Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1971-72.**

Sir,

In continuation of Haryana Government letter No. 2791-3WM-70/13772, dated the 21st May, 1970, on the above subject, I am directed to inform you that the rate of interest to be charged on house-building, motor car/scooter and other advances granted to Government servants during the year 1971-72 will be 6½ per cent per annum.

Yours faithfully,

*Sd/-*  
(H.L. Dham)  
Under Secretary Finance,  
for Secretary to Government, Haryana,  
Planning and Finance Department.

No. 2658-3WM-71/13644

Dated the 26th May, 1971.

A copy is forwarded to the Accountant General, Haryana, Simla, for information and necessary action in continuation of Finance Department endst. No. 2791-3WM-70, dated the 21st May, 1970.

All the Administrative Secretaries to Government, Haryana for information in continuation of Finance Department U.O. No. 2791-3WM-70, dated the 21st May, 1970.

*Sd/-*  
Under Secretary Finance,  
for Secretary to Government, Haryana,  
Planning and Finance Department.

To

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 2658-3WM-71,

Dated the 26th May, 1971.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Minister/Deputy Ministers/Chief Parliamentary Secretary for the information of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary in continuation of Finance Department U.O. No. 2791-3WM-70, dated the 21st May, 1970.

*Sd/-*

Under Secretary Finance,  
*for* Secretary to Government, Haryana,  
Planning and Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Minister/Deputy Ministers/Chief Parliamentary Secy.

U.O. No. 2658-3WM-71,

Dated the 26th May, 1971.

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**FINANCE DEPARTMENT**

**NOTIFICATION**

**The 5th June, 1971**

**No. 4203-FR(PRC)71/17994.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised scales of pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Fifth Amendment) Rules, 1971.
2. These rules shall come in force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised scale of pay) Rules, 1969, below Rule 7, the existing 'Explanation shall be numbered as I. and the following shall be added Explanation 2 namely:-

"Explanation 2 :- The next increment in the revised scales of pay of a Government Servant who was at the maximum of the existing time scales for a period of less than one year on 1st February, 1969, shall be granted on the date he completes one year from the date he originally reached the maximum in the existing scales."

J.S. SAROHIA  
Secretary.

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**FINANCE DEPARTMENT**

**NOTIFICATION**

**The 8th June, 1971**

**No. 3479-FR(PRC)-71/14732.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services & Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services & Posts (Revised Scales of Pay) (Fourth Amendment) Rules, 1971.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Against Sr. No. 22 (Professor) at page 1 in Column 5 the words Professors on non-clinical side will be entitled to N.P.A. @33 $\frac{1}{3}$ % of pay subject to maximum of Rs. 600 shall be added.
  - (ii) Against Sr. No. 2 (i) (District Head Clerk) at page 16 under the heading "Excise and Taxation Department" in column 4, for the scale "200-10-290/15-450", the scale "200-10-280/15-430/20-450, shall be substituted.
  - (iii) For Sr. No. 1- and the existing entries against it at page 12 under the heading "Colonisation Deptt" the following shall be substituted :-

1	2	3	4	5
1.	Building Inspector (Sectional Officers)	100-10-200/10-300	200-10-230/15-430/20-450.	

- (iv) Against Sr. No. 1 (D.I.G-cum-Suptd, Central Jail, Ambala) at page 16 under the heading "Prisons Department" in Columns 3 and 4, the words. (Personal to the present incumbent") shall be added.
- (v) For Sr. No. 3 and the existing entries against it at page 12 under the heading "Scheduled Castes and Backward Classes Department" the following shall be substituted :-

1	2	3	4	5
(i) Tehsil Officer Social Female Workers	Welfare Male Workers Social	60-4-80/5-100	110-4-130/5-160/5-225	
(ii) Tehsil Officer	Welfare	80-5-150 (Personal Scale)	110-4-130/5-160/5-225 with a start of Rs. 130/-(Personal Scale)	

- (vi) Against Sr. No. 4 and 5 at page 29 under the heading 'Industries Department' in Column 4, for the Scale "400-40-1000/50-1100" the scale "400-30-700/40-1100" shall respectively be substituted.



- (vii) Against Serial No. 20 at page 21 under the heading Public Works Department in Column 2 for the words "Assistant Foreman" the words "Foreman" shall be substituted.
- (viii) Against Serial No. 9 (Mechanical Foreman) at page 22 under the heading "Directorate of Urban Local Bodies" in column 4, for the scale "160-10-280/20-500" the scale "160-10-280/15-400" shall be substituted.
- (ix) Against Serial No. 59 (Divisional Head Draftsman) at page 6 under the heading "Common Category Class III-Posts-Other class III Posts" in column 4, for the scale "250-10-300/15-480/20-500," the scale "250-15-400/20-500" shall be substituted.
- (x) Against Serial No. 60 under the heading "Common Category Class III Posts Other class II Posts" in Column 4, for the scale "350-20-470/20-550" the scale "350-20-450/25-550" shall be substituted.
4. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Supplementary Schedule 1 appended thereto :-
- (i) For Sr. No. 2 and the existing entries against it at page I the following shall be substituted.

1	2	3	4
2	(i) Superintendent in CMO's Office	250-10-350	300-20-400/20-500/25-550
	(ii) Superintendent Dispensary	250-10-350	300-20-400/20-500.

G. V. Gupta  
Secretary to Government, Haryana,  
Planning and Finance Department.

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***These instructions have been Revised vide  
No. 2528-5FR(1)-76/14020, Dated 11.05.1977.***

**No. 2796-(5)-FR-71/15322**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court,  
District and Session Judges in Haryana.

**Dated, Chandigarh, the 8th June, 1971.**

***Subject : Transfer of Haryana Government employees to other Governments Corporations etc.***

Sir,

I am directed to invite a reference to Para 2 of the Composite Punjab Government Finance Department letter No. 10576-(3)-FR-II-62/3576, dated the 28th March/4th April, 1963, according to which the period of deputation should not ordinarily exceed one year at a time and should not normally be extended beyond three years and to say that it has come to the notice of Government that in cases of transfer of Government employees on foreign service to Corporations etc., the Government employees try to remain on deputation for abnormally long periods with a view to arrest this tendency it is reiterated that the period of deputation of a Government employee on foreign service should not ordinarily exceed one year at a time and should not normally be extended beyond three years. Where it is considered necessary in public interest and in exceptional circumstances to extend the period of deputation on foreign service prior approval of the Finance Department could always be obtained well in time, giving full, justification in this regard.

2. I am also to add that Government have inherent powers to terminate deputation earlier than the period specified in the terms and conditions of deputation. The Government may, however, recall a Government servant at any time before the expiry of the period of deputation, when the exigencies of public service so require. Similarly, the foreign employer can also make a recommendation to Government for the recall of the Government servant concerned. With a view to achieve this object, a specific condition empowering the State Government to recall a Government servant before the expiry of period of deputation should, invariably, be incorporated in all orders deputing Government servants to foreign service.

Yours faithfully,

*Sd/-*

Deputy Secretary, Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

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No. 2796-(5)-FR-71/15323

Dated, Chandigarh, the 8th June, 1971

A copy is forwarded to the Accountant General, Haryana, Simla, for information.

By orders,

Sd/-  
Deputy Secretary, Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to the :-

- (1) The Financial Commissioner, Revenue, Haryana; and
- (2) All Administrative Secretaries to Government, Haryana,

Sd/-  
RAM PARKASH  
Superintendent, Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 2796-(5)-FR-71,

Dated, Chandigarh, the 8th June, 1971.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 1/2(4)96-2FRII, Dated 07.01.2002.***

**No. 3081-(5)-FR-71/14257**

From

The Secretary to Government Haryana,  
Finance Department,

To

All Heads of Departments,  
Commissioner, Ambala Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court,  
District and Sessions, Judges in Haryana.

**Dated, Chandigarh, the 8th June, 1971**

**Subject : Transfer of Haryana Government servants on deputation to 'Foreign Service with autonomous organizations - Carry forward of leave on their permanent absorption.**

Sir,

I am directed to invite a reference to Rule No. 10.15 the Punjab Civil Services Rules Volume I, Part I according to which a Government servant deputed to foreign service remains during and period of foreign service subject to leave rules applicable to the service to which he belongs and the foreign employer is required to pay to the Government leave salary Contribution according to the rates prescribed by the Government from time to time and to say that there are no rules or orders allowing carry forward of leave by the deputationist Government employee when he gets in the autonomous organisation and consequently any leave at the credit of such an officer on the date of his permanent absorption lapse. The question of allowing the benefit of carry forward of leave to Government employee on their permanent absorption in statutory bodies/autonomous organizations wholly and substantially owned or controlled by Government had been under consideration for some time past. It has now been decided that in respect of a deputationist Government employee who opts for absorption in any statutory body or a autonomous organisation owned are controlled by Government, such body or organizations should take over the liability in regard to leave on average pay/earned leave that the optee has to his credit at the time of leaving Government service and in return and Government shall pay to the statutory body/autonomous organizations a lump sum equal to leave salary for leave on average pay/earned leave due to the Government employee on the date of his permanent absorption in such body/organisation. While issuing the final sanction for the absorption of the upto in the autonomous organisation, the provision with regard to payment of lump sum equal to leave salary by the Government should be invariably incorporated in the order.

2. The above benefit will be available only in cases where permanent transfer from Government service to a statutory body/autonomous organisation is in Public interest. These orders will take effect from the date of their issue.

Yours faithfully,

Sd/-

Deputy Secretary, Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

No. 3081-(5)-FR-71/14258,

Dated, Chandigarh, the 8th June, 1971

A copy is forwarded to the Accountant General, Haryana, Simla, for information.

By order,

(Sd/-)

Deputy Secretary, Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to the :-

- (1) Financial Commissioner, Haryana.
- (2) All Administrative Secretaries to Government, Haryana, for information.

Sd/-

Deputy Secretary, Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Haryana,  
All Administrative Secretaries to Government, Haryana.

U O. No. 3081(5)-FR/71,

Dated, Chandigarh, the, 8th June, 1971.

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***These instructions have been Revised vide  
HGPF Rules, 2006.***

**No. 3210-1FR-71/16109**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Head of Departments,  
The Commissioner, Ambala Division, Ambala &  
Dy. Commissioners & Sub-divisional officers  
The Registrar, Punjab & Haryana High Court &  
All District & Session Judges in Haryana.

**Dated, Chandigarh, the 25th June, 1971**

**Subject : Payment of interest on Provident Fund balances for a period exceeding six months.**

Sir,

I am directed to refer to Finance Department letter No. 9187-1FR-69/67, dated the 5th January, 1970, on the subject noted above and to say that Haryana Government has decided to extend the validity of these orders upto 10th March, 1972.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Joint Secretary to Government, Haryana,  
Finance Department.

No. 3210-1FR-71/16110

Dated, Chandigarh, the 25th June, 1971

A copy is forwarded to the Accountant General, Haryana, Simla, for information with reference to his letter No. FDS.I/1AS-4/444 dated the 17th May, 1971.

By order

*Sd/-*

Deputy Secretary Finance (R),  
for Joint Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to Financial Commissioner, Revenue, Haryana, and all Administrative Secretaries to Govt. Haryana, for information.

*Sd/-*

Deputy Secretary Finance Regulations,  
for Joint Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
and all Administrative Secretaries to Govt., Haryana.

U.O. No. 3210-1FR-71/

Dated, Chandigarh, the 25th June, 1971.

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**No. 4697-2FR-71/19674**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of the Departments,  
The Commissioner Ambala Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
All District & Sessions Judges in the Haryana State.

**Dated, Chandigarh, the July, 1971**

**Subject : Liberalisation of New Pension Rules.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department letter No. 6279-2FR-70/33159, dated 24.11.1970 on this subject and say that in consequence of the enhancement of pension from 30/80 to 33/80 in the case of Class-I, II, & III Government servants and 35/80 in the case of Class-IV Government servants, subject to the existing limit on average emoluments of Rs. 1800/-P.M. and maximum monthly pension of Rs. 675/- (Rs. 8100/- per annum), the question of consequential increase in the amount of Death-cum-Retirement Gratuity which at present stands at maximum of 15 times the (emoluments) Rule 6.16-A(3) of Punjab Civil Services Rules, Volume-II (as applicable to Haryana State) has been under the consideration of Government. Since according to rule 2.45 of Punjab Civil Services Rules, Volume-I, Part-I (as applicable to Haryana State) pension includes Gratuity. I am to clarify that the amount of Death-Cum-Retirement Gratuity referred to above will be subject to a maximum of 16½ times the 'emoluments' in the case of Class I, II, III and 17½ times the 'emoluments' in the case of Class IV employees, provided that in no case Gratuity shall exceed Rs. 24000/-.

2. The above orders will take effect from the 1st December, 1968 i.e., the day from which the Liberalisation of New Pension Rules as well as classification of Dearness Allowance as Dearness pay was made.

3. Necessary amendments in the rule will be made in due courses.

Yours faithfully,

Sd/-

Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

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***These instructions have become obsolete.***

प्रतिलिपि क्रमांक 2677-1एफ.आर.-71/19510 दिनांक 21 जुलाई, 1971 (21st July, 1971) प्रेषक सचिव, हरियाणा सरकार, वित्त विभाग। सेवा में सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हरियाणा के सभी उपायुक्त और उप मण्डल अधिकारी। रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायलय और हरियाणा सरकार के सभी जिला तथा सत्र न्यायधीश।

**विषय :** अनिवार्य सेवानिवृत्ति की आयु बढ़ाना।

मुझे उपरोक्त विषय पर आपको सम्बोधित करने तथा यह कहने का निर्देश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 4658-1जी.एस-70/20719 दिनांक 6.8.1970 की ओर आकर्षित करूँ जिसमें यह स्पष्टीकरण किया गया था कि सेवानिवृत्ति पूर्व अवकाश का अर्थ नियम 8.116 (111) सिविल सेवा नियमावली भाग-। खण्ड-। के अंतर्गत 180 दिन तक सीमित है। इस विषय पर पुनः विचार करने के बाद अब तक यह निर्णय लिया गया है कि ऐसे केस जहाँ पर 6.8.1970 से पहले एल0पी0आर0 प्रदान की गई है जो कि 6.8.1970 के अनुदेशों के अनुसार नहीं दी जा सकती थी, का समय 1.8.1971 तक नियमित कर दिया जाये और इस निर्णय के अनुसार 6-8-70 से पहले के केसों में अग्रिम कार्यवाही की जाये और जिन केसों में 6.8.70 के पश्चात् एल0पी0आर0 स्वीकृति की गई है उनको नियम 8.116(111) सिविल सेवा नियमावली भाग-। खण्ड-। के अधीन नियत किया जाये।

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**FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 28th July, 1971**

**No. 3411-FR-(PR)71/20037.**— In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf. the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Sixth Amendment) Rules, 1971.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Against Serial No. 8, page 4 under the heading "Common Category Class III Posts" in Column 5, the words "with a starting pay of Rs. 170.00 in the case of Graduate Stenographers appointed direct "shall be added.
  - (ii) Against Serial No. 4 (Translators) at page 19 under the heading "Language Department" in column 4, for the scale "225-15-360/15-500", the scale "225-15-360/20-100" shall be substituted.
  - (iii) Against Serial No. 34 (Forest Ranger/Conservation Assistant) at page 5 in column 4 for the figures, brackets and words "400-10-500 (S.G. for 10 per cent posts)" the figures brackets and words "400-20-500 (S.G. for 10% posts)" shall be substituted.
  - (iv) Against Serial No. 35 (Deputy Ranger) at page 5 in column 4 for the scale "110-4-130/5-160/5-220" the scale "110-5-130/5-160/5-220" shall be substituted.
4. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules. 1969, in the Supplementary Schedule I appended thereto :-
  - (i) Against Serial No. 61 at page 4 in column 2 for the words "Projectionist/Camera Operator" the words "Projectionist/Cinema Operator" shall be substituted.

J .S. SAROHIA  
Secretary.

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***These instructions have been revised or have become obsolete.***

**No. 1717-FD(Pen)-71/21207**

From

The Secretary to Government, Haryana,  
Planning and Finance Department.

To

All the Heads of Departments,  
The Commissioner, Ambala Division,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 10th August, 1971**

**Subject : Expeditious disposal of pending pension cases.**

Sir,

I am directed to address you on the subject noted above and say that it has been observed that the time limit of two weeks laid down in Finance Department letter No. 221-FD(Pen)-65/13779, dated the 3rd August, 1965 (copy enclosed) for the finalization of pension cases which are accompanied by service books or where qualified certificate and reports have been issued by the Accountant General, is not being adhered to. You will appreciate that the delay so involved puts the retired Government servants to avoidable financial hardship. It was in this context that instructions were issued for the grant of anticipatory pension and death-cum-retirement gratuity to the extent of 75 per cent to the non-gazetted Government servants - vide Finance Department letter No. 548-FD-(Pen)-69/12275, dated 14th May, 1969. In the case of Gazetted Government servants, specific recommendation for grant of anticipatory pension and death-cum-retirement gratuity where final pension cannot be sanctioned has to be made in accordance with rule 9.17 of Punjab Civil Services Rules Volume II (As applicable to Haryana State).

2. It has also been observed that following powers delegated to the Pension Sanctioning Authorities - vide Finance Department letter No. 836-6FRI-61/1048, dated the 27th/31st January, 1961 in order to ensure expeditious disposal of pension cases are not being exercised by them :-

- (i) To admit a medical certificate declaring a Government servant to be invalidated, where such certificate not in the proper form.
- (ii) To sanction regularization of premature retirement provided the period does not exceed one year.
- (iii) To sanction preparation of duplicate service books on the basis of local records or collateral evidence. In this connection attention is invited to the East

Punjab Government Finance Department letter No. 5960-FR-49/3163, dated the 23rd November, 1949.

- (iv) To admit options for pension which are not clear or properly dated; (Not necessary in case of those retiring on or after 1st November, 1968 vide letter No. 264-2FR-69/6958, dated 17th March, 1969.
- (v) To determine in the absence of clear entries in the service books/records, the exact period of suspension and whether these would count for pension or not;
- (vi) To determine in the absence of clear entries in the service books/ records, the exact duration and nature of periods of leave availed of;
- (vii) To determine and certify in doubtful cases whether the service rendered is continuous and pensionable provided the conditions laid down under rule 3.12 of the Punjab C.S.R. Volume II are fulfilled (Provision not necessary in case of those retiring on or after 5th February, 1969 - vide letter No. 548-FD(Pen) 69/12275, dated 14th May, 1969.
- (viii) To determine the date of confirmation' in accordance with the instructions contained in Punjab Government letter No. 11941-2-FR-60/4650, dated the 18th January, 1961 (Not necessary in case of those retiring on or after 5th February, 1969).

3. To ensure quick finalisation of pension cases and also to remove financial hardship, which a Government servant has to face after retirement, I am to impress upon you and other pension Sanctioning Authorities under your control the imperative necessity of making maximum use of the delegated powers and of the observance of the procedure laid in the aforesaid communication.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-  
Deputy Secretary,  
for Secretary to Government, Haryana,  
Planning and Finance Department.

No. 1717-FD (Pen)-71/21208

Dated, Chandigarh, the 10th August, 1971.

A copy is forwarded to the Deputy Accountant General, Haryana, Chandigarh, for information and necessary action.

By order,

Sd/-  
Deputy Secretary,  
for Secretary to Government, Haryana,  
Planning and Finance Department.

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***These instructions have been Revised vide  
No. 12669-(1)/WM-77/35145, Dated 14.12.1977.***

Copy of the Haryana Govt. Finance Department **No. 4289-WM1)-71/26739, dated 23rd September, 1971.—**

I am directed to say that the Government of India, in consultation with the State Govt. have decided that where an All India Services Officer who has been granted loan for house-building purposes by the State under whom he is serving at the time of such grant, decides to construct the house outside that State, the State within whose jurisdiction the house is constructed should act as an agent for the former State, on a reciprocal basis, and (i) examine the correctness of title deeds, (ii) watch the progress of construction and (iii) enforce mortgage proceeding in case of default in the observance of the conditions on which the loan has been granted. The cost of verification of title deeds is to be borne by the members of the All India Services seeking loans for House Building purposes.

2. The decision taken by the Government of India referred to in the foregoing paragraph has been accepted by the Haryana Government. It is requested that the same may kindly be scrupulously followed.

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***These instructions have been Revised vide  
No. 11/25/80-FICW(2), Dated 14.07.1980.***

English version of Haryana Government letter **No. 3295-FICW (2)-71/28109** dated the **24th September, 1971.**

**Subject : Grant of House Rent Allowance to Govt. employees.**

Sir,

I am directed to invite a reference to composite Punjab Govt. letter No. 956-FCW-65/1548 dated 20.2.65 as amended from time to time on the subject noted above and to say that in view of the substantial increase in the rent of private houses in Chandigarh and other cities in the Haryana, the State Govt. have considered the question of affording further relief to Government employees, not provided with Govt. accommodation, Govt. have also reviewed the classification of cities on the basis of the latest population figures. Accordingly, it has been decided to grant house rent allowance at the following enhanced rates too all the State Government employees having their place of duty in the cities specified below :-

(1)	First Class cities Chandigarh, Ambala Cantt., Ambala City, Rohtak and Faridabad	12½% of pay
(2)	Second Class cities Bhiwani, Hisar, Karnal, Panipat, Yamuna Nagar, Hansi, Sirsa, Sonapat, Rewari, Kaithal, Jagadhri, Gurgaon, Palwal, Narnaul, Thanesar, Bahadurgarh, Jind and Jhajjar.	7½% of pay

2. The grant of House Rent Allowance at the aforesaid increased rates shall however be subject to the same conditions as have already laid down for the purpose in the communication referred to above, as amended from time to time.

3. These orders will take effect from 1st September, 1971 i.e. in respect of salary for the month of September, 1971 payable in Oct. 1971.

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**FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 5th October, 1971**

**No. 6037-FR-(RR)71/27856.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Seventh Amendment) Rules, 1971.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Against Serial No. 12 (House 'Bearer) at page 9 under the heading "Establishment' of Governor's Secretary and Military Secretary" in column 4, for the scale "75-2-85/3-100" the scale "80-2-90/3-120" shall be substituted.
  - (ii) Against Serial No. 13 (Khidmatgar) at page 9 under the heading "Establishment of Governor's Secretary and Military Secretary" in column 4 for the scale "75-2-85/3-100" the scale "80-2-90/3-120" shall be substituted.
  - (iii) For Serial No. 8, at page 22, under the heading "Directorate of Urban Local Bodies" and entries against this Serial No. the following shall be substituted :-

1	2	3	4	5
8	Fire Officer	200-10-300	250-15-400/20-500	

- (iv) Against Serial No. 41 at page 2, in column 2, the words and brackets "Fire Officer (Local Bodies)" shall be deleted.
- (v) Against Serial No. 59 (Divisional Head Draftsman) at page 6 in column 5; the words "This scale will also apply in the case of Junior Draftsman of the Town and Country Planning Department" shall be added.
- (vi) Against Serial No. 60 (Circle Head Draftsman) at page 6, in column 5, the words "This scale will also apply in the case of Senior Draftsman of the Town and Country Planning Department" shall be added.
4. In the Haryana Civil Services and Posts (revised Scales of Pay) Rules. 1969, in the Supplementary Schedule I appended thereto :-
  - (i) Against Serial No 24 (Animal House Supervisor) at page 2, in columns 3 and 4. for the scales "90-6-120" and "140-6-200", the scales "60-4-80/5-120/5-175" and "120-5-150/6-180/8-220/10-250" respectively shall be substituted.

- (ii) For Serial No. 12 (Braille Teachers) and the existing entries against it at page 5 under the heading "Social Welfare Department," the following shall be substituted :-

1	2	3	4	5
12	(i) Braille Teachers	80-5-140/ 6-200	140-6-170/8- 210/10-300	
	(ii) Braille Teacher-cum- Typing Instructor/Craft Teacher/Geography, Mathematics and Science Teacher/Weaving and Basketery Teacher	80-5-140/ 6-200	125-5-250/10- 300	

J.S. SAROHIA,  
Secretary.

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English version of Haryana Government letter **No. 266-FICW(2)-71 dated 8th October, 1971.**

**Subject : Grant of House Rent Allowance to Government employees during transfer.**

Sir,

I am directed to invite a reference to Haryana Government letter No. 8520-FICW(5)-65/23097 dated 24-12-65, on the subject noted above and to say that State Government have had under consideration the question of admissibility of house rent allowance at the old station of the Government employees, after his transfer to another station. The matter has been considered and it has been decided that a Government employees, even on transfer, should be allowed house rent allowance at a rent applicable to his old station of duty or the maximum rate to which he would be entitled at the new station of duty, whichever is less. In case no house rent allowance is admissible at his new station, no rent shall be admissible to him from the date on which he is relieved of his duties at the date old station of posting.

2. The grant of house rent allowance in respect the old station of posting shall be admissible for a period not exceeding 6 months from date on which a Government servant is relieved of his duties. The drawal of house rent allowance shall be subject to the requirements and conditions operating at present.

3. These orders shall take effect from the date of the issue of this letter.

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***These instructions have been revised vide No. No. 1759-WM(I)-74/9184, Dated 12.03.1974, No. 5593-WM(1)-71/34342, dated 16.11.1971.***

**Copy of Haryana Government Finance Department letter No. 5593-WM(I)-71/30971, dated 22nd October, 1971.—**

In continuation of Haryana Government Finance Department letter No. 5620-WM(I)-70/26520, dated the 24th September, 1970, on the above noted subject, I am directed to say that, in view of further increase in the cost of land and building material, it has been decided that the Haryana Government employees drawing pay below Rs. 500/- per month may be allowed advance equal to 80 months' pay recoverable in not more than 80 installments. Those employees drawing pay of Rs. 500 per month or above may be allowed equal to 60 months' pay or Rs. 40,000 whichever is greater subject to maximum of Rs. 70,000. These advances will be recoverable in 150 monthly installments.

2. On the analogy of the provisions of Rule 10.18 of P.F.R. Volume I, the benefit of additional advances will also be allowed to the employees, if they so desire, who drew the last instalment of the previous advances, in accordance with the instructions heretofore in force, on or after 1st April, 1971 so as to enable them to discharge the liabilities they might have already incurred on the purchase of land and or for the construction of their houses.

3. The amount of additional advances may be calculated in accordance with the instruction contained in Finance Departments.

\*\*\*\*\*

**No. 5593-WM(I)-71/34342**

From

Shri J. S. Sarohia, I.A.S.,  
Secretary to Government, Haryana,  
Planning and Finance Department.

To

All the Heads of Departments,  
Commissioner Ambala Division, Ambala and  
All the Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
and all District and Session Judges in Haryana State.

**Dated, Chandigarh, 16th November, 1971.**

**Subject : Grant of Advances to Government employees for the purchase of land and/or construction of houses.**

Sir,

In continuation of Haryana Government, Finance Department letter No. 5593-WM(I)-71/30971, dated the 22nd October, 1971, on the above noted subject, I am directed to say that, on reconsideration, it has been decided that benefit of additional advances in terms of para 2 thereof may be allowed to the employees who drew the last installment of the previous advance on or after the 1st January, 1971.

Yours faithfully,

*Sd/-*

(Som Raj)

Under Secretary Finance (B),  
for Secretary to Government, Haryana,  
Planning and Finance Department.

No. 5993-WM(I)-71/34393,

Dated, Chandigarh, the 16th November, 1971.

A copy along with two spare copies is forwarded to the Accountant General, Haryana, Simla, for information and necessary action in with reference to Finance Department Endst. No. 5593-3WM(I)-71, dated the 20.10.1971.

*Sd/-*

Under Secretary Finance (B),  
for Secretary to Government, Haryana,  
Planning and Finance Department.

Copies are forwarded to the :-

The Financial Commissioner Revenue, Haryana and  
All Administrative Secretaries to Government, Haryana.

U.O. No. 5993-WM(I)-71,

Dated, Chandigarh, the 16th November, 1971.

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**No. 6328-3WM-71/36073**

From

Shri J. S. Sarohia, IAS,  
Secretary to Government, Haryana,  
Planning and Finance Department.

To

All Heads of Departments;  
The Commissioners, Ambala Division, and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court,  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 25th November, 1971**

**Subject : Rate of interest on deposits in the Provident Fund and other similar Funds for the financial year 1971-72**

Sir,

I am directed to say that it has been decided to fix the rate of interest at 5.75 percent per annum on deposits and also on the balances at the credit of the subscribers to the General Provident Fund and other similar Funds on the 31st March, 1971, administered by the Haryana Government. This rate of interest will be in force during the financial year beginning from the 1st April, 1971

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(Som Raj)

Under Secretary Finance (B)  
for Secretary to Government, Haryana,  
Planning and Finance Department.

No. 6328-3WM-71/36074

Dated, Chandigarh, the 25th November, 1971

A copy is forwarded to the Accountant General, Haryana, Simla, for information.

*Sd/-*

Under Secretary Finance (B)  
for Secretary to Government, Haryana,  
Planning and Finance Department.

A copy is forwarded to :-

The Financial Commissioners and Revenue, Haryana.

All Administrative Secretaries to Government, Haryana for information in continuation of Finance Department U.O. No. 5714-3WM-70, dated the 29th September, 1970.

*Sd/-*  
Under Secretary Finance (B)  
for Secretary to Government, Haryana,  
Planning and Finance Department.

To

All Financial Commissioners Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana,

U.O. No. 6328-3WM-71/36074

Dated, Chandigarh, the 25th November, 1971

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary for information of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary in continuation of Finance Department U.O. No. 5714-3WM-70, dated the 29th September, 1970.

*Sd/-*  
Under Secretary Finance (B)  
for Secretary to Government, Haryana,  
Planning and Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary  
Secretary.

U.O. No. 6328-3WM-71/36074

Dated, Chandigarh, the 25th November, 1971.

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**FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 15th December, 1971**

**No. 7300-FR(PRC)-71/37763.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

- (1) These rules may be called the Civil Services and Posts (Revised Scales of Pay) (Eighth Amendment) Rules, 1971.
- (2) These rules shall come into force with effect from 1st February, 1969.
- (3) In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the schedule appended thereto :-
  - (i) Against Serial No. 26 at page 14 (Drawing Masters) in column 4 for the Scale "150-5-170/8-210/10-300" the scale "150-10-200/10-300" shall be substituted.
  - (ii) Serial No. 7, page 22, under the heading "Directorate of Urban Local Bodies" and entries against it shall be deleted and Serial Nos. 8 and 9 shall be renumbered as Serial Nos. 7 and 8 respectively.
- (4) In the Haryana Civil Services and posts (Revised Scales of Pay) Rules, 1969 in the supplementary schedule I appended thereto :-
  - (i) Against Serial No. 15 at page 6 under the heading "Agriculture Department" in column 2, for the words "Statistical Officer (Headquarters)", the words "Statistical Assistant (Headquarters)" shall be substituted.
  - (ii) For Serial No. 12(i) & (ii) and entries against them at page 5, the following shall be substituted :-

1	2	3	4	5
12	Braille Teachers/Braille Teachers-cum-typing Instructor/Craft Teacher/Geography, Mathematics and Science Teacher/ Weaving and Basketry Teacher.	80-5-140/ 6-200	Rs. 140-6-170/ 8-210/10-300	

- (iii) Against Serial No. 14 at page 5 under the heading "Social Welfare Department" in column 4 for the scale "125-5-150/5-250", the scale "140-6-170/8-210/10-300" shall be substituted and the words appearing in column 5, "Equated with J.B.T. Teachers" shall be deleted.
- (iv) Against Serial No. 3 at page 11 under the heading " Education Department" in column 4, for the scale "225-15-360/25-500", the scale "225-15-360/20-500" shall be substituted.

J. S. SAROHIA  
Secretary.

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**No. 5974-WM(I)-71/37458**

From

The Secretary to Government, Haryana,  
Planning and Finance Department.

To

All the Heads of Departments,  
Commissioner Ambala Division,  
All the Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court and  
and all the District and Session Judges in Haryana.

**Dated, Chandigarh, 15th December, 1971.**

**Subject : House Building Advance.**

Sir,

I am directed to say that from the cases received in the Finance Department for earmarking of funds by re-appropriation for the Government servants, it is observed that information on certain important points essential for the consideration of the case is not supplied in the same which results in unnecessary correspondence.

In order to remove this difficulty it has been decided that while sending the cases to the Finance Department for earmarking of funds by re-appropriation, the information in the enclosed proforma should invariably be sent alongwith the case.

Yours faithfully,

*Sd/-*

(Som Raj)

Under Secretary Finance (B),  
for Secretary to Government, Haryana,  
Planning and Finance Department.

No. 5974-WM(I)-71/37459,

Chandigarh, Dated the 15th December, 1971.

A copy is forwarded to the Accountant General, Haryana, Simla, for information and necessary action in with reference to Finance Department Endst. No. TDH-II/EM/71-72/2879, dated the 26.10.1971.

*Sd/-*

Under Secretary Finance (B),  
for Secretary to Government, Haryana,  
Planning and Finance Department.

Copies are forwarded to the :-

The Financial Commissioner Revenue, Haryana and  
All Administrative Secretaries to Government, Haryana.

*Sd/-*  
Under Secretary Finance (B),  
for Secretary to Government, Haryana,  
Planning and Finance Department.

To

The Financial Commissioner Revenue, Haryana and  
All Administrative Secretaries to Government, Haryana.

U.O. No. 5974-WM(I)-71,

Chandigarh, Dated the 15th December, 1971.

**Contd...**

**Encl.**

**APPLICATION FOR HOUSE BUILDING ADVANCE ETC.**

Under Rule 10.16, 10.17, 10.18 and 10.19 of the Punjab Financial Rules, Volume I.

1. Name of the applicant  
(In Block letters)
2. Designation  
Gazetted/Non Gazetted
3. Name of department
4. Emoluments on which the loan is admissible :
  - (i) Pay & Personal pay
  - (ii) Dearness pay
  - (iii) Special pay
  - (iv) Non practicing allowance
  - Total
- \*(a)5. Amount of advance applied for.
  - (b) Recoverable in ..... installments of Rs. .... each
  - (c) The balance of advance to be recovered from the gratuity in case service falls short on the period of installments.
6. Purpose of the Advance.
7. Whether any advance has been drawn previously for house building/repairs under any rules/scheme? if so
  - (i) date of drawal of the advance.
  - (ii) purpose for which the advance was drawn.
  - (iii) amount of the advance drawn
  - (iv) pay on which such advance was calculated
  - (v) rules/scheme under which the advance was drawn.
  - (vi) whether the house so built with an advance has been sold. If so, indicate sale proceeds.
  - (vii) whether the house/plot purchased constructed with the advance has been mortgaged to Govt.
8. Date of entry into Govt. service.
9. Date of compulsory retirement.
10. Whether permanent or temporary Government servant. If temporary adequate surety of permanent Govt. servant to be furnished in addition to mortgaging the house to Government.



11. In undertaking to the effect that the balance if any left after the use of the advance for the purpose for which it is taken, will be refunded to Govt. immediately.
12. The place and the full particulars of the house for which the advance is required. Place where the plot/house is situated, surrounded by :-  
North..... South ..... East ..... West.....
13. A certificate to the effect that the advance is required for the bonafide personal residence.
14. A certificate to the effect that the applicant has an undisputed title to the house/plot. In the case of purchase of a built house a certificate may be furnished that the house is free from encumbrances.
15. Whether any fund earmarked for you either by the Accountant General or the Finance Department through re-appropriation were surrendered during the last financial year and if so, full particulars thereof together with reasons for surrendering the amount may be given.
16. An affidavit that the applicant has no other house in India.
17. Documentary proof to show that the house is required to be constructed within the year .....

OR

Documentary proof that the Plans etc. have been approved from the Local Body concerned.

OR

Documentary proof to show that the bargain for the purchase of plot/house (as the case may be) has been finalized.

In case the advance is required for the repairs to a house a certificate to the effect that the repairs are required to make the house habitable.

18. They are not in the nature of ordinary repairs and they involve outlay large as compared to the value of the house and that no much advance for the repairs has previously been drawn in respect of the same house and that five years have elapsed since the previous advance was drawn indicating the date on which it was drawn.
19. Whether sanction of the Government for the purchase of the plot has been obtained.

**In case of extension of the House**

20. Whether the house proposed to be extended was constructed with the financial assistance from the State Government if so, the details of the loan obtained may be specified as under :-  
(a) Total loan obtained.

- (b) Basic pay at the time the loan was obtained.
- (c) If the loan was obtained under any other scheme the total amount of loan may be indicated.
- (d) Documentary proof that plan for extension has been approved by the Local Body or the State Officer concerned.
- (e) If any advance was drawn for repair of the house, full details thereof may be indicated.

Dated :

Signature of Applicant  
Designation.....

\*The cost of plot and amount required for construction of house may be indicated separately.

(FOR USE OF SANCTIONING AUTHORITY ONLY)

No.

Dated :

Forwarded to the Accountant General, Haryana.

Secretary to Govt. (Finance Department) Haryana  
(in Loan Branch).

for earmarking of funds to the extent of Rs. ....

favour of Shri

- 2. It is certified that the advance of Rs. ....  
applied for is admissible and all formalities required to be complied with have been completed.

Signature of Sanctioning Authority  
Designation.....

Note :- In villages etc. where they are no local  
bodies the requirement of item 17 and 20  
will not be insisted upon.

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***These instructions have been revised and  
have become obsolete.***

**No. 7649-2FR-71/39378**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of the Departments,  
The Commissioner Ambala Division,  
All Deputy Commissioners and  
Sub Divisional Officers in the State,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
All District & Sessions Judges in the Haryana State.

**Dated, Chandigarh, the 20th December, 1971**

**Subject : Simplification of pension rules and procedure.**

Sir,

I am directed to refer to Haryana Government, Finance Department circular letter No. 548-FD(Pen)-69/12275, dated the 14th May, 1969 on the subject noted above and to say that according to the instructions contained in Joint Punjab letter No. 2727-E, dated the 23rd August, 1947, posts of leave reserve clerks prior to November, 1945 were regarded as Non-pensionable posts. This question has been considered and keeping in view the instructions issued vide Para 1(5) (a) of the aforesaid circular letter of 1-5-1969, Government have further decided that the period of service rendered as leave Reserve clerk be counted for pension subject to the conditions laid in Para 2 of the circular letter referred to above.

Yours faithfully,

*Sd/-*  
Deputy Secretary, Finance Regulations,  
*for* Secretary to Government, Haryana,  
Finance Department.

No. 7649-2FR-71/39379

Dated, Chandigarh, 20th December, 1971

A copy is forwarded to the Deputy Accountant General, Haryana, Chandigarh in continuation of Haryana Government, Finance Department letter No. 4877-2FR-71/34948, dated the 17th November, 1971.

*Sd/-*  
Deputy Secretary, Finance Regulations,  
*for* Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to :-

- (1) The Financial Commissioner, Revenue, Haryana.
- (2) All Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*  
Superintendent, Finance Regulations,  
*for* Secretary to Government, Haryana,  
Planning and Finance Department.

To

- (1) The Financial Commissioner, Revenue, Haryana.
- (2) All Administrative Secretaries to Government, Haryana.

U.O. No. 7649-2FR-71

Dated, Chandigarh, 20th December, 1971

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary for the information of the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary in the Haryana State.

*Sd/-*  
Superintendent, Finance Regulations,  
*for* Secretary to Government, Haryana,  
Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Deputy Ministers/Chief Parliamentary Secretary in the Haryana State.

U.O. No. 7649-2FR-71

Dated, Chandigarh, 20th December, 1971.

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***These instructions have become Obsolete.***

**No. 8306-3FR-71/40657**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of the Departments,  
The Commissioner Ambala Division and  
All Deputy Commissioners and  
Sub Divisional Officers (C) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in the Haryana.

**Dated, Chandigarh, the 29th December, 1971.**

**Subject : Revision of rates of Fixed T.A./Conveyance Allowance to State employees.**

Sir,

I am directed to address you on this subject and say that State Government sometimes past had under consideration the question of enhancement of fixed T.A./ Conveyance Allowance to those Government Servants who are at present in receipt of these allowances. After careful consideration it has been decided to defer this question for the time being in view of the financial position of the state.

Yours faithfully,

*Sd/-*

Superintendent Finance Regulations,  
for Secretary to Government, Haryana,  
Finance Department.

No. 8306-3FR-71/40657A

Dated, Chandigarh, 29th December, 1971.

A copy is forwarded to the Accountant General, Haryana, Simla, for information.

*Sd/-*

Superintendent, Finance Regulations,  
for Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

*Sd/-*

Superintendent, Finance Regulations,  
for Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 8306-3FR-71

Dated, Chandigarh, 29th December, 1971.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 3rd January, 1972**

**No. 8242-3FR-71/337.**— In exercise of the power conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services Rules, Vol. III as are applicable to the Haryana Government employees, namely :-

- (1) These rules may be called the Punjab Civil Services (Haryana 1st Amendment) Vol. III Rules, 1972.
- (2) The Following shall be substitute for the existing rule, 2.24 (C).  
Government servants drawing pay :-

(i)	Upto Rs. 100	3.00
(ii)	Exceeding Rs. 100 but not exceeding Rs. 175	4.00
(iii)	Exceeding Rs. 175 but not exceeding Rs. 250	5.00
(iv)	Exceeding Rs. 250 but not exceeding Rs. 375	6.50
(V)	Exceeding Rs. 375 but not exceeding Rs. 500	7.50
(vi)	Exceeding Rs. 500 but not exceeding Rs. 750	9.00
(vii)	Exceeding Rs. 750 but not exceeding Rs. 1500	11.00
(viii)	Exceeding Rs. 1,500/- but not exceeding Rs. 2,000/-	14.00
(ix)	Exceeding Rs. 2,000/-	15.00

- (3) This will take effect from 1st June, 1971.

J.S. SAROHIA,  
SECRETARY

No. 8242-3FR-71/338

Dated, Chandigarh, the 3rd January, 1972.

Copies are forwarded to :-

All Heads of Departments, the Commissioner, Ambala Division and All Deputy Commissioners and Sub Divisional Officers (C) in the State.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
REGULATIONS  
Notification**

**The 3rd January, 1972**

**No. 8242-3FR-71/334.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Punjab Civil Services, Rules Vol. III as are applicable to the Haryana Government employees, namely :-

- (i) These rules may be called the Punjab Civil Services (Haryana 2nd Amendment) Vol. III Rules, 1972.
- (ii) The following shall be substituted as Appendix R as referred to in note 1 (b) below rule 2.27.

Grade	Delhi, Madras	Bombay, Calcutta
I (a) Pay upto Rs. 1,000	Rs. 19.50	Rs. 24.50
(b) Pay exceeding Rs. 1,000	Rs. 19.50 for the first Rs. 1,000 plus 90 paise for every additional Rs. 250 or fraction thereof effect to a maximum of Rs. 23.50	Rs. 24.50 for the first Rs. 1,000 plus 90 paise for every additional 250 or fraction thereof, subject to a max. of Rs. 28.00
II and III	Rs. 1.00 for every Rs. 20 of pay or fraction thereof subject to a maximum of Rs. 16.00 and a minimum of Rs. 6.00	Rs. 1.50 for every Rs. 20 of pay or fraction thereof subject to a maximum of Rs. 20 and minimum of Rs. 7.50
IV	Rs. 6.00	Rs. 7.50

- (3) This will take effect from 1st March, 1971.

J. S. SAROHIA,  
Secretary to Government, Haryana,  
Finance Department.

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Copy of letter **No. 8475-2FR/71/702, dated 10th January, 1972** from the Secretary to Govt., Haryana Finance Department to all Heads of Departments.

**Subject : Benefit of past service under Rule 4.19(b) of Punjab Civil Service Rules Volume-II procedure to be followed.**

Sir,

I am directed to address you on the subject noted above and to say that under Rule 4.19(b) of Punjab Civil Services Rules Volume II, resignation of any appointment to take up, with proper permission, another appointment, whether permanent or temporary, service in which counts in full or in part, is not a resignation of public service. A question has been raised whether in such cases a separate sanction should be issued indicating that resignation has been accepted under the above provision, in order to enable the Audit office to regulate the consequential benefits in the matter of pay fixation, carry forward of leave, pension etc. the matter has been considered and Govt. have decided that in cases of the above type the order accepting the resignation should clearly indicate that the employee is resigning to join another appointment with proper permission and that the benefit under rule 4.19(b) of Punjab Civil Services Rules Volume II will be admissible to him.

2. Govt. have further decided that the contents of the above order should also be noted in the service books of the individual concerned under proper attestation.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Regulation**

**The 11th January, 1972**

**No. 98-FR(PR)-72/1140.—** In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana IS pleased to make the following rules further to amend the Haryana Civil Services and post (Revised scales of Pay) Rules, 1969, namely :-

1. These rules be called the Haryana Civil Services and posts (Revised Scales of Pay) (First Amendment) Rules, 1972.
2. In the Haryana Civil Services and posts (Revised Scales of Pay) Rules, 1969, in Rule 6(3), the following shall be inserted as proviso, namely :-

“Provided that no recovery shall be affected from an employee on account of fixation of his pay in the revised scale for the period intervening 1st February, 1969 and date of issue of the notification revising the Same scale again.”

J.S. SAROHIA  
Secretary.

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**No. 7030-4FR-71/2057**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments in the State.  
The Registrar, Punjab and Haryana, High Court Chandigarh.

**Dated, Chandigarh, the 24th January, 1972**

**Subject: Revision of scale of Pay of the posts of Superintendents 'A' Class Office/Private Secretaries.**

Sir,

I am directed to address you on the subject cited above and to say that the question of revision of scale of pay of the posts of Superintendents 'A' Class Offices/Private Secretaries at present in the scale of Rs. 450-25-500-30-650/30-800 has been under the consideration of the Government. The matter has been considered and it has been decided that scale of pay of Superintendents 'A' Class Offices/Private Secretaries be revised from Rs. 450-25-500-30-650/30-800 to Rs. 500-30-650/30-800-50-850 with effect from 1st December, 1971. The pay of the concerned Officers may be fixed under the normal rules.

Yours faithfully,

Sd/-  
Deputy Secretary Finance (Regulations),  
for Secretary to Government, Haryana,  
Finance Department.

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***These instructions have been superseded vide  
No. 2528-5FR(1)-76/14020, Dated 11.05.1977.***

**No. 7591-(5)-FR-71/2378**

From

The Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala Division,  
All Deputy Commissioners and  
All Sub- Divisional Officers in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 28th January, 1972**

**Subject : Transfer of Haryana Government employees to other Government Departments, Companies, Corporations etc. - Deputation (Duty) allowance.**

Sir,

I am directed to say that according to Composite Punjab Government Finance Department, Notification No. 2250-(5)-FR-II-66/10028, dated the 1st June, 1966 (introducing revised proviso to clause b(iii) of Rule 4.4. and d(ii) of Rule 4.9 the period of service rendered by Government servant in an ex-cadre post, counts for initial pay fixation on his reversion to a post in the parent cadre to the extension and subject to the three conditions mentioned in the Notification referred to above. Where, however, a Government servant working in an ex-cadre post draws during the period of deputation his pay in the parent grade plus deputation allowance, the service rendered in the ex-cadre post does not count for initial pay fixation and increments in the parent cadre on a scale identical to or higher than the ex-cadre post. Thus, Government servant on deputation to an ex-cadre post does not get the benefit of promotion to the higher grade in the parent cadre unless he draws pay in the scale of the ex-cadre post or he gets the benefit of promotion to the higher grade in the parent cadre after observing the one for one principal under the N.B.R.

2. According to Para I(v) of composite Punjab letter No. 10508-(3)-FR-II-62/508, dated the 28th/31st January, 1963 (as amended from time to time), a fresh option is allowed to deputationist Government servant when he received Performa promotion in his parent Department under the Next Below Rule or is reverted to lower grade in the parent Department or, is appointed to another grade in the new Department. A question has been raised whether another option may be allowed to a Government employee deputed to a post carrying scale of pay identical to or higher than that applicable to a post in the next higher grade in his parent Department and who had earlier opted for his grade pay plus deputation allowance. It has now been decided that a fresh option may be allowed to such a deputationist from the date the three conditions mentioned in the notification dated 1st June, 1966 are fulfilled and one of his juniors is actually promoted to higher post in the parent cadre in a scale identical to or lower than that of the deputation post even though all the conditions of Next Below Rule are not fulfilled.

3. These orders will have effect from the date of their issue and post cases already decided otherwise will not be re-opened.

Yours faithfully,

*Sd/-*  
Superintendent, Finance (Regulations),  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Finance Department.

No. 7591-(5)-FR-71/2379

Dated, Chandigarh, the 28th January, 1972

A Copy is forwarded to the Accountant General, Haryana for information in continuation of Finance Department

By order,

*Sd/-*  
Superintendent, Finance (Regulations),  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Finance Department.

Copies are forwarded to the Financial Commissioners, Haryana and all Administrative Secretaries to Government, Haryana, for information and guidance in continuation of Finance Department U.O. Endorsement No.

*Sd/-*  
Superintendent, Finance (Regulations),  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Finance Department.

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**FINANCE DEPARTMENT****Notification****The 31st January, 1972.**

**No. 253-3FR-71/3272.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling them in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Pb. Civil Services Rules, Vol. III as are applicable to Haryana Government employees namely :-

- (i) These rules may be called the Punjab Civil Services Rules, Vol. III (Haryana IIIrd Amendment), 1972.
- (ii) In the Punjab Civil Services Rules, Vol. III, the following may be added after the words "by requisition" appearing in line 2 of rule 2.91 :-  
 "a single berth in an air-conditioned coach or"

N.N. KASHYAP  
 Secretary to Government, Haryana,  
 Finance Department.

No. 253-3FR-72/3273,

Dated, Chandigarh, the 1st February, 1972.

A copy is forwarded for information to the Accountant General, Haryana Simla with reference to his U.O No. TM/206/71-72/3310, dated the 7th January, 1972.

By order,  
 PARTAP SINGH  
 Deputy Secretary, Finance (R)  
*for* Secretary to Government, Haryana,  
 Finance Department.

No. 253-3FR-72/3274,

Dated, Chandigarh, the 1st February, 1972.

A copy is forwarded to :-

- (1) All Heads of Departments, Commissioner, Ambala Division, Deputy Commissioner, Sub Divisional Officers (Civil) in the State.
- (2) The Registrar Punjab and Haryana High Court and District and Session Judges in Haryana for information and guidance.

By order,  
 PARTAP SINGH  
 Deputy Secretary, Finance (R)  
*for* Secretary to Government, Haryana,  
 Finance Department.

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***These instructions have become obsolete.***

**No. 805-FICW-(2)-72/3976**

From

Sh. N.N. Kashyap, I.C.S.,  
Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala Division,  
All Deputy Commissioners, and  
All Sub- Divisional Officers in Haryana,  
The Registrar, Punjab and Haryana High Court,  
All District and Session Judges in Haryana.

**Dated, Chandigarh, the 4th February, 1972**

***Subject :* Grant of House Rent Allowance to Government employees - Assessment of House rent of private buildings owned by Government employees.**

Sir,

I am directed to say that according to instructions contained in paragraph 5 of the composite Punjab Government Letter No. 956-FCW-65/1548 dated 20-2-65, on the subject noted above, in the case of a Government servant living in a house owned by him in Chandigarh, the rent shall be assessed by officers of P.W.D. Buildings and Roads Branch, Capitals Project Administration, not below the rank of an Executive Engineer. The matter has been considered and it has been decided that in future the assessment of rent in such a case should be made by an officer of P.W.D. Buildings and Roads Branch, Haryana not below the rank of an Executive Engineer, it will be for the department to decide as to what shall be the fair basis for assessment of rent.

Yours faithfully,

*Sd/-*

Financial Advisor,  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning & Finance Department.

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***These instructions have become obsolete.***

नं० 339-1एफ.आर.-72 / 3189

प्रेषक

वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डल के आयुक्त,  
सभी उपायुक्त तथा सभी उपमण्डल अधिकारी  
रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय और  
हरियाणा सरकार के सभी जिला एवं सत्र न्यायाधीश।

**दिनांक, चण्डीगढ़, 8 फरवरी, 1972 (8th February, 1972)**

**विषय :** हरियाणा में भवन निर्माण को लिए स्थाई पेशगी।

महोदय,

मुझे उपरोक्त विषय पर आपको सम्बोधित करने तथा यह कहने का निदेश हुआ है कि मैं आपका ध्यान नियम 13.29(एए) सी.एस.आर. खण्ड-11 की ओर आकर्षित करूँ जिसके अनुसार भारत के किसी भी स्थान पर मकान बनाने या प्लॉट खरीदने के लिए वित्त विभाग की स्वीकृति से साधारणतया 50% तथा विशेष परिस्थितियों में 75% तक सामान्य भविष्य निधि से स्थाई पेशगी दी जा सकती है। यदि कर्मचारी की सेवा 20 वर्ष से अधिक हो या सेवानिवृत्ति का समय 10 वर्ष से कम हो। वित्त विभाग ने अब यह निर्णय लिया है कि यदि हरियाणा राज्य में भवन बनाना हो तो 50% के स्थान पर 66% राशि दे दी जाए। यह आदेश 1.1.72 से लागू होंगे और इसके अनुसार आगामी कार्यवाही की जाए।

भवदीय,

हस्ता/-

उप सचिव वित्त (आर),  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

एक-एक प्रति सूचनार्थ एवं आवश्यक कार्यवाही हेतु वित्तायुक्त राजस्व तथा सभी प्रशासकीय सचिवों को हरियाणा सरकार को भेजी जाती है।

हस्ता/-

उप सचिव वित्त (आर),  
कृते: वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

वितायुक्त राजस्व, हरियाणा।  
सभी प्रशासकीय सचिव, हरियाणा सरकार।

अषा. क्रमांक 339-1एफ.आर.-72/

दिनांक, चण्डीगढ़ 8 फरवरी, 1972

एक-एक प्रति मुख्यमंत्री/मंत्रियों/उप मंत्रियों/मुख्य संसदीय सचिव के प्रधान सचिव/  
सचिवों/निजी सचिवों को मुख्यमंत्री/मंत्रियों/उप मंत्रियों को सूचना के लिए भेजी जाती है।

हस्ता/-  
अधीक्षक वित्त विनियम,  
कृते: वितायुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

अषा. क्रमांक 339-1एफ.आर.-72/

दिनांक, चण्डीगढ़ 8 फरवरी, 1972.

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***These instructions have become obsolete.***

**No. 1247-1FR-72/7348**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
The Commissioner, Ambala Division and  
All Deputy Commissioner and  
Sub Divisional Officers In Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Session Judges in Haryana the State.

**Dated, Chandigarh, the 20th March, 1972**

**Subject : Final payment of accumulations in the G.P. Fund Account on superannuation – revised procedure for.**

Sir,

I am directed to refer to rule 13.28 of Punjab Civil Services Rules, Volume II, on the above noted subject which provides that when a subscriber quits service, the amount standing to his credit in the Fund shall become payable to him on receipt of a written application to be submitted through the Head of the office to the Accounts Officer. In order to eliminate delay in the final payments of the G.P. Fund balances to the subscribers, it has been decided that existing rules should be simplified as follows so that the action could be taken on application for payment of G.P. Fund balances and the amount thereof be paid to the subscribers soon after his superannuation.

- (i) subscriber may submit an application for payment of the amount in the fund upto one year prior to the date of superannuation. The application may be made for the amount standing to his credit in the fund as indicated in the Accounts Statement for the year ending one year prior to his superannuation or for the amount as indicated in his ledger account, in case the accounts statement has not been received.
- (ii) The Head of Office shall forward the application to the Accounts Officer indicating the advances taken and the recoveries affected against the advances which are still current and the number of installments yet to be recovered in respect of each advances and also indicate the final withdrawals, if any, taken by the subscriber.
- (iii) The Accounts Officer shall issue an authority for the amount indicated in the application after verification with the ledger account, at least a month before the date of superannuation but payable on the date superannuation.
- (iv) The authority mentioned in sub-para (iii) above will constitute the first installment of payment. A second authority for payment will be issued as soon after superannuation as possible. This will relate to the contributions made by the subscriber subsequent to the amount mentioned in the application submitted vide sub-para (i) above plus the refund of installments against advances which were current at the time of the first application.

- (v) The advances/final withdrawals sanctioned after the forwarding of the applications for final payment to the Accounts officers should be intimated to the Accounts Officers immediately and acknowledgement obtained by the sanctioned authority.

2. The necessary amendment to the relevant rules will be made separately. The procedure laid down above may be followed pending such amendments.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

No. 1247-1FR-72/7349

Dated, Chandigarh, the 20th March, 1972

A copy is forwarded to the Accountant General Haryana Simla, for information and necessary action.

By order,  
*Sd/-*  
Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to all Financial Commissioner, Haryana and all Administrative Secretaries to Government Haryana for information and guidance.

*Sd/-*  
Superintendent Finance Regulations,  
for Secretary to Government, Haryana,  
Finance Department.

To

- (1) All Financial Commissioner, Haryana and
- (2) All Administrative Secretaries to Govt., Haryana.

U.O. No. 1247-1FR-72,

Dated, Chandigarh, the 20th March, 1972

Copies are forwarded to the Principal Secy./Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers/Deputy Ministers for the information of the Chief Ministers/Ministers/Deputy Ministers.

*Sd/-*  
Deputy Superintendent Finance Regulations  
for Secretary to Government, Haryana,  
Finance Department.

To

The Principal Secretary/Secretaries/Private Secys.  
to the Chief Minister/Ministers/Deputy Ministers.

U.O. No. 1247-1FR-72,

Dated, Chandigarh, the 20th March, 1972.

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**FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 22nd March, 1972**

**No 8930-FR(PR)-71/7312.**— In exercise of the powers conferred BY the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules, further to amend the Haryana Civil Services and Posts (Revised Scale of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (2nd Amendment) Rules, 1972.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules 1969, in the Schedule appended thereto :-
  - (i) For Sr. No. 3 and the existing entries against it at page 10 under the heading "Town and Country Planning Department" the following shall be substituted :-

1	2	3	4
3	Building Inspector (Sectional Officer)	Rs. 100-10-200/10-300	Rs. 200-10-280/15-430-20-450

- (ii) Against Serial No. 12 at page 28 under the heading "Health Department" in Col. 3, the brackets and words (with two advance increments to Matriculates) shall be deleted.
  - (iii) Against Serial No. 2 at page 21, under the heading "Public Works Department" in Col. 5 the words and figures "A Scale of Rs. 1300-50-1600 is sanctioned for the existing incumbent as a measure personal to him" shall be added.
  - (iv) Against Serial No. 11 at page 20 under the heading "Transport Department" in Column 3 for the scale "100-10-200/10-300" the scale "100-8-140/10-160/10-230/10-300" shall be substituted.
4. In the Haryana Civil Service and Posts (Revised Scales of Pay) Rules, 1969, in the Supplementary Schedule I, appended thereto :-
  - (i) For serial No 26 and the existing entries against it at page 2 under the heading "Health Department", the following shall be substituted :-

1	2	3	4	5
26	(i) Family Planning Field Worker/ Media Maker/T.B. Multipurpose worker Microscope-cum-Pump Mechanic	Rs. 80-5-100/5-150 Rs. 80-5-150	120-5- 160/5-200	
	(ii) Projectionist-cum-Mechanic	Rs. 80-5-100/5-150	Rs. 130-5- 160/5-225	

N.N. KASHYAP  
Secretary to Government, Haryana,  
Finance Department.

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<b><i>These instructions have become obsolete.</i></b>
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**No. 3052-B&C-71/17228**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All the Heads of Department in Haryana and  
Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 3rd April, 1972**

**Subject : Misappropriation and defalcations etc, paragraph 51 of Third Report of Public Accounts Committee (1970-71)**

Sir,

I am directed to address you on to subject and to reproduce below the observations made by the Public Accounts Committee (1970-71) in its Third Report on the cases of misappropriations/defalcations etc., requiring disposal at the end of the Departments :-

“The Committee were unhappy to note the delay in the various departments in the finalization of the cases involving misappropriations, defalcation etc. etc. As pointed out in the audit paragraph 13 cases involving Rs. 0.74 lakh were pending for more than five years. The Committee feel that with the passage of time it was possible that full investigation into these cases might become difficult due to the no availability of the relevant record and on account of retirement, death etc. of the delinquent officers/officials thereby rendering suitable action against them impossible. In this context, the Committee would also like to invite attention to their observation made in paragraph 4 of their Second Report. The Committee would urge that concrete and immediate steps should be taken to ensure that all the pending cases are settled with due promptitude and that suitable action is taken against the officers/officials concerned, where necessary”.

2. While bringing these observations to your notice, Finance Department would like to invite your attention to rules 2.33 and 2.34 of Punjab Financial Rules, Volume I which lay down :-

- (i) general principal to regulate the enforcement of responsibility for losses sustained by Government through fraud or negligence's of individuals;
- (ii) the procedure to be followed in prosecutions in respect of the embezzlement of Government money; and
- (iii) the procedure to be observed for conducting departmental enquiry.

It is presumed that the cases of misappropriations/defalcation etc. pending with you, if any, are being finalized as per provisions of the rules. It is requested that this may be

considered and the cases which are still pending with you may be finally disposed off without delay.

Yours faithfully,

*Sd/-*  
Deputy Secretary, Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.

No. 3052-B&C-71/17229

Dated, Chandigarh, the 30th April, 1972

A copy is forwarded to :-

Accountant General, Haryana, Simla.  
Secretary, Haryana Vidhan Sabha Secretariat, Chandigarh.

*Sd/-*  
Deputy Secretary, Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to :-

Financial Commissioner, Revenue and Secretary to Government, Haryana,  
Home Department.  
All Administrative Secretaries to Government, Haryana;  
for information and necessary action.

*Sd/-*  
Deputy Secretary, Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Revenue and Secretary to  
Government, Haryana, Home Department,  
All Administrative Secretaries to Government, Haryana.

U.O. No. 3052-B&C-71

Dated, Chandigarh, the 3rd April, 1972.

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***These instructions have been reiterated vide  
No. 5/24/84-1FR-II, Dated 27.9.1984.***

**No. 980-3FR-72/11135**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala Division,  
Deputy Commissioners and  
Sub Divisional Officers (C) in the State,  
The Registrar, Punjab and Haryana High Court,  
District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 10th April, 1972.**

**Subject : Journey by Air.**

Sir,

I am directed to invite a reference to Rule 2.31(I) of Punjab Civil Services Rules, Vol. III (T.A. Rules) which provides that travel by air is permissible on tour in case of officers in receipt of actual pay of Rs. 1600/- P.M. and above and the Commissioners of Divisions, the Secretaries to Government and the Heads of Departments irrespective of the pay whether it exceeds or not the above limit at their discretion including Joint Secretaries/Deputy Secretaries to Government, Secretary to Governor and Principal Secretary to Chief Minister and Dy. Principal Secretary to Chief Minister.

2. Government for sometime past has been observing that some Departments allow officers to travel by air who are not entitled to perform such journeys and then refer the matter to Finance Department for ex-post facto approval/regularization. Government view this with great concern and impress upon you that in future no officer who is not entitled should be allowed to perform journey by air, whenever, such a journey is required to be performed in public interest under very exceptional circumstances prior permission should be obtained for the same from the Finance Department.

3. I am, therefore, to request that these instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Partap Singh)

Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

No. 980-3FR-72/11136

Dated, Chandigarh, the 10th April, 1972.

A copy is forwarded to the Accountant General, Haryana, Simla for information.

By Order,

*Sd/-*  
(PARTAP SINGH)  
Deputy Secretary Finance (R),  
*for* Secretary to Government, Haryana,  
Finance Department.

Copy is forwarded to the :-

The Financial Commissioners, Haryana  
All Administrative Secretaries to Government,  
Haryana for information and guidance.

*Sd/-*  
(RAM PARKASH)  
Superintendent Finance Regulations,  
*for* Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioners Haryana.  
All Administrative Secretaries to Govt., Haryana.

No. 980-3FR-72,

Dated, Chandigarh, the 10th April, 1972.

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**FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 27th/28th April, 1972**

**No. 2398FR-72(PR)-16518.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Third Amendment) Rules, 1972.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services' and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Serial No. 2 at page 25 under the heading "Development Department" and entries against it deleted-vide Finance Department Notification No, 5690-FR(PRC)-70/32733, dated the 24th November, 1970, shall be deemed to have been revived as under :-

1	2	3	4	5
2.	Officers of the Development Department posted on adhoc basis against the H.C.S. (Executive Branch) Cadre Posts of D.D.P.Os/Additional General Assistants.	300-30-600/40 -800/50-850	350-30- 620/40- 900/50-1000	

- (ii) Against Serial No. 12 at page 5 in column 2, under the heading "Social Welfare Department," after the words "Weaving and Basketry Teachers", the words "Music Teachers" shall be added.

N.N. KASHYAP,  
Secretary to Government, Haryana,  
Finance Department.

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**MOST IMMEDIATE****No. 713-WM(I)-72/16226**

From

The Financial Commissioner Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

All Heads of Departments,  
Commissioner Ambala Division, Ambala,  
all the Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
all the District & Sessions Judges in Haryana.**Dated, Chandigarh, the 18th May, 1972.*****Subject : Earmarking of funds in respect of House Building Advance to Government Servants other than All India Service Officers.***

Sir,

**Preamble**

1. According to the existing procedure as laid down in rule 10.20(1) of P.F.R. Vol. I, the applications of Government employees for the grant of house building loans are sent to the Accountant General for ear-marking of funds prior to the issue of sanctions.

**Procedure**

2. From experience it has been found that the working of this system is not altogether satisfactory because a large number of applicants in urgent need of loans fail to get funds earmarked due to the system of first come, first served followed by the Accountant General and limited Funds available in the Budget for this purpose. Accordingly, therefore, after discussions with the Accountant General, Haryana, it has been decided to rationalize the present system in a way so as to provide maximum benefit to the employees needing house building loans from a limited supply of funds.

3. Under the revised procedure, funds provided in the Budget Estimates would be placed at the disposal of the Head of the Departments pro rata of their requirements. This would enable the Head of Departments/sanctioning authorities to ear-mark funds to their employees from the grants placed at their disposal and issue necessary sanctions (as explained here-under) thereafter with endorsements to the Accountant General and the Finance Departments.

**Submission of Budget Demands**

4. Under the revised procedure the departments, after assessment of their requirements of funds for house building loans will communicate their demands to the Finance Department by 10th October, each year as laid down in Annexure 'A' of their letter No. 2176-B&C-71/13072 dated 19th May, 1971. The requirement of funds may be worked out and conveyed to the Finance Departments as per following order :-

- (a) Amount required by employees who have previously taken a loan and are in the process of construction.
- (b) Amount required by employees who already own a plot.

- (c) Amount required for employees who have been applying for the last three years and have failed to get the advance.
- (d) Others.

After taking a view of the total requirements of the Departments and resources of the State Government Finance Department would provide funds in the Budget Estimates, which, after these have been voted by the State Legislature, would be placed at the disposal of the Heads of Departments has stated in paragraph (3) above.

### **Issuing of sanctions**

5. When the grant has been communicated, the Department after complying with the requirement of rules and instructions on the subject will earmark funds and issue sanction therefore. In the sanction order, the following would be specifically mentioned :-

- (i) Rules under which the advance has been granted and the serial No. of rule 19.10 under which the power to sanction the advance has been delegated to the sanctioning authority;
- (ii) The period of the recovery of the advance in terms of installments and the value of the instalment;
- (iii) The period, after which 1st instalment towards the recovery of advance would be deducted from the pay of the employee concerned;
- (iv) The rate of interest applicable to the advance;
- (v) A certificate by the sanctioning authority that all the formalities as required to the completed under rules /instructions have been completed and the advance secured;
- (vi) The funds have been provided to the Government employee concerned out of the grant placed at the disposal of the Department by the Finance Department and would remain available for a period of three months from the date of the issue of sanction.

6. Failure to utilize the amount of advance in the specified period will debar the Government employees concerned from getting loan for the same purpose during the succeeding financial Year in accordance with the instruction already contained in Finance Department letter No. 2473-WM(I)-69/11828, dated 9.5.1969. In the copy of the sanction order endorsed to the Accountant General, Haryana Simla/Chandigarh as the case may be, specific request would be made for issuing payment authority for the advance Sanctioned. The Audit Office will scrutinise the sanction and if found in order will issue payment authority under rule 4.113 of the S.T.R. on receipt of which the amount will be drawn from the Treasury.

### **Submission of Revised Demand**

7. The Statement of excesses and surrenders on the basis of which Revised Estimates are framed becomes due with the Finance Department by 1st December, Since Finance Department would be controlling the major Head, Loans and advances-Loans to Local Funds etc.—Loans to Government servants it would be necessary for the departments to intimate to the Finance Department by 10th October, at the latest, if the grants placed at their disposal have been, utilised in, full or there would be some savings. The savings intimated by the departments would again be pro-rata placed at the disposal of these departments who want additional funds. Thus, whatever, savings are intimated by the departments by 10th October, would be diverted to the departments who want more funds for this purpose by the 31st October in any case. Additional funds may also be placed at the disposal of departments out of

the Reserve with Finance Department.

In case any department fails to surrender the funds in time and subsequently they are found to have lapsed, the departments grant for the following year would be reduced to the extent of the lapsed funds.

### **Re-appropriation of funds**

8. Cases for providing funds by reappropriation may be sent to the Finance Department from December onwards and no application will be entertained after the 28th February to safe-guard against the lapse of funds provided by reappropriation on account of non-completion of formalities in individual cases.

Cases where relaxation of rules is desired will continue to be sent to the Finance Department through the respective Administrative Department in the normal manner.

### **Scope of instructions**

8. The above instructions will not be applicable to the following categories of advances in respect of which old procedure will continue to be followed :-

- (1) House Building Advance to All India Service Officers,
- (2) Advance for motor conveyances.
- (3) Advance for other conveyances.
- (4) Other advances.

9. To enable Finance Department to distribute grants amongst the Heads of Departments for the current financial year (1972-73) you are requested to communicate your requirement of fund immediately in the manner prescribed in para 4 but not later than 31st May, 1972. Communication of grants for the current year proposed to be completed by the Middle of June, 1972.

10. Formal amendments to the P.F.R. in the light of the requirements of this revised procedure are being carried out.

11. The receipt of this communication may please be acknowledged.

Yours faithfully,

*Sd/-*

(D. Dasgupta)

Deputy Secretary Finance (Budget)  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning & Finance Department.

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**These instructions have become obsolete.**

अ.स.क, 3897-ब.व.क. 72 / 1789

दीपक दास गुप्ता, आई.ए.एस.

उपसचिव, हरियाणा सरकार,  
वित्त (बजट) विभाग।

चण्डीगढ़, 23 मई, 1972 (23rd May, 1972)

**विषय :- 8.5.1972 को हरियाणा राजभवन में राज्य की वित्तीय स्थिति पर सोच विचार करने के लिये बैठक के अंतर्गत लिये गये निर्णय।**

प्रिय,

हरियाणा राजभवन में दिनांक 8.5.1972 को राज्य की वित्तीय स्थिति पर विचार करने के लिए राज्यपाल महोदय के नेतृत्व में एक बैठक हुई थी, इस बैठक में राज्य सरकार के खर्च को कम करने के लिए कुछ निर्णय लिये गये थे जिनकी एक प्रति संलग्न है। आप से प्रार्थना है कि इन पर शीघ्र कार्यवाही करें और इस कार्यवाही से वित्त विभाग को सूचित करें।

2. कृपया इस पत्र की पावती भेजें।

आपका,

हस्ता: /—  
(दीपक दास गुप्ता)

सभी प्रशासकीय सचिव, हरियाणा सरकार  
(नाम द्वारा)

क्रमांक 3897-ब.व.क.-72 / 89

दिनांक 23 मई, 1972

एक प्रति इस के संलग्न सहित वित्त विभाग के सभी अधिकारियों, अधीक्षकों तथा उप अधीक्षकों को (वित्त विनियम शाखा को छोड़कर) भेजी जाती है।

- (क) विभागों के फुटकर खर्च पर जो 10 प्रतिशत कट लगाई गई है उसके extent की जांच संबंधित विभागों से मिलकर कर लें, और
- (ख) जिन विभागों की इस वर्ष की ग्रांट घटाने का निर्णय किया गया है, उनको इस संबंध में सूचित कर दिया जाये।

उन सब राशियों को लघु शीर्ष "Surrender and withdrawal with in the grant" में transfer कर दिया जाये। इस transfer की सूचना बजट तथा कमेटी शाखा तथा महालेखाकार हरियाणा को भेज दी जाए ताकि यह राशि विभागों को खर्च करने के लिए उपलब्ध न हो सके।

2 कृपया इस पत्र की पावती भेजें।

हस्ता: /—  
उप सचिव वित्त (बजट)  
कृते: वित्तायुक्त राजस्व एवं सचिव, हरियाणा  
सरकार, आयोजना तथा वित्त विभाग।

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From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala Division, Ambala,  
Deputy Commissioners and  
Sub-Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court and  
District and Session Judges in the State.

**Dated, Chandigarh, the 31st May, 1972**

**Subject : Revision of scale of pay of Restorers/Gestetner Operators employed in different departments of the State.**

Sir,

I am directed to state that the question of revision of scale of pay the posts of Restorers/Gestetner Operators employed in different departments of the State Government has been under consideration for sometime past and it has now been decided that their present scale of pay of Rs. 90-3-120/4-140 may be revised to Rs. 100-4-140/5-160 with effect from the date of issue of these orders. The pay of the officials concerned may be fixed in the revised scale under the provisions of the normal rules.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (D),  
for Secretary to Government, Haryana,  
Finance Department.

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(Copy of F.D. Hr. No. 2111-3FR-72/17319 dt. 31st May, 1972)

**Subject :** Grant of Daily Allowance to a Govt. servant for the days on which he avails of casual leave.

I am directed to address you on the subject noted above and to say that under the provisions of Rule 2.42 (V) of the Punjab Civil Services Vol. III (T.A. Rules) a Govt. servant who takes casual leave when on tour is not entitled to draw daily allowance.

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**No. 1084-2FR-72/18110**

From

The Financial Commissioner Revenue & Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioner Ambala Division,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in the Haryana State.

**Dated, Chandigarh, the 9th June, 1972**

**Subject : Counting of periods of Extra-ordinary leave as service for the purpose of the Family Pension Scheme, 1964, for State Government employees.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 7856-7FR-I-64/9691, dated the 16th October, 1964, on the above subject and say that family pension is admissible in case of death while in service, if the Government servant has completed a minimum period of five years service and such family pension is payable at enhanced rates in case a Government servant dies while in service, after completing not less than seven years continuous service, in term of Finance Department circular letter No. 304-7FR-I-66/5239, dated the 21st March, 1966. A question has arisen whether for the purpose of reckoning the minimum of five years service or seven years continuous service, as stated above, periods spent on extra-ordinary leave can be counted as service. It has been decided that periods of extra-ordinary leave should be counted for the purpose of reckoning the minimum of five years or seven years as the case may be.

2. Sub-para (i) of Haryana Government, Finance Department circular letter No. 2253-7FR-I-65/2474, dated the 12th March, 1965 may also be treated to have been modified to that extent.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (D)  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Finance Department.

No. 1084-2FR-72/18111

Dated, Chandigarh, 9-6-1972.

A copy is forwarded to the Accountant General, Haryana, Simla/Deputy Accountant General, Haryana, Chandigarh for information.

*Sd/-*

Deputy Secretary Finance (D)  
for Financial Commissioner, Revenue and Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

1. The Financial Commissioner, Revenue, Haryana.

2. All Administrative Secretaries to Government, Haryana;  
for information and necessary action.

*Sd/-*  
Superintendent, Finance Regulations,  
*for* Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 1084-2FR-72

Dated, Chandigarh, 9-6-1972.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to Chief Minister/Ministers/Deputy Ministers for the information of Chief Minister/Ministers/Deputy Ministers of the Haryana State.

*Sd/-*  
Superintendent, Finance Regulations,  
*for* Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to  
Chief Minister/Ministers/Deputy Ministers.

U.O. No. 1084-2FR-72

Dated, Chandigarh, 9-6-1972.

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**No. 3608-3FR-72/21099**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioner, Ambala Division,  
Deputy Commissioners and  
Sub Divisional Officers in Haryana,  
The Registrar, Punjab and Haryana High Court, and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 27th /29th June, 1972**

**Subject : Grant of Adhoc Relief to Haryana Government employees.**

Sir,

I am directed to address you on the above subject and to say that the Haryana Government have considered the question of affording relief to their employees and have decided to grant them *Adhoc* Relief with effect from 1st April, 1972, as per rates indicated in the table below :-

<b>Pay Range</b>	<b>First component of Adhoc Relief</b>	<b>Second Component of Adhoc Relief</b>
Below Rs. 85	Rs. 15.00 p.m.	Rs. 7.00 p.m.
Rs. 85 to Rs. 209	Rs. 25.00 p.m.	Rs. 8.00 p.m.
Rs. 210 to Rs. 499	Rs. 30.00 p.m.	Rs. 10.00 p.m.
Rs. 500 to Rs. 1,250	Rs. 45.00 p.m.	Rs. 15.00 p.m.

\*(Subject to marginal adjustments so that pay plus *Ad-hoc* Relief do not exceeding Rs. 1,310 p.m.)

2. The first component of *Ad hoc* Relief shall be credited to the General Provident Fund Account of the employees concerned from 1st April, 1972 to 31st March, 1973, for the time being, whereas the second component of the *Ad hoc* Relief shall be paid in cash. However, in the case of employees drawing pay above Rs. 1,250 p.m. the entire amount of 1st and 2nd component of *Ad hoc* Relief admissible to them will, for the time being, be required to be credited to their General Provident Fund Account, till 31st March, 1973. As regards employees appointed on *Ad hoc* basis, who do not have General Provident Fund Accounts and are not required under the rules to operate such accounts, the 1st component of *Ad hoc* Relief will be saved on their behalf in the form of C.T.D. Accounts.

3. The above-mentioned *Ad hoc* Relief shall not be taken into account for purposes of Pay or otherwise for determining any other allowance as may be admissible to State Government employees, such as, Travelling Allowance, House Rent Allowance, Chandigarh Compensatory Allowance/Difficult Areas Allowance, Pension, Gratuity, etc. It will also not count

for purposes of reckoning House Rent payable by the employees. However, the *Ad hoc* Relief shall be admissible during leave, joining time and period of suspension and will be calculated in the same way as Dearness Allowance on such occasions.

Yours faithfully,

*Sd/-*

(H.K. JAIN)

Deputy Secretary, Finance (P),  
*for* Secretary to Government, Haryana,  
Finance Department.

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***These instructions have been Revised vide  
HGPF Rules, 2006.***

**No. 3387-1FR-72/20253**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
The Commissioner, Ambala Division, Ambala and  
Deputy Commissioner and Sub Divisional Officers,  
The Registrar, Punjab and Haryana High Court and  
All District and Session Judges in Haryana.

**Dated, Chandigarh, the 30th June, 1972**

**Subject : Payment of interest on Provident Fund balances for period exceeding six months.**

Sir,

I am directed to refer to Finance Department letter No. 3210-1FR-71/16109, dated the 5th January, 1970 on the subject noted above to say that Haryana Govt. have decided to extend the validity of these orders upto the 10 March, 1973.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R)  
for Joint Secretary to Government, Haryana,  
Finance Department.

No. 3387-1FR-72/20251,

Dated, Chandigarh, the 30th June, 1972

A copy is forwarded to the Accountant General, Haryana, Simla for information with reference to this letter No. Fds. I/AIS-4/750, dated the 27th May, 1972.

*Sd/-*

Deputy Secretary Finance (R)  
for Joint Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to the Financial Commissioner, Revenue Haryana and all Administrative Secretaries to Govt. Haryana for information.

*Sd/-*

Superintendent Finance Regulations  
for Joint Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Revenue, Haryana,  
And all Administrative Secretaries to Govt., Haryana.

U.O. No. 3387-1FR-72,

Dated, Chandigarh, the 30th June, 1972.

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**FINANCE DEPARTMENT  
REGULATIONS**

**The 10th July, 1972**

**No. 4280-3FR-72/23370.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby make the following rules, further to amend the Punjab Civil Services Rules, Volume III, as are applicable to Haryana Government employee, namely :-

- (1) These rules may be called the Punjab Civil Services (Volume III) Haryana Fourth Amendment, Rule, 1972.
- (2) In the Punjab Civil Services Rules, Volume III, hereinafter called the "said rules" in rule 2.59 in clause (e) for the portion commencing with the words "Controlling Officer" and ending with the words "claim is reasonable", the following shall be substituted, namely :-

"Controlling Officer shall scrutinize the details and satisfy himself that the claim is reasonable".
- (3) In the said rules in rule 2.109 for clause (c), the following shall be substituted, namely :-
  - "(c) to satisfy himself that mileage allowance for journeys by railways or steamer, excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and that concessional return tickets for the journey or journeys charged for in the bill were purchased wherever and whenever possible."
  - (ii) After clause (f), the following clause (g) shall be added, namely :-
    - "(g) to satisfy himself that where the actual cost of transporting personal effects/servants is claimed under these rules, the scale on which such effects/servants were transported was reasonable; and to disallow any claim which in his opinion, does not fulfill that condition. In respect of claim for transporting personal effects, he shall also scrutinize the details and satisfy himself that the claim is reasonable".

N.N. Kashyap,  
Secretary

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**D.O. No. 4472-B&C-72/22736**

**N.N. Kashyap, ICS**

Financial Commissioner, Revenue &  
Secretary to Govt., Haryana,  
Planning and Finance Department.

**Dated, Chandigarh, the 14th July, 1972**

**Subject : Economy in matter of appointment.**

My Dear,

The present financial crisis demands that we should effect saving wherever practicable. With this end in view, it is necessary to review the staffing pattern in the Secretariat as well as in the department to see :-

- (a) Whether the posts sanctioned already but not filled can be abolished and
- (b) Posts filled already can be reduced in number or down-graded.

It is felt that a number of posts may not be necessary now altogether or not necessary in the rank in which these stand sanctioned with the change in the duties and nature of work with the lapse of time. I would, therefore, request you to kindly review the position personally, in consultation with the heads of Departments under your administrative control, and intimate the results of your review to Shri D. Das Gupta IAS, Deputy Secretary to Government, Haryana, Finance Department (Planning and Budget) immediately. I also propose to discuss this with you and the Heads of Departments concerned in a meeting which will be fixed in the very near future.

Yours Sincerely,

*Sd/-*  
(N.N. Kashyap)

- (i) All Financial Commissioners, Haryana and
- (ii) All Administrative Secretaries to Government, Haryana.

No. 4472-B&C-72/22737

Dated, Chandigarh, the 14th July, 1972

A copy each is forwarded to all Heads of Departments in Haryana for information and immediate necessary action.

*Sd/-*  
(N. N. Kashyap)  
Financial Commissioner, Revenue &  
Secretary to Government, Haryana,  
Planning & Finance Department.

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**These instructions have become obsolete.**

**क्रमांक 1989-एफ.डी.-(पैन)-72**

प्रेषक

वित्तायुक्त राजस्व एवं सचिव, हरियाणा सरकार,  
योजना एवं वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष हरियाणा,  
आयुक्त अम्बाला मण्डल, अम्बाला, सभी उपायुक्त  
हरियाणा तथा उपमण्डल अधिकारी (सिविल)।  
रजिस्ट्रार, पंजाब एवं हरियाणा हाई कोर्ट,  
जिला सेशनज जज, हरियाणा।

**दिनांक, चण्डीगढ़, 22 जुलाई, 1972 (22nd July, 1972)**

**विषय : पेशन केसों की मासिक प्रगति रिपोर्ट।**

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर वित्त विभाग के पत्र क्रमांक 3155-एफ.डी.(पैन)-72/39765, दिनांक 21 दिसम्बर, 1971 की ओर दिलाऊँ जिस के द्वारा यह आदेश दिये गये थे कि मासिक प्रगति रिपोर्ट हर अगले मास की 10 तारीख तक वित्त विभाग और महालेखाकार के कार्यालय में पहुँच जाया करें। जब एक विशेष बैठक में इन मासिक प्रगति रिपोर्टों के बारे में महालेखाकार के अधिकारियों के साथ विचार विमर्श किया गया। वहाँ यह निर्णय लिया गया है कि लम्बित पेशन केसों की पूरी जानकारी के लिये यह आवश्यक है कि महालेखाकार का कार्यालय इन केसों में जो विभाग द्वारा उनके कार्यालय में भेजे गये बताए जाते हैं, की नवीनतम स्थिति से संबंधित विभागों को सूचित करें। इस स्थिति में यह आवश्यक हो गया है कि प्रोफार्मा में कुछ सुधार किया जाये, संशोधित प्रोफार्मा संलग्न है।

2. मैं अब यह कहना चाहूँगा कि मास जुलाई की रिपोर्ट संलग्न प्रोफार्मा में 3 प्रतियां उप महालेखाकार के कार्यालय को और एक प्रति वित्त विभाग को 10 अगस्त, 1972 तक भेज देंगे। उपमहालेखाकार का कार्यालय उन केसों में जो उसके पास लंबित होंगे अथवा उनके कार्यालय में पहुँच चुके होंगे, की न केवल नवीनतम स्थिति इन केसों में बतायेंगे बल्कि पी.ए.आर. नं० और केस नं० रिकार्ड करेंगे। जिन-जिन केसों में पी.ए.आर. नं० और केस नं० रिकार्ड हो जावेगा, वह संबंधित विभाग भविष्य में हर अगले मास की 10 तारीख आने वाली मासिक रिपोर्ट में संशोधन प्रोफार्मा में स्वयं भर दिया करेंगे। भविष्य में मासिक प्रगति रिपोर्ट नए प्रोफार्मा के अनुसार भेजा करें।

कृपया पत्र की पावती भेजें।

भवदीय,

हस्ता०/—

(हरि किशोर जैन)

उप सचिव वित्त (पेशन),

कृते: वित्तायुक्त राजस्व एवं सचिव, हरियाणा सरकार,  
योजना एवं वित्त विभाग।

पृ0क्रमांक 1989-एफ.डी.(पैन)-72,

दिनांक, चण्डीगढ़, 22 जुलाई, 1972।

इसकी एक प्रति उपमहालेखाकार, हरियाणा, चण्डीगढ़ को आवश्यक कार्यवाही हेतु भेजी जाती है। उनसे प्रार्थना है कि 3 प्रतियों में से दो प्रतियां एक संबंधित विभागाध्यक्ष और दूसरी वित्त विभाग को उन केसों की जो आडिट कार्यालय को भेजे गये दिखाये जाते हैं कि नवीनतम स्थिति इत्यादि रिकार्ड करके मास की 25 तारीख तक भेज दिया करे।

हस्ता10/-

कृते: वित्तायुक्त राजस्व एवं सचिव, हरियाणा,  
सरकार, योजना एवं वित्त विभाग।

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Copy of FD letter **No. 3510-2FR-72/24784 dated 1st August, 1972** from Financial Commissioner Revenue and Secretary to Govt., Haryana, Finance Department, All Heads of Departments, the Commissioner Ambala Division, All Deputy Commissioners and Sub Divisional Officers (Civil), and the Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

**Subject : Benefit of past Service under rule 4.19(b) of Punjab Civil Services Rules, Volume II – Procedure to be followed.**

I am directed to refer to Finance Department Circular letter No. 8475-2FR-71/702, dated the 10th January, 1972, on the above subject and to say that a question has been raised whether the instructions contained in the aforesaid circular letter will also apply to cases decided before the date of issue of these instructions. It has been decided that an entry may be made in the service book of the Government servant concerned under proper attestation as laid down in the aforesaid instructions in past cases also where it has been decided to allow the benefits of Rule 4.19(b) *ibid*.

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***These instructions have been Revised vide  
No. 2565-2FICW-75/8478, Dated 23.03.1977.***

**No. 3046-FICW-(2)-72/25492**

From

Shri N. N. Kashyap, ICS,  
Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning & Finance Department.

To

All Heads of Departments,  
Registrar Punjab & Haryana High Court,  
Commissioner and District & Session Judges in Haryana.

**Dated, Chandigarh, the 7th August, 1972.**

**Subject : Grant of House Rent Allowance to Government employees.**

Sir,

I am directed to invite a reference to Haryana Government letter No. 764-FICW(2)-67/1038 dated 8-6-1967 read with composite Punjab Government letter No. 956-FCW-65/1548 dated 20-2-65 on the subject noted above and to say that a question whether a Government employee living in the house owned by him/her husband or his wife can claim house rent allowance partly on the basis of rent assessed by the P.W.D. authorities and partly on the basis of rent receipts as laid down in the instructions referred to above was under consideration. In order to adopt uniform procedure it has been decided that Government employee can claim house rent allowance either on the basis of rental value assessed by P.W.D. authorities for the whole portion occupied by him or on the basis of rent charged for at least 3 months prior to its occupation.

Yours faithfully,

*Sd/-*  
Financial Advisor,  
for Financial Commissioner, Revenue and  
Secretary to Government, Haryana,  
Planning & Finance Department.

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***These instructions have become obsolete.***

**No. 4645-3FR-72/25624**

From

The Secretary to Government, Haryana,  
Finance Department.

To

Heads of Departments,  
Commissioner, Ambala Division and  
All Deputy Commissioners, and  
Sub Divisional Officers (Civil in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 7th August, 1972**

***Subject :* Grant of Adhoc Relief to Haryana Government employees.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 3608-3FR-72/21099, dated 27th/29th June, 1972, on the subject noted above and to say that the amount of first component of *Ad-hoc* Relief should not be withdrawn for the present in respect of employees who have not been allotted any General Provident Fund Accounts Nos. so far.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
*for* Secretary to Government, Haryana,  
Finance Department.

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**FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 10th/11th August, 1972**

**No. 3130-FR-PR-72/24758.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf. the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scale of Pay) (Fourth Amendment) Rules, 1972.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scale of Pay) Rules, 1969, in the schedule appended thereto :-
  - (i) Serial No. 63 at page 6 under the heading "Common Category Class III Posts Other Class III Posts" shall be renumbered as Serial No. 63 (I) and the following shall be added a Serial No. 63(ii).

1	2	3	4	5
63	(ii) Tracers (Non-Matric)	<del>60-4-120/5-150</del> 55-3-76/4-120	Rs. 110-4-130/5-160/5-225	

- (ii) Serial No. 44 at page 5 under the heading " Common Category Class III Posts other Class III Posts" shall be renumbered as Serial No. 44 (i) and the following shall be added as Serial No. 44 (ii).

1	2	3	4	5
44	(ii) Basic Health Workers (under Matric)	42-2-75	90-3-120/4-140	

- (iii) After Serial No. 40 at page 28 under the heading "Health Department" , the following New Serial No. 41 shall be inserted :-

1	2	3	4	5
41	Aye	Rs. 25-1-35	Rs. 70-2-80/3-95	

N.N. KASHYAP  
Secretary to Government, Haryana,  
Finance Department.

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***These instructions have become obsolete.***

Copy of F.D. Letter **No. 4651-1FR-72/26554, dated 22nd August, 1972** from the Secretary to Govt. Haryana, Finance Department to All Heads of Department, and others.

**Subject : Sanction of withdrawal from General Provident Fund procedure regarding.**

I am directed to refer to the subject noted above and to state that under the existing procedure with drawls from the General Provident Fund for the various purposes can be made after issue of the formal sanction of the sanctioning authority only on receipt of authorisation from the Accountant General Haryana on the basis of the revised procedure adopted by the Govt. of India, the Haryana Govt. have also reviewed its existing procedure. It has now been decided that the authority of the Accountant General Haryana for drawing funds required for such withdrawal should not be necessary. Wherever a subscriber is in a position to satisfy the competent authority account with reference to the latest available statement of general contribution, the competent authority may itself sanction withdrawal within the prescribed limits, as in the case of a refundable advance, in doing so, the competent authority shall take into account any withdrawal or refundable advance already sanctioned by it in favour of the subscriber, where, however, the subscriber is not in a position to satisfy the competent authority about the amount standing to his credit or where there is any doubt about the admissibility of the withdrawal applied for, a reference may be made to the Accountant General Haryana by the Competent authority for ascertaining the amount standing to the credit of the subscriber with a view to enable to competent authority determine the admissibility of the amount of withdrawal. The sanction for the withdrawal should prominently indicate the General Provident Account Number and the Accounts officer maintaining the accounts and a copy of the sanction for withdrawal should invariably be endorsed to the Accountant General Haryana. The sanctioning authority shall be responsible to ensure that an acknowledgement is obtained from the Accountant General in the following from that the sanction from the Accountant General in the following from that the sanction from withdrawal has been noted in the ledger account of the subscriber:-

**PROFORMA**

From

The Accountant General, Haryana,

To

The

**Subject : Final withdrawal sanction, for**

Sir,

I am to acknowledge receipt of your letter No. \_\_\_\_\_, dated \_\_\_\_\_ sanctioning final withdrawal of Rs. \_\_\_\_\_ in favour of Shri \_\_\_\_\_ Account No. \_\_\_\_\_ and to state that the sanction been noted in the ledger account of the subscriber.

Yours faithfully,

Accounts Officer.

In case the Accountant General Haryana reports that the withdrawal as sanctioned is in excess of the amount to the credit of the subscribed or otherwise inadmissible the sum withdrawn by the subscriber shall forthwith be repaid in the lump-sum together with interest thereon and in default of such repayment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump-sum or in such number of monthly installments as may be determined by the sanctioning authority.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**REGULATIONS**

**Notifications**

**Dated, the 9th November, 1972**

**No. 6291-3FR-72/34664.** In exercise of the powers conferred by the provision to articles 309 of the Constitution of India, and all other powers enabling him in this behalf, the Government of Haryana makes the following rules further to amend the Punjab Civil Services, Rules, Volume III, as are applicable to Haryana Government employees, namely :-

1. These Rules may be called the Punjab Civil Services Volume-III (Haryana Fifth Amendment) Rules, 1972.
2. In the Punjab Civil Services Rules, Volume -III (herein after called the 'said rules' for rule 2.86 the following shall be substituted namely;

"2.86, If the Medical Officer of the Government whose duty is to attend the Govt. servant professionally is of the opinion that the latter should leave his station to obtain further medical advice or treatment or to proceed on leave and that it is unsafe for him to travel unattended may, if he does not himself accompany him, arrange for an attendant to do so, and the attendant;

- (a) If a Govt. servant shall be deemed to have been travelling on duty, and may draw travelling allowance for the outward and return journey as a journey on tour and;
- (b) If not a Govt. servant may draw actual expenses for the outward and return journey.

When the Medical officer's opinion as to the necessity for the journey and for an attendant during it cannot be obtained before its commencement, a certificate from him that the journey with an attendant was necessary is sufficient for the purpose of this rule. This rule also applies to the attendants on members of Govt. servants' family. The travelling allowance in their case will be the same as is admissible under rule 2.85 to members of Govt. servants' family".

3. In the said rules, in rule 2.83 :-
  - (i) The existing clauses (a), (b) & (c) shall be renumbered as clauses (b), (c) & (d) respectively and the following shall be inserted as clause (a) namely;
    - (a) If, in order to obtain medical advice a Govt. servant is compelled to leave a station at which he is posted & at which there is no medical officer of Govt. and travels to another station, he may, on production of a certificate from the Medical officer consulted that the journey was in his opinion absolutely necessary, draw travelling allowance for the journey".
  - (ii) Note 2 shall be deleted.

N.N.KASHYAP  
Financial Commissioner Revenue & Secy. to Govt.,  
Haryana, Finance Department.

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***These instructions were superseded vide  
No. 12669-(1)/WM-77/35145, Dated 14.12.1977.***

**No. 5963-WM(I)-72/35899**

From

The Financial Commissioner Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

All the Heads of Departments,  
Commissioner Ambala Division, Ambala,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab & Haryana High Court and  
and all District and Session Judges in the State.

**Dated, Chandigarh, 14th November, 1972.**

**Subject : Grant of advances to Government servants for the purchase/construction of House etc.**

Sir,

It has recently come to the notice of the State Government that some Government employees undertook the construction of their houses without properly estimating the expenditure involved which eventually exceeded the loan admissible to a drawn by them in full as per existing rules/instructions. They, therefore, approached the Government for the grant of adhoc loans not covered under the rules to enable them to complete the construction or to discharge the liability incurred by them.

2. The limit of house building loans has been prescribed by the State Government and the rules/instructions on the subject do not contemplate the grant of any adhoc loans in the situations referred to above. This being the case, it is requested that proposals for adhoc loans in such cases should act be sent to the Finance Department because (i) firstly the employee concerned would have drawn the total loan admissible to him under the rules; (ii) secondly it is for him to limit the expenditure on the construction of his house to the loan admissible and his own responses. In case, his expenditure exceeds his known resources, the responsibilities for meeting the excess will be his own entirely and for which the Government is not bound to come to his help.

3. It is requested that these observations may kindly be brought to the notice of the employees working under your administrative control.

Yours faithfully,

Sd/-

Under Secretary Finance,  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

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**Haryana Government letter No. 6033-WM(I)-72/37128 dated 28th November, 1972.—**

I am directed to refer to the subject cited above and to say that according to the existing instruction loans to Government employees for various purposes are sanctioned by the Heads of Department/Department of Government under the power delegated to them vide serial No. 1-3 of Rule 19.10 of Punjab Financial Rules Volume I. However, in case of Government employees who are on deputation/transfer to other Departments under Haryana Government, it has not been specified in the rules whether advances are to be sanctioned to them by the Heads of Departments under whom they are working or by the competent authority in their parent department. The Accountant General, Haryana has been consulted in this matter. He has advised as under which may be adhered to in future in such cases :-

"In the case of Government employees who are on deputation/transfer to other Department, the Head of Departments/Department of Government of the parent department will be the sanctioning authorities for the purposes of rule 19.10 of P.F.R. Volume I".

This advice of the Accountant General, Haryana is brought to your notice for compliance.

The recovery of the loan, however, shall be made by the Department in which the Government employee is on deputation till he reverts to his parent Department.

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**No. 7027-3WM-72/37581**

From

Shri N. N. Kashyap, I.C.S.,  
Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

All Heads of Departments,  
Commissioner Ambala Division,  
All Deputy Commissioners  
Sub Divisional Officers (Civil),  
The Registrar, Punjab & Haryana High Court and  
All District and Session Judges in Haryana.

**Dated, Chandigarh, the 29th November, 1972.**

**Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1972-73.**

Sir,

In continuation of Haryana Government letter No. 2658-3WM-71/13643, dated the 26th May, 1971, on the above subject, I am directed to inform you that the rate of interest to be charged on house-building, motor car/scooter and other advances granted to Government servants during the year 1972-73 will be 6½ per cent per annum.

Yours faithfully,

*Sd/-*

(Som Raj)

Under Secretary Finance (C),  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

No. 7027-3WM-72/37582

Dated, Chandigarh, the 29th November, 1972.

A copy is forwarded to the Accountant General, Haryana, Simla, for information and necessary action in continuation of Finance Department endst. No. 2658-3WM-71/13644, dated the 26th May, 1971.

*Sd/-*

Under Secretary Finance (C),  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

A copy is forwarded to :-

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana;  
for information and continuation of Finance Department.

No. 7027-3WM-72/37582

Dated, Chandigarh, the 29th November, 1972.

*Sd/-*

Under Secretary Finance (C),  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 7027-3WM-72,

Dated, Chandigarh, the 29th November, 1972.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Minister/State Ministers for the information of the Chief Minister/Ministers/State Ministers in continuation of Finance Department U.O. No. 2658-3WM-71, dated the 26th May, 1972.

*Sd/-*

Under Secretary Finance (C),  
for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to  
Chief Minister/Minister/State Ministers.

U.O. No. 7027-3WM-72,

Dated, Chandigarh, the 29th November, 1972.

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***These instructions have become obsolete.***

**No. 6258-1FR-72/**

From

The Commissioner for Planning and Finance and  
Secy. to Govt., Haryana, Finance Department.

To

All Heads of Departments,  
Commissioner Ambala Division,  
All Deputy Commissioner and  
Sub- Divisional Officers,  
The Registrar, Punjab and Haryana High Court,  
District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 4th December, 1972**

**Subject : Elimination of delays in the payment of Provident Fund balances to  
Subscribers, nominees and other claimants.**

Sir,

I am directed to refer to Finance Department No. 1684-1FR-68/31890, dated 28/11/1968 and to state that in order to eliminate all available delays in the final payment of provident fund moneys standard forms containing the request of the person applying for final payment of the Provident Fund moneys as well as various particulars and certificates to be furnished by the Heads of Departments offices, were prescribed. The State Government decided to adopt the revised forms prescribed by the Government of India for use by gazetted officers, non gazetted officers and nominee or other claimants for claiming final payment or balance in their Provident Fund Accounts. A copy of each of these forms is enclosed with the request that the appropriate form should invariable be used by the claimants in future.

2. This is continuation of Finance Department letter No. 1247-1FR-72/7348, dated 20/3/1972.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for Planning and Finance  
and Secretary to Government, Haryana,  
Finance Department.

U.O. No. 6258-1FR-72/

Dated, Chandigarh, the 4th December, 1972

A copy is forwarded to the Accountant General Haryana for information.

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner for planning and finance  
and Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to for information :-

- (i) All Financial Commissioners, Haryana
- (ii) All Administrative Secretaries to Government, Haryana.

*Sd/-*  
Superintendent Finance Regulations,  
for Commissioner for Planning and Finance and  
Secretary to Government, Haryana,  
Finance Department.

To

- (i) All Financial Commissioner, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 6258-1FR-72/

Dated, Chandigarh, the 4th December, 1972

- (i) The Principal Secretary to Chief Minister, Haryana.
- (ii) The Secretaries/Private Secretaries to the Chief Minister/Ministers.

*Sd/-*  
Superintendent Finance Regulations,  
for Commissioner for Planning and Finance and  
Secretary to Government, Haryana,  
Finance Department.

To

- (i) The Principal Secretary to Chief Minister, Haryana.
- (ii) The Secretaries/Private Secretaries to the Chief Minister/Ministers.

U.O. No. 6258-1FR-72

Dated, Chandigarh, the 4th December, 1972.

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***These instructions have become obsolete.***

**No. 6086-1FR-72/**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of the Departments,  
Commissioner, Ambala Division,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in the Haryana.

**Dated, Chandigarh, the 4th December, 1972**

***Subject : Grants of advances/final withdrawals from the Provident Funds for meeting expenses of higher education.***

Sir,

I am directed to refer to Finance Department circular letter No. 126-1FR-71/578, dated the 11th January, 1971, (copy enclosed), on the subject noted above and to clarify that the institutions detailed in the list attached should be treated as recognized institutions in medical courses including courses in the Homoeopathy, Unani and Ayurvedic systems of medicine.

2. These orders will also be applicable to the grant of advances/withdrawals from the Contributory Provident Fund.

Yours faithfully,

*Sd/-*  
Deputy Secretary, Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

No. 6086-1FR-72/

Dated, Chandigarh, 4th December, 1972

A copy is forwarded to the Accountant General/Deputy Accountant General, Haryana, Simla, and Chandigarh for information.

*Sd/-*  
Deputy Secretary, Finance (R)  
for Secretary to Government, Haryana,

Finance Department.

Copies are forwarded for information to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

*Sd/-*

Superintendent, Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

To

- (i) The Financial Commissioner, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 6086-1FR-72/

Dated, Chandigarh, 4th December, 1972

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers for information of Chief Minister/Ministers/Ministers of State.

*Sd/-*

Superintendent, Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 6086-1FR-72/

Dated, Chandigarh, 4th December, 1972.

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**No. 7158-3FR-72/30420**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Department,  
Commissioner Ambala Division,  
Deputy Commissioners and  
Sub Divisional Officers in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 19th December, 1972**

**Subject : Grants of additional *Ad-hoc* Relief to Haryana Government employees.**

Sir,

In continuation of Haryana Government, Finance Department letter No. 3608-3FR-72/21009, dated 27th/29th June, 1972 on the above subject, the State Government have decided to sanction IIIrd installment of *adhoc* relief to their employees drawing basic pay up to Rs. 575 with effect from 1st December, 1972 as under :-

Pay range	Amount of further Additional relief per month
Below Rs. 85	Rs. 7
Rs. 85 & above but below Rs. 210	Rs. 8
Rs. 210 and above but below Rs. 575	Rs. 10

(Subject to marginal adjustments so that pay plus the above installment of further additional *adhoc* relief does not exceed Rs. 585 p.m.)

2. The above additional *adhoc* relief will also be treated as *sui generis* viz., and will be treated in the same way as in the case of earlier installment of *adhoc* relief sanctioned to State Government employees. It should not be taken into account for determining any other allowance as may be admissible to State Government employees on the basis of their pay, for example, Travelling Allowance, House Rent Allowance, Chandigarh Compensatory Allowance, Difficult Areas Allowance etc. This will also not count for purpose of pension, gratuity or for reckoning houses rent payable by the employees. However, this will be admissible during leave, joining time and the period of suspension and will be calculated in the same way as Dearness Allowance on such occasions.

3. The additional *adhoc* relief will not be admissible to the staff paid from contingencies, casual labour, staff of daily wages and those working on piece-rate system. It will also not be admissible to contract employees (except where admissible in terms of their contract).

4. The benefit of this additional *adhoc* relief will be admissible to work-charged employees.

5. It shall be payable in cash.

Yours faithfully,

Sd/-

(RAJINDER SINGH)

Deputy Secretary, Finance (R),  
for Secretary to Government Haryana,  
Finance Department.

\*\*\*\*\*

***These instructions have been revised vide  
No. 2235-WM(1)-74/12178 Dated 05.04.1974.***

**Copy of Haryana Government letter No. 806-WM(I)-73/3728 dated 5th February, 1973.—**

In continuation of Haryana Government, Finance Department letter No. 236-WM(I)-71/2889, dated the 1st January, 1971, on the subject noted above, I am directed to say that in view of rise in the prices of motor Cars it has now been decided to enhance the maximum limit of advance for the purchase of motor Car from Rs. 20,000 to Rs. 21,000 or 20 months' pay of the Government servant or the anticipated price of the motor car, whichever is the least. The loan advanced will be recoverable in not more than 100 installments of Rs. 210 each.

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[To issue in Haryana Government Gazette]

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 26th February, 1973.**

**No. 45-3FR-73/3907.**— In exercise of the powers conferred by proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Service Rules, Volume III, as are applicable to Haryana Government employees.

- (i) These rules may be called the Punjab Civil Services Volume III (Haryana 1st Amendment) Rules, 1973.
- (ii) In the Punjab Civil Services Rules, Volume III, in rule 2.25 under the heading "C - For a journey by air", for note (1), the following note shall be substituted, namely :-  
“(1) Standard air fare means the actual single journey air fare including an inland air travel tax and a foreign travel tax levied by the Government of India w.e.f. the 15th November, 1971 and the 15th October, 1971, respectively for the service by which the journey is performed.”

N. N. Kashyap  
Financial Commissioner Revenue & Secy. to Govt.,  
Haryana, Plg. & Finance.

No. 15-3FR-73/3908

Dated, Chandigarh, the 26th February, 1973.

Copies are forwarded to :-

- (i) All Heads of Departments, the Commissioners of all Divisions and All Deputy Commissioners and Sub Divisional Officers (Civil).
- (ii) The Registrar, Punjab and Haryana High Court and all the District Session Judges in Haryana for information and guidance.

Sd/-  
(RAJINDER SINGH)  
Deputy Secretary Finance Regulation  
for Secretary to Government, Haryana,  
Finance Department.

No. 15-3FR-73/3908

Dated, Chandigarh, the 26th February, 1973.

A copy is forwarded to the Accountant General, Haryana, Simla for information with reference to his U.O. No. TM/20-673/2021 dated the 31st October, 1972.

Sd/-  
(RAJINDER SINGH)  
Deputy Secretary Finance Regulation  
for Secretary to Government, Haryana,  
Finance Department.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 1302-3FR-73/10679**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
The Commissioners, Ambala and Hisar Divisions and  
All Deputy Commissioners, and  
Sub Divisional, Officers (Civil) in Haryana,  
The Registrar Punjab & Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 8th March, 1973**

**Subject : Grant of *Ad-hoc* Relief to Haryana Government Employees.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 3608-72/21099, dated 27th/29th June, 1972, on the subject noted above and to say that the amount of first component of *Adhoc* Relief should also continue to be deposited in the G.P.Fund Accounts/C.T.D. Accounts of the employees for the year 1973-74.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 351-FD(Pen)73/13437**

From

The Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

To

All the Heads of Departments,  
The Commissioner, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil), Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 29th March, 1973**

**Subject : Expeditious disposal of pension cases.**

Sir,

I am directed to address you on the subject cited above and say that the question of expeditious disposal of pension cases was taken up with the Accountant General Haryana. While there is appreciable progress all around, yet it cannot be denied that there is still further room for improvement. The progress of the disposal of pension cases can further be accelerated if Pension Sanctioning Authorities, as pointed out by the Accountant General, pay special attention to the shortcomings as enumerated below and remove them before pension cases are transmitted to his office :-

Sanction, for the grant of pension/Death-cum-retirement gratuity is invariably accorded on page 3 of pen form I before the case is transmitted to the audit Office as laid down in Finance Department letter No. 775-FD(Pen)-67/18621, dated the 26th July, 1967 and No. 713-FD(Pen)69/2046, dated 12th May, 1969.

Regularisation of the late entry into Government Service by the Government servant in terms of the provision of rule 3.6 of Punjab Civil Services Rules, Vol. (Part I).

Information regarding Revenue Patwar Fund in the case of Patwaris of Director Land Records Office or in respect of those who at one time were initially appointed as Patwaris is supplied.

Information regarding detail of family members of the retiring Government servant or deceased employee, as the case may be, is furnished.

Incorrect fixation of pay Proformas indicating the pay fixation as a result of pay fixation on account of the revision of scales or otherwise are invariably attached with the service books and proper entries recorded therein.

Disciplinary cases/recovery cases against the Government servants are properly processed and clear no demand certificates attached with the pension cases.

2. In addition to the removal of the defects as pointed out above, I am further to say that Pension Sanctioning Authorities or the Pension Coordinating Officers who have been charged with the responsibility of the finalization and processing of the pension cases, should before the cases are finally sent to the Accountant General's office ensure that-

- (1) Last pay certificate has been attached;
- (2) Last entry has been recorded;
- (3) Service Verification Certificate till the date of retirement/death has been made. This can be done by drawing the pay of retiree during the currency of month in accordance with the provisions contained in rule 5.1 of Punjab Financial Rules, Vol. I.
- (4) Chart indicating the page of service book regarding service verification is prepared right from the beginning of service. In case there happens to be any period which has not been verified and entry to that effect not recorded in the service book, the Pension Sanctioning Authority should either record a certificate or dispense with the verification of service in terms of para 1(6) of Finance Department letter No. 548 FD(Pen)69/12275, dated 14th May, 1969 before the case is initially sent to the audit office.
- (5) Retirement order is invariably attached.
- (6) If the case happens to be for the grant of family pension sanction for the Death-cum-retirement gratuity is accorded on annexure I circulated with letter No. 11287-5FR-1-61/15468 dated 25th November, 1961 (copy enclosed) and for family pension on annexure III to Appendix I of Punjab Civil Services Rules, Vol. II.

3. An acknowledgement is requested.

Yours faithfully,

*Sd/-*

(H.K. JAIN)

Deputy Secretary Finance(P)

for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

No. 351-FD(Pen)73/13438,

Dated the 29th March, 1973

A copy is forwarded to the Accountant General, Haryana, Simla for information and necessary action.

*Sd/-*

(H.K. JAIN)

Deputy Secretary Finance(P)

for Financial Commissioner, Revenue & Secy. to Govt.,  
Haryana, Planning and Finance Department.

**Contd...**  
**Encl.**

## ANNEXURE - I

### (A) Remarks by the Receiving Authority

1. As to character and past conduct of applicant.
2. Explanation of any suspension or degradation.
3. Regarding any gratuity or pension already received by applicant (See Chapter VII).
4. Any other remarks.
5. Specific opinion of the Receiving Authority whether the service claimed is established and should be admitted or not.  
(See Rule 9.7 (ii) and 9.12 (a) (ii))

Signature of Receiving Authority.

### (B) Order of the Sanctioning Authority

- (a) The undersigned having satisfied himself that the service of late Shri/Shrimati/Kumari has been thoroughly satisfactory hereby orders the grant of death-cum-retirement gratuity/residuary gratuity, which may be accepted by the Accountant General as admissible under the rules, to the persons mentioned in clause (c) below.

OR

- (a) The undersigned having satisfied himself that the service of late Shri/Shrimati/Kumari has not been thoroughly satisfactory hereby orders that the death-cum-retirement gratuity which may be accepted by the Accountant General as admissible under the rules to the persons mentioned in clause (c) below, shall be reduced by the specified amount or percentage indicated below :-

Amount or percentage of reduction in gratuity

- (b) A sum of Rs. \_\_\_\_\_ on account of \_\_\_\_\_ is to be held over from the death-cum-retirement gratuity/residuary gratuity till the outstanding dues are assessed and adjusted.

(c) Name of the person	Address	Relationship with the deceased officer	Amount of share of death-cum-retirement gratuity.
1			
2			

This order is subject to the condition that should the amount of gratuity as authorised by the Accountant General be afterwards found to be in excess of the amount to which the persons concerned is entitled under the rules, he/she will be called upon to refund such excess. A declaration from the person accepting this condition has been obtained and

enclosed. A declaration from the person accepting this condition will be obtained and submitted separately.

(d) The death-cum-retirement gratuity/residuary gratuity payable at \_\_\_\_\_ Treasury and is chargeable to \_\_\_\_\_.

Signature and designation of the  
Sanctioning Authority.

Date :

Note :- In the case of residuary gratuity, the service of the deceased officer would have already been verified and the expression having satisfied \_\_\_\_\_ thoroughly satisfactory in clause (a) above would not be used.

\*\*\*\*\*

**No. 1258-3FR-73/14718**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala and Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and session Judges in Haryana.

**Dated, Chandigarh, the 3rd April, 1973.**

**Subject : Grant of adhoc relief to Haryana Government Employees.**

Sir,

I am directed to invite a reference to Finance Department Circular letters No. 3609-3FR-72/21099, dated 27th/28th June, 1972 and 7159-3FR-72/30420, dated 18th December, 1972, on the subject noted above and to say that certain points of clarifications of have been raised by certain Departments of Government in regard to the grant of adhoc relief, which have been examined by the Finance Department and necessary clarifications in respect thereof are being made as hereunder against each :-

(1) The manner in which the amount of G.P.Fund has to be deposited in the case of those regular employees who have less than a year service but have not been allotted any G.P.Fund Numbers for the reason that under the rules such Account Nos. are allotted only after the completion of one year.	In respect of such employees, their G.P. Fund Accounts Nos. may be got allotted by the Accountant General after deputing special messenger for this purpose. In respect of those regular employees for whom C.T.D. Accounts have been operated by mistake, their amount first competent of the adhoc relief as sanctioned with effect from 1-4-1972 should also be deposited in the G.P.Fund Account and further contribution to the C.T.D. should be stopped immediately. In case, if any such employee intends to contribute towards C.T.D. Accounts of his own accord he may in addition to do so, provided that contribution be in addition to the amount of contribution to be made by him towards his G.P. fund Account.
(2) The manner in which the amount of G.P.Fund has to be deposited in the case of these regular employees who have completed one year's service but who have yet not been allotted G. P. Fund Account Numbers.	
(3) The manner in which the arrears of Account of first component of <i>adhoc</i> relief as sanctioned with effect from 1-4-72 are to be paid to the employees who were formerly employed on <i>adhoc</i> and were subsequently appointed on regular basis.	The arrears in such cases due upto 30th June, 1972 may be paid in the form of National Savings Certificates as the C.T.D. Accounts cannot be opened from retrospective dates.
(4) Whether an option can be given to the adhoc employees to deposit their contribution on account of first component of the <i>adhoc</i>	There can be objection to the option being allowed for the either scheme.

relief as sanctioned from 1-4-1972 towards C.T.D. or Recurring Deposit Scheme as both these Schemes are operative for a period of five year each.	
(5) The manner in which the amount of first component of adhoc relief has to be given to the employees already on L.P.R. or nearing retirement and who have stopped their contributions towards G.P.Fund Accounts.	In the case of employees who have received final payment of their G.P. Fund Contributions the payment of their G.P. fund contributions the first component of adhoc relief should be deposited in their G.P. Fund Accounts.
(6) The manner in which the arrears on account of adhoc relief from 1-4-1972 to 30-7-72 are to be paid to the adhoc / regular employees who have left service.	In such cases, the arrears may be paid to them in cash on receipt of applications from them in this behalf.
(7) The benefit of <i>adhoc</i> relief may also be allowed to the employees in receipt of pay above Rs. 1,250	The employees in receipt of pay above Rs. 1,250 are already in receipt of this concession with marginal adjustment upto Rs. 1,310. The demand for the grant of relief beyond Rs. 1,310 is not acceptable.
(8) Whether the benefit of first component of adhoc relief is to be given in cash to those employees who are under suspension.	The benefit of first component of adhoc relief may not be given to the employees under suspension. The arrears on this account may be drawn and deposited in their G.P. Fund Accounts after the final decision has been taken in their cases, the arrears will thus depend on the basis of pay to be allowed to them on suspension. The second component of the adhoc relief may be given to such employees in cash on the basis allowance being drawn them during suspension.
(9) The rate of <i>adhoc</i> relief admissible to employees drawing basic pay of the Rs. 202/- p.m. plus a special pay of Rs. 7 p.m.	The employees falling in this category entitled to the first component of the adhoc relief at the rate of Rs. 25 p.m. and the second one at the rate of Rs. 8 p.m.
(10) The manner in which the amount on of contribution towards C.T.D. Account is to be determined in the case of those adhoc employees whose pay has increased beyond the prescribed ranges due to actual of increments.	It should continue to correspond to the amount of first component of adhoc relief as admissible to adhoc from 1-4-72.
(11) Whether the benefit of adhoc relief has to be granted to the reemployed personnel.	In the case of such employees, the first component of the adhoc relief should be deposited in the C.T.D. Accounts as they are not entitled to operate G.P. Fund Accounts. The second component of adhoc relief may, however, be given to them in cash.

Sd/-  
Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

\*\*\*\*\*



***These instructions have been inserted in Rules.***

**IMMEDIATE**

**No. 1573-5FR-73/14763**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioner Ambala and Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 10th April, 1973**

**Subject : Grant of leave preparatory to retirement under Rule 8.116 (iii) of C.S.R. Vol. I, Part I.**

Sir,

I am directed to refer to Rule 8.116(iii) of Punjab C.S.R. Vol. I Part I, according to which 180 days LPR on full pay is admissible to the Government employees on the verge of their retirement.

2. Government have reconsidered the matter and have decided that in future L.P.R. due and admissible to a Government employees on retirement should be granted on full pay and if the leave on full pay to the extent of 180 days is not due, the balance of L.P.R. falling short of 180 days may be sanctioned as leave on half pay, if due, subject to the conditions that the total leave thus granted does not exceed the prescribed limit of 180 days, similarly, L.P.R. upto the extent of 180 days may also be allowed on half pay leave, if due, if leave on full pay is not due.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 669-3B&C-77/6546, Dated 10.3.1977.***

**No. 1590-3B&C-73/15893**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
The Commissioner, Ambala Division,  
The Commissioner, Hisar Division, and  
The Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 18th April, 1973**

***Subject : Procedure for dealing with the Reports of the Public Accounts Committee.***

Sir,

I am directed to invite a reference to Finance Department letter No. 4982-B&C-69/35554, dated the 19th December, 1969, with which copies of erstwhile Punjab Government letter Nos. (a) 7085-B-55/11770, dated the 2nd January, 1956, (b) 8462-B-55/836, dated the 25th January, 1956, and (c) 1915-B&C-61/4670, dated the 11th/17th April, 1961, containing in detail, the procedure for dealing with the Reports of Public Accounts Committee, were sent to you. According to this procedure, Heads of Department/Administrative Secretaries will furnish to the Finance Department a quarterly report about the implementation of the recommendations of the Public Accounts Committee and the Finance Department will intimate quarterly to the Committee, the action taken or proposed to be taken on the recommendations/ observations of the Committee. It has, however, been observed that some Departments are still not observing the procedure and instead of furnishing these progress reports to the Finance Department, they send them direct to the Secretary, Haryana, Vidhan Sabha and Accountant General, Haryana. I am, therefore, to request you to ensure that the instructions issued on the subject, are strictly followed in future and quarterly progress reports on the outstanding paragraphs contained in various reports of Public Accounts Committee, complete in all respects, are sent to the Finance Department (in B&C Branch) on dates, for onward transmission to the Secretary, Haryana Vidhan Sabha, for the information of the Public Accounts Committee.

2. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary, Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1520-3B&C-73/15894

Dated, Chandigarh, the 18th April, 1973

A copy is forwarded to the Accountant General, Haryana for information with reference to his endorsement No. 1-7/Misc./69-73/1405, dated 12th March, 1973.

*Sd/-*

Under Secretary, Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1520-3B&C-73/15894

Dated, Chandigarh, the 18th April, 1973

A copy is forwarded to the Secretary, Haryana Vidhan Sabha, for information.

*Sd/-*

Under Secretary, Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioner, Revenue Haryana,  
All Administrative Secretaries to Government, Haryana  
for information and necessary action with reference to correspondence ending  
with Finance Department U.O. No. 4982-B&C-69, dated the 2nd January,  
1956

*Sd/-*

Under Secretary, Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Financial Commissioner, Haryana,  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1520-3B&C-73

Dated, Chandigarh, the 18th April, 1973.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 4/4(47)/78-2FR(I), Dated 23.02.1979.***

**No. 2074-1FR-73/16861**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
Commissioner Hissar & Ambala Division and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab/Haryana High Court and  
All District and Session Judges in Haryana.

**Dated, Chandigarh, the 19th April, 1973**

**Subject : Printing cyclostyling of Provident Fund Schedules.**

Sir,

I am directed to refer to Finance Department's circular letter No. 8054-1FR-69/27326, dated the 3rd October, 1969 and subsequent reminder No. 6993-1FR-71/32396, dated 5.11.1971 with which instructions were issued for the correct preparation of provident fund schedules and to avoid common defects in their preparation from month to month. It has been brought to the notice of Government that the provident fund schedules are still not being prepared according to the instructions already issued from time to time. In most of the cases, the schedules are prepared by hand and neither these are got typed or cyclostyled nor printed forms are used. The common defects already listed in the circular under reference are being repeated by the Drawing and Disbursing Officers despite the fact that the inaccuracies have been brought to the notice of most of the Departments by the audit. It is, therefore, once again emphasized that the instructions already issued for the correct preparation of the provident fund schedules, may be followed rigidly.

2. I am further to request that receipt of this communication may be acknowledged.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

No. 2074-1FR-73/16862

Dated, Chandigarh, the 19th April, 1973

A copy is forwarded to the Deputy Accountant General, Haryana Simla for information with reference to this letter No. Fds.I/AS-II/4324 dated the 6-4-1973.

By order,

*Sd/-*

Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,

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No. 2074-1FR-73/16863

Finance Department.  
Dated, Chandigarh, the 19th April, 1973

A copy is forwarded to all Treasury Officers in the Haryana State for information.

By order,

*Sd/-*  
Deputy Secretary Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioner Revenue, Haryana.
- (ii) All Administrative Secretaries to Government Haryana.

*Sd/-*  
Superintendent Finance Regulation  
for Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2074-1FR-73,

Dated, Chandigarh, the 19th April, 1973

Copies are forwarded to the Principal Secretary/Secretaries/Private/Secretaries to the Chief Minister/Ministers/Ministers of State for information.

*Sd/-*  
Superintendent Finance Regulation  
for Secretary to Government, Haryana,  
Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries,  
to the Chief Ministers/Ministers/Ministers of State.

U.O. No. 2074-1FR-73,

Dated, Chandigarh, the 19th April, 1973.

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Copy of letter **No. 1169-5FR-73/15547, Dated, Chandigarh the 20<sup>th</sup> April, 1973** from the Secretary to Government Haryana, Finance Department addressed to All Heads of Departments.

**Subject : Grant of extra ordinary leave under rule 8.137 of Punjab Civil Services Rules Vol. I, Part I.**

I am directed to invite a reference to the instructions contained in Haryana Govt. letter No. 3712-GS-72/21209 dated the 18th July, 1972 (copy enclosed) on the subject noted above and to State that interalia it has been laid down in these instructions that only those regular employees, who have completed five years of service, should be accorded permission for higher studies. It has, however, been observed that the cases of Govt. employees are not examined in the light of these instructions. Numerous cases are referred to the Finance Department recommending the grant of extra ordinary leave beyond six months under rule 8.137 CSR Vol. I, Part I of those officials who has not completed five years of service. I am accordingly to request that such cases should be examined in accordance with the rules and instructions referred to the Finance Department be made by giving fully justification.

\*\*\*\*\*

**No. 1182-(2)-FR-73/18281**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioner and  
All Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 2nd May, 1973**

**Subject : Permanent transfer of Government servants to Government Companies, Corporations etc. - Grant of retirement benefits.**

Sir,

I am directed to refer to Finance Department circular letter No. 6226-(2)-FR-68/25062, dated the 7th October, 1968, on the above subject and to say that the following amendments may be made therein as under :-

- (a) Para 1(iii) may be amended to read as follows :-
- (iii) The pro-rata pension, gratuity etc. admissible in respect of the service rendered under Government would be disburseable either from the earliest date from which the Government servant could have retired voluntarily under the rules applicable to him or from the date of absorption in the undertaking/corporation, whichever is later.
- (b) In Para 1(iv)(b) for the words "on the date of superannuation", the words "on the date from which the pro-rata pension, gratuity etc. would be disburseable" may be substituted.
- (c) Para 1(v) may be deleted.

Yours faithfully,

*Sd/-*

(TIRLOCHAN SINGH)

Joint Secretary Finance

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1182-(2)-FR-73/18282

Dated, Chandigarh, the 2nd May, 1973

A copy is forwarded to, the Accountant General, Haryana, Simla for information.

By order,

*Sd/-*

(TIRLOCHAN SINGH)

Joint Secretary Finance,

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded, to the :-

- (i) Financial Commissioner, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana, for information and guidance.

*Sd/-*  
(RAM PARKASH)  
Superintendent Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department

To

- (i) The Financial Commissioner, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 1182-(2)-FR-73,

Dated, Chandigarh, the 2nd May, 1973

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(RAM PARKASH)  
Superintendent, Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department,

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister Ministers/Minister of State.

U.O. No. 1182-(2)-FR-73,

Dated, Chandigarh, the 2nd May, 1973.

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**HARYANA GOVERNMENT**  
**FINANCE DEPARTMENT**  
**REGULATIONS**  
**Notification**  
**The 8th May, 1973.**

**No. 5968-3FR-72/17103.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume III, as are applicable to Haryana Govt. employees namely :-

1. These rules may be called the Punjab Civil Services Volume, III (Haryana Second Amendment) Rules, 1973.
2. In the Punjab Civil Services Volume, III Rules, 1973, in Rule 2.45 before the word "rail" the word and sign "air" shall be inserted.

S.N. BHANOT  
 Commissioner & Secretary to Government,  
 Haryana, Finance Department.

No. 5968-3FR-72/17103-A

Dated, Chandigarh, the 8th May, 1973.

Copies are forwarded :-

- (i) All Heads of Departments, the Commissioner Ambala Division and All Deputy Commissioners and Sub Divisional Officers (Civil).
- (ii) The Registrar, Punjab and Haryana High Court and all District and Session Judges in Haryana for information and guidance.

Sd/-  
 (M. L. Trighatia)  
 Deputy Secretary, Finance  
 for Secretary to Government, Haryana,  
 Finance Department.

No. 5968-3FR-72/17103-B,

Dated, Chandigarh, the 8th May, 1973.

A copy is forwarded to the Accountant General, Haryana Simla, for information with reference to his CCO. No. TM/20-6/72-73/3137, dated 28th February, 1973.

Sd/-  
 (M. L. Trighatia)  
 Deputy Secretary, Finance  
 for Secretary to Government, Haryana,  
 Finance Department.

***These instructions have become obsolete.***

**No. 637-5FR-73/19504**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Registrar, Punjab and Haryana High Court,  
Commissioners of Divisions,  
District and Session Judges and  
Deputy Commissioners in the Haryana.

**Dated, Chandigarh, the 15th May, 1973**

***Subject : Grant of benefit of refused L.P.R. after the expiry for the period of re-employment.***

Sir,

I am directed to address you on the above subject and to state that under rule 8.21 of Punjab C.S.R. Volume I Part I, the benefit of refused L.P.R. is admissible to a retired Government servant after the date of retirement and if he is retained in service after the date of compulsory retirement this benefit is admissible to him when his duties finally ceases. A question has been raised whether refused L.P.R. can be sanctioned to a Government servant after the period of his re-employment. I am to clarify that is if a Government servant is refused L.P.R. in the interest of public service which under the rules could be enjoyed by him after the date of superannuation. He may be permitted to avail himself of the unutilized portion of such leave on the termination of the period of re-employment on the same leave salary as would have been admissible to him in the normal course but for the re-employment.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 637-5FR-73/ 19503,

Chandigarh, date the 15th May, 1973

A copy is forwarded to the Accountant General, Simla/Chandigarh for information.

*Sd/-*

Deputy Secretary Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 23rd May, 1973**

**No. 2300-FR-(PR)-73/20290.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (First Amendment) Rules, 1973.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Against Serial No. 14, page 9 under the heading "Food and Supplies Department" in column 2, for the words "Packer" the words "Picker" shall be substituted.

2. In Haryana Civil Services and Posts (Revised Scales of Pay) Rules, in the Supplementary Schedule 1, appended thereto :-

- (i) Against Serial No. 1 at page 9 in column 4 under the heading "Printing and Stationery Department", for the scale "900-40-1100/50-1250", the scale "900-50-1100/50-1250" shall be substituted.

S.N. BHANOT  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been revised vide  
No. 27/1/86-1B&C Dated 01.09.1986***

**No. 1852-1B&C-73/20560**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
The Registrar, Punjab and Haryana High Court,  
Commissioners, Ambala and Hisar Divisions, and  
All Deputy Commissioner and  
District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 24th May, 1973**

**Subject : Reforms in the structure of Budget and Accounts.**

Sir,

I am directed to say that in pursuance of the recommendations of the Administrative Reforms Commission the Government of India had set up a Team to conduct a comprehensive review of the Heads of Accounts and the Heads of Developments adopted for Plan purpose and to make recommendation for establishment a direct co-relation between the Plan Heads of Development and the Heads of Accounts and also activities of the departments and organisation and minor heads or sub-heads of accounts for the purpose of performance budgeting. The team has submitted its report which provides for a big reform in the existing classification structure of budget and accounts. Copies of the Report (Vol. -I) and list of revised Major and minor Heads of Accounts (Vol. II- Appendices) are not available. However a copy each of D.O letter No. F1(107)-B/72, dated the 23rd March, 1973 with which the Government of India, Minister of Finance has circulated the report and its enclosure, is enclosed (Annexure I). The revised classification is to be adopted from the accounting year 1974-75 coincide with the first year of the fifth plan. The scheme is discussed briefly in the succeeding paragraph.

**2.1 Classification of Government Receipts.—** Receipt of Government flow from many sources and are of different kinds. They arise either from activities which are essentially Government in character involving regulation of compulsion, i.e., receipts through taxation and regulatory measure of from activities of a commercial character or are incidental to the functioning of departments. The receipt major heads especially those relating to taxes have been re-grouped so as to facilitate a better appreciation of the tax structure. The receipts of Government have been classified under the following sectors :-

- A. Tax Revenue
- B. Non Tax Revenue
- C. Grants-in-aid and Contributions

The sector "Tax Revenue" will have the following further sub sectors :-

- (a) Taxes on income and expenditure.
- (b) Taxes on property and capital transactions.
- (c) Taxes on commodities and services.

Within each sub-sector of "Tax Revenue" the taxes are further classified according to their source and under the various major heads of this sector of this sector, the minor heads depending on the magnitude of the revenue collected under each head been specified as would be noticed from "Annexure II".

The sector "Non tax Revenue" will have three sub sectors :-

- (a) Currency coinage and mint (Does not relate to State Government)
- (b) Interest receipts and dividends.
- (c) Other Non-Tax revenues.

"Non- tax Revenue" other than receipts from interest and dividends have been classified broadly with reference to the functional service to which the receipts relate. Accordingly separate receipt major heads corresponding largely to expenditure major heads have been specified to record non-tax receipts.

2.2 'Deduct-Refunds' may be opened as a minor head under the major/ sub major heads falling in the section 'B'- Non Tax Revenue and 'C' Grants-in-aid and contributions in respect of refunds relating to the major/sub major heads falling under "A. Tax Revenue", however, the refunds will be accounted for under the concerned minor head (Programmes) so as to ascertain the net collection under each Tax/ Duty readily from accounts. For this purpose each of the minor heads in the Section 'A' Tax Revenue may be sub divide into three sub-heads as follows :-

- (i) Gross receipts.
- (ii) Deduct - Refunds, and
- (iii) Net receipts.

2.3 The minor head "Other receipts" provided under the various receipt major/Sub-Major heads is intended to record interalia, the following items for which separate sub-heads may be opened :-

- (i) Recoveries of over-payment.
- (ii) Leave salary contributions.
- (iii) Sale proceeds of dead-stock, waste paper and other articles, the cost of which was met from office expenses.

2.4 Under the existing scheme of classification, the receipts transferred by Central Government to State Governments in consideration of the latter, administering certain Central Acts are adjusted under a separate major head namely, "LVII-Miscellaneous Adjustments between the Central and State/Union Territory Governments." As the administration of the Central Acts is in the nature of regulatory service, the charges realized from the Central Government on this account will now be adjusted in the State Government's accounts as a receipt pertaining to "General Services." The major head under this sector relevant to these receipts will be "065- other Administrative Services."

**2.5. Grants-in-aid and Contributions :-** All grants-in-aid received by the State Government from the Central Government will continue to be reflected under a single major head as at present.

The existing arrangement of exhibition of receipts of Capital nature, related to Capital Outlay outside the Revenue Account as a reduction of expenditure under the concerned Capital major head, will be continued.

**3. Expenditure.—** For a purposeful review of the Government operations and application of resource allocation at the State/National level and for providing link between budget outlays on the, one hand and functions, programmes and schemes on the other hand at the same time ensuring item wise control of expenditure, the provides for a “ Five Tier” classification structure which will be common to both “ Accounts” and “ Plan”, as under:-

**(i) Sectors (Comprising sub-Sectors where necessary).—** The Sectoral classification has been divided to indicate the grouping of the various functions of the Government corresponding to the sectors of plan classification. The Sectoral classification for expenditure is as follows :-

**A - GENERAL SERVICES.—**

- (a) Organs of State
- (b) Fiscal Services (Further divided into four sub-divisions namely (i) Collection of Taxes on Income and Expenditure, (ii) Collection of Taxes on Property and Capital Transactions, (iii) Collection of Taxes on Commodities and Services, and (iv) Other Fiscal Services).
- (c) Interest payments, Dividends and Profits.
- (d) Administrative Service".
- (e) Pensions and Miscellaneous General Services.

**B - SOCIAL AND COMMUNITY SERVICES.—**

This sector is fairly compact and there is no sub-sectoral division. The expenditure on services and Research, like Education, Scientific Services and Research, Medical, Family Planning, Public Health, Sanitation and Water Supply, Housing Urban Development, Information Publicity, Labour and Employment, Social Security and Welfare, Relief on account of Natural Calamities and other Social and Community Services will be recorded in this Sector.

**C - ECONOMIC SERVICES.—**

- (a) General Economic Services.
- (b) Agriculture and Allied Services.
- (c) Industry and Minerals.
- (d) Water and Power Development.
- (e) Transport and Communications.

In the accounts classification, there has been introduced one more sector called "D-Grants-in-aid and Contributions."

The same Sectoral classification has been adopted for both Revenue and Capital expenditure.

**(ii) Major Heads.—** Under each Sector (sub-sectors where necessary) there would be Major Heads corresponding to important functions of Government like Education, Housing, Tourism, Social Security and Welfare, Village and Small Industries, etc., etc. The Major Heads have been recommended keeping in view the existing Plan and Accounts classification, the nature and magnitude of expenditures by various Governments on plan and non plan account. There would be sub-major heads under major heads to correspond, in some cases, to plan heads of development. For example, the plan heads "Welfare of Backward

Classes", "Social Welfare" and "Special Welfare Schemes" are assigned a single major head called "Social Security and Welfare" with sub-major heads for "Social Welfare" and "Welfare of Backward Classes". Similarly, under the major head "Education", sub-major heads have been prescribed to reflect the schemes of Primary Education, Secondary Education, University and other Higher Education, Technical Education, Sports and Youth Welfare. The new classification will be of considerable help to the monitoring of Plan programmes when the existing Plan classification is also brought in line with the accounts classification. Action in this behalf will be taken by the Planning Commission.

**(iii) Minor Heads.—** The basic principle of detailed accounting classification Present, is that the classification should have relevance to the department incurring the expenditure rather than the purpose for which the expenditure is incurred. It has not provided adequate support for performance budgeting of because of the deficiencies in the structure of major heads but more so because of the deficiencies at the level of minor heads. Therefore all the expenditure minor heads of account have been reviewed carefully to bring them in conformity with program departments of Government. An idea of the classification structure adopted at the level of minor heads can be had from the Major Head "Public Health", Sanitation and Water Supply" to which the following minor heads are subordinate :

- Direction and Administration.
- Prevention and control of diseases.
- Prevention of food adulteration.
- Prevention of air and water pollution.
- Drug control.
- Training.
- Health Statistics and Research.
- Health education and publicity.
- Manufacture of Sera and Vaccines.
- Public Health Laboratories.
- Health Transport.
- Sanitation Services.

**(iv) Sub-heads.—** Under each minor head, there would be sub-heads reflecting the schemes, undertaken under the various programmes, for example, control of T.B Small pox eradication programme, Malaria eradication programme, etc., under the programme "Prevention and control of diseases". In some cases, especially in regard to non-development expenditure or expenditure of an administrative nature as distinct from schemes, the sub heads will denote the components of a particular programme represented by the minor head, for example, the minor head "Direction and Administration" under the major head "Police" may have the sub-heads to correspond to the organizational wings of the police headquarters. The present practice of the Central and State Governments determining the sub-heads for their demands for grants and accounts, keeping in view these principles, will continue. In the case of Central Plan and Centrally Sponsored schemes, however, a uniform nomenclature of the schemes to be adopted as sub-head classification in the budgets and accounts of the Central and State Governments will be decided by the Central Ministries Incharge of these schemes.

While the sub-head classification is intended to reflect schemes under a programme it is not desirable to proliferate the sub-heads unnecessarily. Homogeneous schemes under a programme especially those involving small outlays should be grouped under suitable sub-heads. Thus, the intention is that the sub-heads of account should not be multiplied unnecessarily.

In the loan sector, the sub-head of classification will, besides denoting the schemes for which loans are given, indicate the institutions or parties by broad categories to which loans are given, i.e., loans to municipalities, agriculturists, financial institutions, etc.

**Detailed Heads.—** Under each sub-head, there would be detailed heads (which will also represent the primary units of appropriation in the demands for grants) to denote the items of the expenditure or inputs under each scheme like salaries, office expenses (of contingent nature), rents, rates and taxes, publications, etc., as detailed in the list of standard object of expenditure (Annexure III). This division of expenditure will not only facilitate itemised control over the expenditure but also facilitate preparation of economic classification of the Budget.

**3.2.** The third and fourth tiers of classification, i.e., minor heads and sub-heads referred to above, will greatly facilitate the preparation of the Performance Budgets by the departments.

**3.3. Expenditure on Secretariat.—** At present, the expenditure on Secretariat of the various departments is accounted for under the major head "19 - General Administration - C-Secretariat and Attached Offices" in the section "Administrative Services." This gives a misleading picture of the nature of Secretariat expenditure because it is not linked with the various functions. The revised classification contemplates the breaking up of the expenditure on Secretariat under three major heads, one for General Services, the second for Social and Community Services and third for Economic Services. In other words the expenditure on the Secretariat will be reflected under the major head "Secretariat" proposed separately in each of these sectors. Departments of the Secretariat dealing with the functions falling under more than one sector will, however, be accounted for under the "Secretariat" major head in the sector to which major part of the work relates.

To facilitate segregation of expenditure on Secretariat under these three heads, it has been suggested that the State Government may consider the desirability of suitable allocation of work among the various departments of the Secretariat so that a particular department deals with subjects included in one sector only.

**3.4. Expenditure on Public Works :-** At present the expenditure on construction and maintenance of residential and non-residential buildings and roads and bridges is accounted for under a single major head "50-Public Works" in the Revenue Section or "103 -Capital Outlay on Public Works" in the Capital Section as the case may be. Consistent with the scheme of classification, now adopted, expenditure on construction has been segregated as follows :

- (i) Expenditure on Government residential buildings will be accounted for under the Major Head "283/483 - Housing" in the Revenue Section or the Capital Section, as the case may be in the sector "Social and Community Services".
- (ii) Expenditure on roads and bridges being in the nature of Communication services having an impact of economic development has been shown under a separate major head " 337/537- Roads and Bridges" in the sub-sector "Transport and Communication" under "Economic Services" in the Revenue Section or the Capital Section, as the case may be.
- (iii) The expenditure on non-residential buildings has been treated differently under the new concept of classification. This includes, besides the expenditure on office buildings for the various departments, expenditure on functional buildings, i.e., buildings for specific functional purposes like schools, hospitals, colleges, etc., Under the scheme of functional classification now adopted, expenditure on the construction of functional buildings, as distinct from administrative office buildings, being an input for



the development of concerned function/programme, should, therefore, be reflected under the relevant function/ programme head of classification. Accordingly, the major head "259" Public Works" in the Revenue Section and "459-Capital Outlay on Public Works" in the Capital Section under the Sector "General Services" will show only the expenditure on all non-residential buildings which are not entirely in the nature of functional buildings, e.g., the administrative office and general purposes buildings. The expenditure on construction of purely functional buildings like hospitals and schools will be exhibited under the respective functional major heads in the revenue or capital accounts, as the case may be.

- (iv) The expenditure on maintenance and repairs of all non-residential buildings, whether functional or administrative, will be reflected under the major head "259-Public Works". The expenditure on "Original Works" in respect of functional buildings will, however, be shown under the respective functional major heads.
- (v) The expenditure on maintenance and repairs of the residential buildings will now be recorded under the major head "283-Housing" in the sector "B-Social and Community Services".

**3.5. Expenditure on Investments in Public Sector and Other Undertakings.—** At present all expenditure on investments in public sector and other (non-departmental) undertakings is reflected under the Capital Major Head "96-Capital Outlay on Industrial and Economic Development", irrespective of the functions to which the investment relates. Under the revised scheme of classification the capital investments in public and other commercial and industrial undertakings will be exhibited under the relevant functional capital major heads of account and accordingly, the existing omnibus capital major head mentioned above, has been deleted. Thus, the investments in the undertakings like Haryana State Co-operative Supply and Marketing Federation will be classified under the major head "498-Capital Outland Co-operation". Similarly, investments in the Haryana State Minor Irrigation and Tubewells Corporation will now be booked under the major head "506-Capital Outlay on Minor Irrigation, Soil Conservation etc." Similarly, the investments in other corporations etc. will be accounted for under the relevant functional major heads in Capital section.

In case expenditure on a particular investment cannot be identified with a programme or minor head, it will be accounted for under the residuary minor head "Other Expenditure" in the relevant functional major head.

**3.6 Capital Outlay on State Trading Scheme.—** It has been decided to abolish omnibus major head" 124-Capital Outlay on schemes of Government Trading" in the Capital Account which presently accommodates the expenditure and receipts on grain supply scheme, schemes for distribution of various categories of fertilizers, scheme for distribution of pesticides, programmes under National Malaria Eradication Programmes, etc. etc. These schemes are basically social security measures. It has been held that the expenditure incurred on the schemes does not strictly conform to the definition of capital expenditure in that as no concrete assets of material and permanent character are produced. While it would not, therefore, be inappropriate to account for the expenditure on such schemes as Revenue Expenditure under the relevant functional major head, it is, however, to be taken into account whether such a classification would have a distorting effect on the Revenue Budget. This may happen if the scheme is such that the outlay on it is considerable, and liable to fluctuate from year to year which is the reason for its present classification under capital. The State Government have, therefore, to prescribe same criterion for the exhibition. If expenditure on such schemes as

revenue or capital expenditure with reference to the magnitude of the outlay on the schemes and also whether it is of a fluctuating nature. Thus, for example, the gram supply scheme and schemes for purchase and distribution of fertilizers operated by the State Government may be classified as schemes of capital nature. The State Government will lay down suitable guidelines for the classification of expenditure on the schemes at present provided for under the major head "124-Capital Outlay on Schemes of Government Trading", as revenue or capital keeping in view the above criterion.

In either case, the transactions will be recorded under the major heads relevant to the functions to which the schemes relate. Receipts accruing from such schemes like sale proceeds etc. will be accounted for as revenue receipts or reduction of capital outlay depending on the expenditure being met from revenue or capital.

The departments concerned may please examine the question of classification of the schemes dealt with by them and send their views to the Finance Department immediately.

**3.7. Classification of Expenditure under Revenue and Capital.—** At present certain items of capital expenditure are merged under revenue expenditure heads, certain other items are shown under capital major heads within the revenue account some others "are initially debited to capital major heads outside the revenue account and then written back to revenue and the rest are classified initially and finally under the capital major heads outside the revenue account. The continuance of these four different types of classification has not been considered to be necessary as it only leads to proliferation of heads of account without any advantage. A more satisfactory arrangement would be to prescribe some definite criteria for classifying an item of expenditure as 'revenue' or 'capital'. Once the classification is determined with reference to the criteria, the expenditure should be initially and finally classified as such in accounts as well as budget, that is the criteria laid down will determine the classification between 'revenue' and 'capital' and the source (whether revenue budget or capital budget) from which it is financed should follow this classification. The criteria for taking decision in this regard should take into account the nature of the expenditure and also the magnitude of the expenditure. The departments concerned may examine this recommendation of the Team and suggest criteria to be fixed in this behalf.

It has, however, been decided that the existing capital major heads within the revenue account (for example 52 Capital Outlay on Public Works) should be dealt of the system of accruing capital expenditure met from revenue under distinct sub-heads should be dispensed with. Further, the expenditure classifiable under these heads should be in view be classified under the respective programme and activity minor-sub-heads under the revenue expenditure major heads concerned so that all expenditure on the programme met from revenue is available at one place.

3.8. Under the existing procedure, certain items of expenditure are initially capitalised and subsequently written back to the revenue account. For example, expenditure on commuted value of pensions is initially debited to the capital section and is written back to the revenue account. It has been observed that compared to the total amount of Governmental expenditure, the quantum of expenditure of this type is not of much significance. On the contrary, initial capitalisation and subsequent write back only add to avoidable accounting adjustments and budgetary provisions year after year. Therefore, this procedure of temporary capitalisation of expenditure will be discontinued and such items of expenditure which are of a revenue character may be initially and finally debited to the relevant revenue major head viz, "266-Pensions and Other Retirement benefits - Commuted value of pensions".

The outstanding amounts under the capital major head (120 Payment of commuted value of pensions. which are yet to be written back to revenue may be dropped proformas

without any account adjustment after making a mention in the Explanatory Memorandum to the Budget.

**3.9. Irrigation, navigation, embankment and drainage works:-** At present irrigation, navigation, embankment and drainage works are divided into commercial and non-commercial works falling under the category 'commercial' are further classified into 'productive' Statement 'A' to Appendix-II into 'unproductive'. Statement 'A' to Appendix-II of Central Public Works Account Code, give the principles of classification of the works into 'productive' or non-productive and 'unproductive'. These principles contemplate the transfer of works from the 'productive' to the 'un-productive' category or vice-versa pending on the work satisfying the test of productivity or otherwise. In accounts classification also, separate sub-major heads have been provided under the major head "43-Irrigation Navigation, Embankment and Drainage Works (Commercial)" for productive and unproductive works. This distinction in accounts classification has been done away with and the classification as productive or unproductive from time to time can be determined with reference to the administrative accounts kept for irrigation, navigation embankment and drainage works.

**3.10. Loans and Advances by the Government.—** According to the existing classification the expenditure on loans and advances is debited to the head "Q-Loans and Advances by the State Government" and thereunder the following sub-major heads are prescribed.

- (a) Loans to Local Fund - Private Parties etc; and
- (b) Loans to Government servants.

The present classification is considered extremely inadequate and is largely with reference to the parties to whom the loans are paid and not the purposes for which they are paid. As a very large part of outlay on functional development is by way of loans, the classification/structure in this section has been completely overhauled to make it rational and more meaningful. The expenditure on loans and advances is, in fact, an input or outlay through loans on functions, programmes and activities. The matter has been considered by the Team and it has been decided to bring it in line with the new concept evolved in the matter of classification of capital expenditure. Therefore, the omnibus major head "Loans and Advances by the State Government" has been abolished. A number of major heads (677-Loans for Education etc. to 766-Loan's to Government servants & 767-Misc. Loans) have been prescribed in the section "F-Loans and Advances" and these major heads correspond to the capital major heads outside the revenue account. The minor heads under each major head would reflect the programmes under each function and will have the same nomenclature as the corresponding programme minor heads in the revenue and capital sections. Residuary minor head has been provided to accommodate loans which cannot be identified with any programme or which cut across several Programmes under a function. The sub-heads would indicate recipient institutions or organisations by broad categories, namely, municipalities and other local funds, Panchayati Raj institutions, Public sector and other undertakings, Cooperative institutions, cultivators and other parties. The schemes for which loans are made will also be identified at the sub-head level.

In respect of loans given for miscellaneous purposes which either cut across various junctions or cannot be identified with any particular function, and omnibus major head "767-Miscellaneous Loans" has been prescribed.

**3.11 Expenditure/receipts in England.—** Under the existing pattern there are distinct minor heads "Charges in England", and "Receipts in England" under the various expenditure

and receipt major heads, the account for transactions taking place in United Kingdom. It has been decided that such items of expenditure and receipts will be accounted for and merged with other expenditure receipts of the same nature under the relevant programme Minor Head. The existing minor heads mentioned above have accordingly been abolished.

**3.12 Adjustments in accounts of loss or gains by exchange.—** At present, the procedure for adjustment of loss or gain by exchange, is cumbersome and time consuming as it involves. The application of a number of rates like, parity rate, average rate official rates etc. The team has recommended the adjustment of all transactions taking place in United Kingdom and other countries at a uniform 'composite rate' to simplify the existing procedure. Instructions in this behalf will be issued later.

**3.13. Public Debt.—** Presently, Public Debt of the State is classified under the head "O Public Debt" and in the State section, the following sub-major heads are operated :-

- (i) Permanent Debt
- (ii) Floating Debt.
- (iii) Loans from the Central Government.
- (iv) Other Loans.

It will be observed that no numerical code number is given to this section. Under the revised classification, the following two heads have been prescribed for the State Government:-

- (a) 603-Internal Debt of the State; and
- (b) 604-Loans and Advances from the Central Government.

Loans received from the market, L.I.C., National Agricultural Credit Fund of RBI, ways and means advances from RBI etc. will be classified under the former head. The nomenclature of second major head is indicative of the transactions to be recorded the re under. This major head has been sub-divided into sub-major heads to record Non-Plan loans, Loans for, Centrally Sponsored Schemes, and ways and, means advances. The- revised classification is more informative and meaningful.

**3.14 Public Account.—** The "Public Account" of the Union and State Governments incorporates transactions in respect of which Government functions as a banker, and incurs a liability to repay then money received or has a claim to recover the amounts paid as distinct from transactions relating to the receipts and disbursements on revenue, capital and loan "accounts. It also includes "Suspense" and "Remittances" heads which are operated as mere adjusting heads pending eventual clearance by either transfer to the final heads of account, payment or recovery. There has been proliferation of the heads of account over a period of years which could have been avoided to some extent, it a periodical review had been made to group some of the heads and to delete some of the obsolete heads. An appropriate and well defined grouping of the existing major and minor heads to bring transactions of the same or similar nature under a group or head of account and deletion of obsolete heads has been proposed to rationalise the classification structure in the Public Account and to reduce the number of heads.

The Sectoral classification for the transactions in the Public Account of the Central and State Governments will now be as follows :-

- (a) Small Savings, provident funds, etc.
- (b) Reserve funds.
- (c) Deposits and advances.

- (d) Suspense and miscellaneous.
- (e) Remittances, and
- (f) Cash, balance.

A significant change is that in the case of grants-in-aid received by Government from outside agencies and where the agencies do not retain control over the execution of schemes or projects for which the grant is intended, the creation of a deposit account in the Public Account will be dispensed with and the grants will be taken as receipt under the major heads concerned and the expenditure on the schemes projects will be recorded as expenditure under the expenditure major head proformas accounts will be kept to know the amount due from or to the agency. Where the outside agencies retain control over the execution of schemes/projects the grants-in-aid received from such agencies and the expenditure on the scheme will be accounted for under a deposit account in the Deposit Section of the Public Account.

**3.15 Codification.—** The Sectoral classification will be denoted by Capital alphabets in separate for (a) Receipt Major Heads, (b) Expenditure Major Heads in Revenue Section, and (c) Capital Section, Public Debt, Loans and Advances and Public Account. At present there is no proper codification of heads of account; receipts heads being indicated by Roman Numbers and expenditure heads by Arabic Numbers. Now there would be a rational system of three digits codification for all major heads of account. The first digit indicates the Division to which the major head pertains i.e., whether it is a receipt head, a revenue expenditure head, capital expenditure head or a loan head. The last two digits will be uniform for corresponding Major Heads in all the four Divisions. A few examples are given below:-

Receipt Major Head	Expenditure Major Head	Capital Major Head	Loan Major Head
080 Medical	280 Medical	480 Capital Outlay on Medical	680 Loans for Agriculture
105 Agriculture	305 Agriculture	505 Capital Outlay on Agriculture	705 Loans for Agriculture

It will be seen that the numbers "0" and "1" in the first digit in column 1 indicate that they are receipt major heads and the numbers "2" and 3 in the first digit in column 2 indicate that they are expenditure major heads on revenue account. The numbers 4 and 5 in the digit in column 3 indicate that they are capital expenditure major heads and the numbers 6 and 7 in the first digit in column 4 indicate that they are loan major heads. It will be noticed that the second and the third digit in all columns are same for the corresponding major heads in all sections. If the first digit in the code for the receipt head is zero, the first digit in the code for the corresponding heads in the revenue expenditure section, capital section and loans section will be 2, 4 and 6 respectively while, if the first digit in the code for receipt heads is 1, the first digit in the code for the corresponding major heads in the revenue expenditure, capital and loans sections will be 3, 5 and 7 respectively. This system establishes complete co-relation among the receipt, expenditure, capital and loan heads dealing with the same function or service except in a few cases where corresponding heads in one or other of these sanctions have not been provided. If the code for the receipt or expenditure major head is committed to memory, the code number for the corresponding head in other sections can be derived automatically and thus it will obviate the need for remembering the code numbers for major heads in different sections.

**3.16. Interdepartmental/Governmental adjustments.—**The Team has recommended that the commercial departments or undertakings as are authorised to drawn cheques should settle the bills in respect of services rendered or supplies made to them, through cheques and

conversely the amounts due to such commercial departments or undertakings from other departments should be settled through bank drafts. The commercial departments or undertakings which are not vested with cheque-drawing powers should settle the payments for services and supplies through bank-drafts.

In cases of transactions between two service departments of the same Government, which do not involve manufacturing or production or supply of articles, there should be no monetary or accounting settlement except where some fees are levied under a particular enactment. In cases of transactions between two service departments of the same Government where manufacturing or production or supply of articles or repair operations are involved and the existing principles require settlement it has been proposed that the adjustments may be done away with if the cost of service or supplies is Rs. 250 or less in each case. In both type of cases, the system of book adjustments by the Accountant General on receipt of accepted invoices should be done away with and system of cash settlement be introduced. The system of cash settlement will be that the supplied officer presents a bill at the treasury with a challan in quadruplicate for payment by transfer credit to the head of account indicated in the challan, The treasury officer will retain the original copy of the challan, send the duplicate and triplicate copies to the supplied officer who will keep one for his record and send the other to the supplying officer and the 4th copy to the Accountant General along with the bill in support of the adjustment. The Public Works, Forest and other Departments vested with cheque drawing powers may settle the claim through cheques.

In respect of transactions on account of supplies or services between two State Governments or between a State Government and the Government of India, it has been suggested that the existing reciprocal arrangement of not preferring petty and isolated claims for an amount not exceeding Rs. 1, 000 may be extended to all claims for an amount not exceeding Rs. 1, 000. For transactions above this limit, settlement may be made through bank-drafts by the supplied departments.

The system of book adjustments by the Accountant General, of customs duty assessed and levied by the customs departments on goods imported by the Central and State Government departments on the basis of a monthly statement of bills of entry may be replaced by a system of cash settlement.

The above recommendation may please be examined by the concerned departments and their views conveyed to Finance Department urgently.

**4. Implementation.—** The recommendations of the Team involve considerable in changes in the existing structure of accounting classification at all levels. Therefore, in order to enforce the revised classification from the accounting year 1974-75, it is necessary that the following initial steps are taken immediately:-

- (a) All the Departments should draw up lists of sub-heads under various minor major heads of accounts concerning them in accordance with the principles enunciated in para 3 (iv) above and send the same to Finance Department immediately. It should, however, be ensured that the sub-heads of accounts should not be multiplied unnecessarily, which, otherwise, would lead to maintenance of a large number of accounts under the various sub-heads and avoidable addition to the printed volume of the State budget. A statement showing the correlation of Major and Minor heads as existing with the Major and Minor heads as prescribed now, is enclosed (Annexure IV). An explanatory note containing general directions regarding opening of certain minor heads, sub-heads etc. under the various major/sub-major/minor heads and guide-lines in respect of capital expenditure outside the revenue account, loans and advances and public account is also enclosed (Annexure V). The directions given thereunder should be strictly followed.

- (b) The Accountant General, Haryana would recast the accounts for the year 1972-73 and 1973-74 under the revised heads of account and supply the figures of actual expenditure under the revised heads of accounts to the Finance Department for incorporation in the budget for 1974-75 and 1975-76. In the process of framing these accounts, the audit office-might requires some details which may not be available from its own record. Accordingly, the concerned Departments should afford every assistance to the audit office whenever called upon to do so. It may be emphasised that it will also help the departments in understanding the implications of the new scheme.
- (c) It would also be necessary to include in the budget volume for the year 1974-75 the figures of Budget/Revised estimates for the current financial year (1973-74) under the revised classification. It has, therefore, been decided to recast the budget for the current financial year in the revised pattern. The Departments are therefore, requested to prepare a dummy budget for the year 1973-74 and supply the same to the Finance Department by the 20th June, 1973 at the latest. They can have guidance from the Finance Department in this respect, as and when required. This exercise would help the Departments in the compilation of the next years' budget and would also train the concerned staff adequately by the time of its preparation. It will also help highlight the difficulties that the departments may face in adopting the revised classification.
- (d) As the scheme involves considerable changes in the existing structure or accounting classification attempts are being made to arrange suitable training courses for the officers and the staff of the various departments who are concerned with the budget and maintenance of accounts So that the budget for the year 1974-75 is prepared accurately. A separate reference in this regard will follow shortly. The work of reframing the current year's budget should not, however, await the start of these training courses and should be completed by the date given above.
- (e) The new scheme may present some difficulties at the initial stages. Therefore to ensure that the switch over is smooth, a Committee will be constituted with the representative of the Accountant General as its convener, and nominees of the Finance Department, Treasuries, and Accounts Organisation and other concerned departments. The nominee Finance Department will also act as the Chief coordinating Officer for implementing the new classification.

After the concerned officers and the staff in the departments have familiarised themselves with the scheme, discussions might have to be held at the appropriate level for classification or ad vice on certain points. Accordingly action for the implementation of the scheme may be started immediately and points of doubt, if any, referred to the Finance Department as early as possible.

- (f) The officers to be nominated on the above mentioned Committees should be sufficiently senior i.e. not below the rank of a Deputy Director, Executive Engineer, and Accounts Officer etc. He will act as a Coordinating Officer in the office of the Head of Department. His name with telephone number may please be intimated to the Finance Department within a week's time. In the Finance Department the following officers will deal with the points that may raise in implementing the scheme :-
- (i) Shri D. Das Gupta, I.A.S. Deputy Secretary Finance (Budget)  
(Office Telephone No. 24223).

- (ii) Shri Badri Nath, Under Secretary Finance (Budget)  
(Office Telephone No. 28149).

All references on Points of doubts etc. may therefore be addressed to them.

5. The receipt of this communication may please be acknowledged.

Yours faithfully,

*Sd/-*  
(BADRI NATH)  
Under Secretary, Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1852-1B&C-73/20561,

Dated, Chandigarh, the 24th May, 1973

A copy, with a copy of the enclosures, is forwarded to the Accountant General, Haryana, for information and necessary action.

By order,

*Sd/-*  
(BADRI NATH)  
Under Secretary, Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy with a copy of the enclosures alongwith a copy of the report of the team (Vol-1.& II) is forwarded to the Financial Adviser and Deputy Secretary to Government, Haryana, Finance Department (in the Treasury Organisation), for information and necessary action.

*Sd/-*  
(BADRI NATH)  
Under Secretary, Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Adviser and Deputy Secretary to  
Government, Haryana, Finance Department.  
(Treasury Organisation).

U.O. No. 1852-1B&C-173,

Dated, Chandigarh, the 24th May, 1973

A copy with a copy of the enclosure is forwarded to :-

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

2. They are requested to ensure that the Heads of Departments under their control take timely steps towards the introduction of the revised classification of Budget and Accounts With



effect from the next financial year.

*Sd/-*  
(BADRI NATH)  
Under Secretary, Finance (Budget),  
for Commissioner & Secretary to Government, ,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana,
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 1852-1B&C-73,

Dated, Chandigarh, the May, 1973

A copy with a copy of the enclosures along with a copy of the report of the team (Vol. I & II) is forwarded to all Branch Officers, Superintendents and Deputy Superintendents, in the Finance Department, for information and necessary action.

2. They are requested to ensure that the budget estimates 1973-74 as recast by the departments under the revised heads of account are received by them by the 20th June, 1973 positively and are passed on the Budget and Committees Branch, after these have been vetted by the respective Branches, by the 30th June, 1973.

*Sd/-*  
(BADRI NATH)  
Under Secretary, Finance (Budget),  
for Commissioner & Secretary to Government, ,  
Haryana, Finance Department.

To

All the Branch Officers/Superintendents.  
& Deputy Superintendents in the Finance Department.

U.O. No. 1852-1B&C-73,

Dated, Chandigarh, the 24th May, 1973.

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**The matter of this booklet have been inserted in  
CSR Vol. II or have become obsolete.**

क्रमांक 634-एफ.डी.-(पैन)-73 / 21144

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल,  
हरियाणा के सभी उपायुक्त एवं  
सभी उपमण्डल अधिकारी (नागरिक)।  
रजिस्ट्रार पंजाब तथा हरियाणा हाई कोर्ट तथा  
हरियाणा के सभी जिला एवं सेशन जज।

दिनांक, चण्डीगढ़, 29 मई, 1973 (29th May, 1973)

**विषय :** पेंशन केसों का शीघ्र निपटान।

महोदय,

उपरोक्त विषय पर मुझे यह निदेश हुआ है कि मैं आपको लिखूँ कि पेंशन केसों के नियमों, फार्मों तथा समय समय पर जारी किये गये अनुदेशों को एकत्रित करके एक बुकलेट तैयार की गई है ताकि पेंशन स्वीकृति करने वाले अधिकारियों को न केवल सुविधा मिल सके बल्कि सेवानिवृत्त कर्मचारियों/अधिकारियों को पेंशन तथा उपदान की राशि का भी भुगतान ठीक समय पर हो सके।

2. आशा है आप तथा आप के अधीन काम करने वाले अधिकारी/कर्मचारी इस बुकलैट में दिये गये नियमों तथा अनुदेशों का दृढ़ता से अनुपालन करेंगे।

भवदीय,

हस्ता/-

(हरि किशोर जैन)

उप सचिव (वित्त पेंशन)

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

Contd...  
Encl.

## **PREFACE**

The Haryana Government is anxious that there is no undue delay in finalisation of Pension/Family Pension cases so that the retiring Government servants or beneficiaries in the case of deceased employees could get in time whatever is due to them. With this end in view, not only the pension rules have been simplified from time to time but practical guidance in the disposal of pension cases is also provided on the spot by the Pension Party of the Finance Department. Although there is a marked improvement in the disposal of the pending pension cases, yet there is still considerable room for further improvement. The progress of the disposal of pension cases can further be accelerated if various Pension Sanctioning Authorities exercise vigilance to ensure that pension cases are prepared and sent to the Audit Office complete in all respects. The matter has been considered at great length in the Finance Department and it has been found that there is no consolidated booklet which might contain relevant instructions to serve as a guide book for the Pension Sanctioning Authorities. Therefore, a suitable booklet on the subject has been prepared by the Finance Department. Besides the instructions at annexure 'A' to 'G' the forms as are to be used in the preparation of pension/family pension cases have also been added in the booklet. The Annexure 'A' to 'G' incorporate instructions as under :-

### **ANNEXURE 'A'**

Instructions regarding initiation of cases and maintenance. of Registers in Proformas A and B in respect of retiring Government servants in advance of the date of retirement or the event which necessitates preparation of pension cases.

### **ANNEXURE 'B'**

Instructions regarding submission of monthly statements for the disposal of cases both to the Finance Department and the Audit Office.

### **ANNEXURE 'C'**

Instructions regarding submission of Service Books to the Audit Office in respect of Government servants who are due to retire within the next 5 years.

### **ANNEXURE 'D'**

Instructions for the correct maintenance of service books and related record.

### **ANNEXURE 'E' AND 'G'**

Instructions regarding fixation of the time limit in which Vigilance Department/Executive Engineer, P.W.D. B&R or Accounts Officer, Rents, Chandigarh or any other authorities, as the case may be, have to furnish 'Clearance Certificates' and 'No demand Certificates' respectively.

2. In addition to the instructions and forms as indicated above the extract of note below rule 9.2 read with 10.1 of Punjab C.S.R. Volume II which interalia lays down that pension in respect of which the pension application has been made after the date of retirement unless ordered otherwise by the Pension Sanctioning Authority will begin from the date of application, have been added in the booklet for information and guidance of an concerned. The extract of note 9.7(i) ibid has also been added so that preparation of pension cases is not held up merely on the ground that application for pension has not been received.

3. I hope that various Pension Sanctioning Authorities will find it to be quite handy and useful and that they will ensure speedy disposal of pension cases in accordance with the instructions contained herein.

Chandigarh :  
The 29th May, 1973.

S. N. BHANOT  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

## RULES

9.2 Every Government servant shall submit a formal application for pension "in Form Pen 9". A Government servant should, in his own interest, submit his formal application for pension to the authority specified in Rule 9.6 or 9.9, as the case may be, twelve months in advance of the date of his actual or anticipated retirement.

Provided that :-

- (i) in cases in which the date of retirement cannot be foreseen twelve months in advance the application shall be submitted immediately after the date of retirement is settled; and
- (ii) a Government servant proceeding on leave preparatory to retirement in excess of twelve months shall submit the application at the time of proceeding on such leave.

*Note.-* This rule is intended to obviate delay in the settlement of claims for pension and to ensure that a Government servant may not retire under the misapprehension that he has earned a pension which is subsequently found to be inadmissible. There is indeed no limitation on the period after retirement within which an application for pension or gratuity must be submitted but in the absence of special order a pension applied for after the Government servant has retired begins from the date of application.

(See also Rule 10.1)

10.1. Apart from special orders, a pension, other than a wound or extraordinary pension under Chapter VIII, is payable from the date on which the pensioner ceased to be borne on the establishment, or from the date of his application, whichever is later. The object of this latter alternative is to prevent unnecessary delay in the submission of applications. The rule may be relaxed, in this particular, by the authority sanctioning the pension when the delay is sufficiently explained.

*Note 1.--*The pension of a Government servant who under Rule 5.9 has received a gratuity in lieu of notice is not payable for the period in respect of which the gratuity is paid.

*Note 2.--*A Government servant who has taken leave without pay in the hope of being able to resume duty and who subsequently decides that his health will not permit of his return should not be regarded as entitled to pension from the commencement of his leave without pay.

9.7. (i) The authority receiving the formal application in form PEN 9 shall immediately draw up the application in Form Pen. I. Even where the formal application has not been received the Head of the Department shall draw up the application in Form Pen I as soon as it becomes known that an Officer is due to retire within one year or has proceeded on leave preparatory to retirement and shall not delay it till the officer has actually submitted the formal application for pension. In the latter case entries against items 14, 16, 17 and 18 on the First page of Form PEN I shall not be filled up at the initial stage. The relevant entries shall be made soon after the formal application is received. However, if by the time the formal application is received, the application in Form PEN-1 has already been sent to the Audit Officer, the formal application shall immediately be forwarded to the Audit Officer who will complete the necessary entries.

- (ii) He shall certify on page three of the form whether the character, conduct and past services of the applicant are such as to entitle him to the favourable consideration of Government. He shall also record there his own opinion whether the service claimed has been established and should be admitted or not.
- (iii) All periods of leave, suspension, etc., which are not reckoned as service should be carefully recorded on the form.
- (iv) If the application is for an invalid pension, the requisite medical certificate shall be attached to the application.

*Note 1.*--If the medical examination of the applicant was not conducted "on the' date on which he ceased to perform duty the authority competent who sanction the pension may accept a medical certificate bearing a later date.

*Note 2.*--The Heads of Departments who do not take up preparation of pension papers in time (i.e. one year in advance of the anticipated date of retirement of the Government servant concerned and where the event cannot be anticipated such as in cases of invalidation compulsory retirement, death, etc. of the Government servant immediately on the event being known) and furnish these promptly to audit, shall be liable to disciplinary action.

**FORM PEN 9**  
**FORMAL APPLICATION FOR PENSION**

From

\_\_\_\_\_  
\_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

**Subject : Application for sanction of pension.**

Sir,

I beg to say that I am due to retire from service with effect from the\_\_\_\_\_, my date of birth being\_\_\_\_\_, I therefore, request that steps may kindly be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from Treasury.

2 I hereby declare that I have neither applied for, nor received any pension or gratuity in respect of any portion of the service qualifying for the pension and in respect of which pension and/or gratuity is claimed therein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed hereon.

3. I enclose herewith :-

- (i) three specimen signatures of mine duly attested;
- (ii) three passport-size photographs/joint photographs with my wife also duly attested; and
- (iii) three slips each bearing my left hand thumb and fingers impress (it is applicable in respect of illiterate Government servants).

4 My present address is\_\_\_\_\_ and after retirement will be \_\_\_\_\_.

Dated:

(Signature)

(Designation)

**FORM PEN. 1 (FOUR PAGES)**  
**REFERRED TO IN RULES 8.19(b), 9.6, 9.7, 9.12, 9.13 AND 9.16**  
**AND THE NEW PENSION RULES, 1951**

First Page

**Application for Pension or Gratuity (and Death-cum-Retirement Gratuity)**

1. Name of applicant :
2. Father's name (and also husband's name in the case of a, Women Government servant) :
3. Religion and nationality :
4. Permanent residential address showing village/town, district and State :
5. Present or last appointment, including name of establishment :
- 5(a). Present or last substantive appointment :
6. Date of beginning of service :
7. Date of ending of service :
- 7(a). Total period of Military Service, Date of Commencement and end of each period of Military Service :  
Amount and nature of any pension/gratuity received for the Military Service :
- 7(b) Government under which service has been rendered in order of employment :
8. Length of service with details of interruptions and non-qualifying periods : Y. M. D.
9. Class of pension or gratuity applied for, and cause of application :
10. Average emoluments :
11. Proposed pension :
12. Proposed gratuity :
- 12(a) Proposed death-cum-retirement gratuity :
13. Date from which pension is to Commence :



14. Place of payment (Government Treasury or Sub-Treasury) :
- 14(a). Pension rules opted/eligible :
- 14(b). Whether nomination made for-
- (i) Family Pension :
- (ii) death-cum-retirement gratuity :
15. Date of applicant's birth by Christian era :
16. Height :
17. Identification Marks :
- 17(a). Thumb and finger impressions-

Thumb		Forefinger		Middle finger
	Ring finger		Little finger	

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*Note:-* Persons who are required to send alongwith this application certified copies of passport size photographs are exempted from recording their left thumb and finger impressions, if they are literate enough to sign their names in English, Hindi or the official regional language.

18. Date on which the applicant applied for pension. :

Signature of Head of Office Department.

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\*Not applicable in case of those whose pension has to be calculated entirely under old Pension Rules, Rule 1.2 B(2)(b) of Pp. C.S.R. Vol. II (clause - 9.1(b) of New Pension Rules).

History OF SERVICE (SHOWING Interruptions) OF SHRI \_\_\_\_\_

Applicant for \_\_\_\_\_ (PENSION AND GRATUITY)      Date of Birth \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11
Establishment	Appointment	Pay	Offg. pay	Date of beginning	Date of ending	Period reckoned as service	Period not reckoned as service	Period of reckoned as service	How verified	Remarks by the Audit Officer
						Yrs. M. D.	Yrs. M. D.	From To		
					_____ Total period of Service					

**ANNEXURE - II****Third Page****(A) Remarks by the Receiving Authority.**

1. As to character and past conduct of applicant.
2. Explanation of any suspension or degradation.
3. Regarding any gratuity or pension already received by applicant (See Chapter VII).
4. Any other remarks.
5. Specific opinion of the Receiving Authority whether the service claimed is established and should be admitted or not. [See Rule 9.7 (ii) and 9.12 (a)(ii) ].

Signatures of Receiving  
Authority.

**(B) Orders of the Pension Sanctioning Authority**

The undersigned having satisfied himself that the service of Shri / Shrimati / Kumari has been thoroughly satisfactory hereby orders the grant of the full Pension and/or gratuity which may be accepted by the Accountant General, as admissible under the rules. The grant of this pension and/or gratuity shall commence from\_\_\_\_\_

A sum of Rs\_\_\_\_\_ on account of is to be held over from the death-cum-retirement gratuity till the outstanding dues are assessed and adjusted.

OR

The undersigned having satisfied himself that the service of Shri/ Shrimati / Kumari has not been thoroughly satisfactory hereby orders that the full pension and/or gratuity which may be accepted by the Accountant General as admissible under the rules shall be reduced by the specified amounts or percentage indicated below :-

Amount or percentage of reduction in pension. Amount or percentage of reduction in gratuity.

The grant of this pension and/or gratuity shall take effect from\_\_\_\_\_.

\*A sum of Rs\_ on account of\_\_\_\_\_ is to be held over from the death-cum-retirement gratuity till the outstanding dues are assessed and adjusted.

The pension and death-cum-retirement gratuity are payable at Treasury and are chargeable to\_\_\_\_\_ .

This order is subject to the condition that should the amount of pension and/or gratuity as authorised by Accountant General be afterwards found to be in excess of the amounts to which the pensioner is entitled under the rules, he she will be called upon to refund such excess.

*Note:-* To be filled in, in case a surety or a suitable cash deposit, as provided in sub-para (i) and sub-para (ii) or para 10 of Finance Department letter No. 6034-2FRD(I)-59/8941, dated the 2nd September, 1959, is not forth coming.

Dated\_\_\_\_\_

Signature and Designation  
of the Authority Sanctioning Pension.

**OFFICE OF THE SENIOR DEPUTY ACCOUNTANT- GENERAL  
HARYANA, CHANDIGARH**

**Audit Enforcement**

1. Case No.
2. Name of the Retiree.
3. Total qualifying Service.
4. Pension\_\_\_\_\_ Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_)
5. Gratuity Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_)
6. Family Pension Rs\_\_\_\_\_ to Shrimati\_\_\_\_\_ from the date following the date of death of Shri \_\_\_\_\_ or remarriage whichever is earlier.
7. Allocation.  

Before 31.10.66	Pension	D.C.R.G	Family Pension
After 1-11-66.			
8. L.P.C\_\_\_\_\_
9. Date of Commencement
10. Place of Payment
11. Adhoc increase
12. Commutation
13. Cut
14. Ref., If any
15. Remarks

Accounts Officer.

Stereo A. & T. No. 289  
(Appendix C of S.T.R.)

No. \_\_\_\_\_  
Officer case \_\_\_\_\_

(Provincial)

LAST-PAY-CERTIFICATE OF Mr.  
of the

to \_\_\_\_\_ proceeding on \_\_\_\_\_

2. He has been paid up to and fro  
at the following rate :-

<i>Particulars</i>	<i>Rate</i>
Substantive Pay	:
Officiating Pay	:
Exchange Compensation Allowance	:
_____	:
_____	:
_____	:
<b>DEDUCTIONS</b>	:
_____	:
_____	:
_____	:

3. He has made over charge of the office of \_\_\_\_\_ on the \_\_\_\_\_  
noon of the \_\_\_\_\_ 19.

4. Recoveries are to be made from the pay of the Government servant as detailed on the reverse.

5. He has been paid leave salary as detailed below. Deductions have been made as noted on the reverse :-

<i>Period</i>			<i>Rate</i>	<i>Amount</i>
From	to	at	Rs	a month
From	to	at	Rs.	a month
From	to	at	Rs.	a month

6. He is entitled to draw the following:-

Scale of pay is \_\_\_\_\_ vide S. Slip from A.G., Haryana,  
No. \_\_\_\_\_, dated \_\_\_\_\_. Increment \_\_\_\_\_ accrues on  
\_\_\_\_\_ every year and this may be drawn in the absence of instructions to the  
contrary from the Accountant - General, Haryana.

7. He is also entitled to joining time for \_\_\_\_\_ days.

8. The details of the income-tax recovered from him up to the date the beginning of the current year are noted on the reverse.

(Signature)

Date the \_\_\_\_\_ 19.

(Designation)

**DETAILS OF RECOVERIES**

Name of recovery \_\_\_\_\_

Amount, rupees: \_\_\_\_\_

To be recovered in \_\_\_\_\_ instalments.

DEDUCTION MADE FROM SALARY

-----

LEAVE SALARY

From \_\_\_\_\_ to \_\_\_\_\_ on account of \_\_\_\_\_ Rs.

From \_\_\_\_\_ to \_\_\_\_\_ on account of \_\_\_\_\_ Rs.

From \_\_\_\_\_ to \_\_\_\_\_ on account of \_\_\_\_\_ Rs.

Names of months	Pay		Gratuity Fee etc.		Funds & Others deductions		Amount of Income tax recovered		Remarks
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	
April, 19 ..									
May, 19 ..									
June, 19 ..									
July, 19 ..									
August, 19 ..									
September, 19 ..									
October, 19 ..									
November, 19 ..									
December, 19 ..									
January, 19 ..									
February, 19 ..									
March, 19 ..									

He <sup>took over/</sup>-----charge of the office of \_\_\_\_\_  
<sub>assumed</sub>

on the \_\_\_\_\_ noon of \_\_\_\_\_

(Signature)

(Designation)

**CERTIFICATE**

I, hereby declare that I have neither applied for nor received any Pension or gratuity in respect of any portion of the service included in this application and in respect of which Pension or Gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

Date \_\_\_\_\_

Attested:

\_\_\_\_\_  
\_\_\_\_\_

Head of Office:

\_\_\_\_\_  
\_\_\_\_\_

**Declaration to refund the amount of Pension and Gratuity if paid in excess to be furnished by the Retiring Officer or a Member of his family or his legal heirs, as the case may be, to the Authority Sanctioning the Pension/Family Pension/Service Gratuity/Death-cum-Retirement Gratuity/Arrear of Pension or Gratuity.**

"Whereas the \_\_\_\_\_ (here state the designation of the officer sanctioning the pension/family pension/service gratuity/death-cum-retirement gratuity/arrear of pension or gratuity) has consented to grant me/us the sum of Rs. a month as the amount of my pension/family pension and/or the sum of Rs. \_\_\_\_\_ as the amount of gratuity/death-cum-retirement gratuity/arrears of pension or gratuity due to Shri/Shrimati \_\_\_\_\_, (here give the name and designation of the Government servant) I/we, hereby acknowledge that in accepting this amount I/we fully understand that the pension/family pension/ gratuity/death-cum-retirement gratuity/arrears of pension or gratuity due to Shri/Shrimati \_\_\_\_\_ is subject to revision on its being found to be in excess of that to which I/we/am/are entitled under the rules, and I/we promise to base no objection to such revision. I/we further promise to repay any amount advanced to me/us in excess of that to which I/we may be eventually found entitled."

Attested:

Signatures.

Head of Office:

**FORM 'G'****Declaration to be furnished by a person to whom an Anticipatory Death-cum-retirement Gratuity is sanctioned.**

Whereas the \_\_\_\_\_ (here state the designation of the officer sanctioning the advance) has consented provisionally to advance to me the sum of Rs. \_\_\_\_\_ in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of death-cum-retirement gratuity payable to me (as the nominee/legal heir of Shri \_\_\_\_\_ hereby acknowledge that in accepting this advance, I fully understand that the death-cum-retirement gratuity payable to me is subject to revision on the completion of the necessary formal enquiries and I promise to base no objection to such revision on the grounds that the provisional death-cum-retirement gratuity now to be paid to me exceeds the Death-cum-Retirement Gratuity which may be finally sanctioned to me. I further promise to repay any amount advanced to me in excess of the Death-cum-Retirement Gratuity that may be finally sanctioned to me.

Witnesses to signature (with address) :

1. \_\_\_\_\_

2. \_\_\_\_\_

Signature \_\_\_\_\_

Designation (if a Government servant) \_\_\_\_\_

Station \_\_\_\_\_

Dated \_\_\_\_\_

Attested:

Head of Office.

**DECLARATION REGARDING ANTICIPATORY PENSION**

"Whereas the (here state the designation of the authority sanctioning the advance) \_\_\_\_\_ has consented provisionally to advance to me the sum of Rs \_\_\_\_\_ a month in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension, I hereby acknowledge that in accepting this advance, I fully understand that my pension is subject to revision on the completion of necessary formal enquiries and promise to base no objection to such revision on the grounds that the provisional pension now to be paid to me exceeds the pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may be eventually found entitled."

Signatures \_\_\_\_\_

Attested:

Head of Office.



Detail of family of Shri \_\_\_\_\_

Serial No.	Name	Relation	Date of birth in Christen Era	Identification Mark

Attested :  
Designation with Office Stamp.

**SPECIMEN SIGNATURES/THUMB IMPRESSIONS\*\***

Specimen Signature: of Shri \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Attested :  
Designation with Office Stamp.

Specimen Signature: of Shri \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Attested :  
Designation with Office Stamp.

Specimen Signature: of Shri \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Attested :  
Designation with Office Stamp.

---

\*\*Applicable in the case of illiterate only.

**Chart Indicating the Service Verification**

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Serial No.	Period		Page No. of S/Book	No. of Part of S/Book
	From	To		
<hr/>				

Signature of the Head of Office.

**Chart indicating the emoluments**

---

Pension

Death-cum-Retirement Gratuity

Family Pension.

---

Signature of the Head of Office.

**FORM 'H'**

**Application for the grant of death-cum-retirement gratuity, residuary gratuity to the family of Shri/Shrimati \_\_\_\_\_, in the Office/ Department of \_\_\_\_\_.**

1. Name of the applicant :
2. Relationship to deceased Government servant/pensioner :
3. Date of birth :
4. Date of retirement if the deceased was a pensioner :
5. Date of death of the Government servant/pensioner :
6. Name of the treasury/sub-treasury at which payment is desired. :
7. Full address of the applicant :
8. Signature or thumb-impression of the applicant :
9. Attested by :  
 (i) \_\_\_\_\_  
 (ii) \_\_\_\_\_
10. Witness :

Name	Full Address	Signature

\* Attestation should be done by two or more persons of responsibility in the town village or paragana in which applicant resides.

*N.B.*– To be used only in cases where nomination for D.C.R.Gratiuity does not subsist.

**ANNEXURE - I**

**FORM OF FAMILY PENSION**

No. \_\_\_\_\_

Haryana Government

Department of \_\_\_\_\_

Dated the \_\_\_\_\_

**Subject :** Payment of family pension in respect of the late Shri/Smt. \_\_\_\_\_

The undersigned has learnt with regret the death of Shri/Smt. \_\_\_\_\_ in this office Department and is directed to inform you that under provisions of Punjab Government Finance Department's letter No. 7856-7FR-64/9691, dated the 16th October, 1964 (Annexure I to Punjab C.S.R. Vol. II-69 Edition) as applicable to Haryana State), you are entitled to Family Pension for life remarriage whichever is -earlier or till attaining the date of majority in case of minor.

I am accordingly to suggest that formal claim of the grant of family pension may be submitted by you in the enclosed Form alongwith the following documents :-

- (1) Death Certificate.
- (2) Three copies of a passport size photograph duly attested by a gazetted officer.
- (3) Guardianship certificate where pension is admissible to the minor children.

(Designation)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANNEXURE - II****FORM OF APPLICATION (FAMILY PENSION SCHEME, 1964)**

Application for family pension for the family of late Shri/Smt. \_\_\_\_\_  
 \_\_\_\_\_ (Designation) in the Office/Department  
 of \_\_\_\_\_.

1. Name of the applicant \_\_\_\_\_
2. Relationship to the deceased Government servant/pensioner \_\_\_\_\_
3. Date of retirement, if the deceased was a pensioner \_\_\_\_\_
4. Date of death of the Government servant/pensioner \_\_\_\_\_
5. Names and ages of surviving kindred of the deceased :-  
 Name \_\_\_\_\_ (Date of birth by Christian Era) \_\_\_\_\_  
 Widow/Widower \_\_\_\_\_  
 Sons \_\_\_\_\_  
 Unmarried daughters \_\_\_\_\_
6. Name of Treasury/Sub-Treasury at which payment is desired \_\_\_\_\_
7. Signature or left hand thumb-impression (in the case of those who are not literate enough to sign their names) \_\_\_\_\_
8. Descriptive roll of \_\_\_\_\_ widow/  
 widower/guardian of the minor children of late \_\_\_\_\_  
 (i) (Date of birth by Christian Era) \_\_\_\_\_  
 (ii) Height \_\_\_\_\_  
 (iii) Personal marks, if any, on hand or face \_\_\_\_\_  
 (iv) Left hand thumb and finger impressions.

Small finger	Ring finger	Middle Finger	Index finger and Thumb
--------------	-------------	---------------	------------------------

9. Full address of applicant \_\_\_\_\_  
*Attested by :* \_\_\_\_\_ *Witness :* \_\_\_\_\_  
 1. \_\_\_\_\_ 1. \_\_\_\_\_  
 2. \_\_\_\_\_ 2. \_\_\_\_\_

*Note.*— The descriptive roll (column 8) and signature or left-hand thumb and finger impressions accompanying application for family pension should be in duplicate (in two separate sheets), and attested by two gazetted officers or persons of respectability in the town, village or pargana in which the applicant resides.

**ANNEXURE - III****FORM FOR SANCTIONING FAMILY PENSION**

1. Name of the Government servant.
2. Father's name (and also husband's name in the case of a woman Government servant).
3. Religion and Nationality.
4. Last appointment held including name of establishment,
5. Date of beginning of service.
6. Date of ending service.
7. Substantive appointment held.
8. Pension Rules opted/eligible.
9. Length of continuous qualifying service prior to death.
10. Pay as per paragraph 2 of the Punjab Government Finance Department's letter No. 7856-(7)-FRI-64/9691, dated the 16th October, 1964 (Annexure I to Punjab C.S.R. Vol. II-1969 Edition as applicable to Haryana State).
11. Amount of family pension admissible.
12. Date from which Pension is to commence.
13. Place of payment (Government Treasury or Su b-Treasury).

The undersigned having satisfied himself of the above particulars of late Shri/ Smt. \_\_\_\_\_ hereby orders the grant of a family pension of Rs. \_\_\_\_\_ P.M. to Shri/Smt. \_\_\_\_\_ which may be accepted by the Accountant General, Haryana as admissible under the rules.

Signature and Designation of the  
Sanctioning Authority.

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***These instructions have become obsolete.***

**CONFIDENTIAL****S.N. Bhanot, IAS****D.O. No. 2834-B&C-73/21633**Commissioner & Secretary to Government,  
Haryana, Finance Department.**Chandigarh, the 13th June, 1973****Subject : Economy in expenditure on staff.**

Dear,

To consider the situation caused by the deteriorating financial position of the State a meeting was held under the chairmanship of Governor in Haryana Raj Bhawan on the 8th May, 1972 and a copy of the decision taken therein was sent to you with D.O. Letter No. 3897-B&C-72/17895, dated the 23rd May, 1972 from the Deputy Secretary Finance (Budget). In order to effect economy in the expenditure incurred on the staff the following decision was taken in that meeting :-

“It was felt that the ban on the filling up of vacant posts should be reiterated and any case of infringement should be taken serious notice of. It was also felt that new posts except in rare cases in plan schemes should not generally be asked for or if asked of should not normally be sanctioned till the financial position of the State shows radical improvement.”

2. The resources position of the State has not improved and as such Government are still faced with the difficulties created by the budgetary gap. The Administrative Secretaries are requested kindly to appreciate the seriousness of the present financial crisis and the gravity of situation arising the reform, which is quite unprecedented. They should also bear in mind the fact that the severe constraint on resources makes establishment expenditure not only unproductive but counterproductive. Steady increase in establishment expenditure results in a depletion of funds available for works physical inputs etc. and leads to shortfalls in physical performance. Consequently, Administrative Secretaries are requested to personally scrutinize all demands for an increase in establishment expenditure and to support or endorse such a demand, especially on the non-plan side, only when they are personally satisfied that such a demand is totally inescapable.

3. While paragraph 2 above indicates THE GENERAL APPROACH OF Government and the role of the Administrative Secretaries on the subject, some specific decisions which have been taken are as under :-

**(a) Non-Plan expenditure on staff**

The existing ban on the creation of new posts and the filling up a vacant posts in all departments except the Police Department and the Offices set up in the new districts should be continued till further orders. However, in very few cases where the Administrative Secretary concerned is himself satisfied that the creation of new posts or the filling up of an existing one is wholly unavoidable for any exceptional reasons, clearance would be obtained from the Finance Department it should be borne in mind that unless the growing non-plan expenditure is controlled, it is bound to adversely affect the provisions made for plan scheme.

**(b) Plan expenditure on staff**

Normally, restrictions on the creation of filling up of posts on the plan side would not be as stringent as on the non-plan side because that might retard the progress of the development programmes. However, even on the plan side proliferation of staff schemes is not to be encouraged as, otherwise, it would not only result in smaller provisions for works, but also will create for the State a committed liability which was to be transferred ultimately to the non-plan budget. Therefore, while filling up vacant posts or asking for new posts on the on the plan side, the Administrative may personally ensure that the posts are essentially required. This will also enable in many cases the liberation of greater resources for carrying out works, providing inputs and the implementation of physical programmes even within the sanctioned plan ceiling of the scheme/Department itself.

These decisions have the approval of the Chief Minister.

I am request you kindly to take action accordance with the decisions mentioned above and also to acknowledge the receipts of this letter.

Yours Sincerely,

*Sd/-*  
(S.N. Bhanot)

All Administrative Secretaries to Government Haryana (By Name).

Endst. No. 2834-1B&C-73/21634

Dated, Chandigarh, the June, 1973

A copy is forwarded for information and necessary action :-

All Heads of Departments in Haryana.  
The Commissioners, Ambala, and Hisar Divisions.  
All Deputy Commissioners in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh and  
All Distt. And Session Judges in Haryana.

*Sd/-*  
(Badri Nath)  
Under Secretary Finance (B),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 26th/28th June, 1973.**

**No. 3461-3FR-73/26012.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume III, as are applicable to the Haryana Government employees, namely :-

1. These rules may be called the Punjab Civil Services Volume III (Haryana Third Amendment) Rules, 1973.
2. In the Punjab Civil Services Rules, Volume III, for exceptions (1) and (2) below rule 2.100 the following shall be substituted, namely :-

**“Exception (1).—** Secretaries to Ministers, Speaker, Haryana Vidhan Sabha, in the scale of Rs. 900-50-1250 and Private Secretaries in the Scale of Rs. 500-30-650/30-800/50-850, attached to Governor, Speaker, Ministers, Deputy Ministers and Chief Secretary to Government, Haryana Personal Assistant in the Stenographer’s grade, Stenographers attached to Ministers, Deputy Ministers, and Chief Secretary to Government, Haryana, including Personal Assistant to Deputy Speaker and other personal staff of the Speaker while traveling on duty with Governor, Speaker, Ministers, Deputy Speaker, Deputy Ministers and Chief Secretary to Government, Haryana, in their cars or in Government transport are permitted to exchange their daily allowance or mileage allowance admissible under this rule, for mileage allowance at the rate of 4 paise per kilometer and Jamadars and Peons attached to Ministers, Deputy Ministers and Chief Secretary to Government, Haryana at 2 paise per kilometer for the entire journey irrespective of the fact whether the stations between which the journey is performed, are connected by rail or not. In addition to the mileage allowance, they will be entitled to draw half daily allowance of their grade for the days of departure and arrival under rule 2.45.

**Exception (2).—** Private Secretaries in the Grade of Rs. 500-30-650/30-800-50-850 attached to Secretaries to Government, Personal Assistants attached to Governor, Chief Parliamentary Secretary and Secretaries to Government, in the Stenographer’s grade, Stenographers, Steno typist Jamadars and peons and members of the house-hold staff of Raj Bhawan, when required to travel in a Government transport/staff car between stations connected by rail and non gazetted personal staff of the Ministers when traveling in the Ministers car between stations connected by rail are allowed to draw traveling allowance as for a journey on tour, less one single fair by rail of the class to which they are entitled.

**Note 1.—** The amendment in exception (1)-

- (i) in respect of Private Secretary to the Speaker and other personal staff of the Speaker and Personal Assistant to the Deputy Speaker, Haryana Vidhan Sabha, will take effect from the 25th July, 1970.

- (ii) in respect of Private Secretary to Governor will take effect from the 1st May, 1970.
- (iii) in respect of Personal Assistant and Stenographers attached to Ministers, Deputy Ministers and Chief Secretary to Government, Haryana, will take effect from the 28th October, 1970; and
- (iv) in respect of Jamadars and Peons attached to Ministers, Deputy Minister and Chief Secretary to Government, Haryana will take effect from the 9th July, 1971.

**Note 2.—** The amendment in Exception (2) in respect of Personal Assistant and members of the house hold staff of Raj Bhawan will take effect from the 1st May, 1970.”

S.N. BHANOT  
Secretary to Government, Haryana,  
Finance Department.

No. 3461-3FR-73/26012A

Dated, Chandigarh, the 26/28th June, 1973.

Copies are forwarded to :-

- (i) All Heads of Departments,  
The Commissioner Ambala Division and  
All Deputy Commissioners and Sub Divisional Officers (Civil).
- (ii) The Registrar, Punjab and Haryana High Court and  
All District and Session Judges in Haryana;  
for information and guidance.

Sd/-  
(M. L. Trighatia)  
Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

No. 3461-3FR-73/26013

Dated, Chandigarh, the 26/28th June, 1973.

A copy is forwarded to the Accountant General, Haryana Simla, for information with reference to his U.O. NO. TM/25-6/72-73/2449, dated 18.12.1972.

Sd/-  
(M. L. Trighatia)  
Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

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***These instructions have become obsolete.***

**CONFIDENTIAL**

**S.N. Bhanot, IAS**

**D.O. No. 2884-B&C-73/31819**

Commissioner & Secretary to Government,  
Haryana, Finance, Labour and Social  
Welfare Departments.

**Dated, Chandigarh, the 13th August, 1973**

***Subject : Economy in expenditure on Staff.***

Dear,

Kindly refer to my D.O. letter No. 2834-B&C-73/21633, dated the 13th June, 1973 in which the Administrative Secretaries were requested to ensure that so far as possible no demand for increase in establishment expenditure might be made, so as to help in effecting an improvement in the finances of the State. The resources position of the State has been examined further and it is considered that to control the finances some immediate steps are necessary to curb unnecessary expenditure.

In this context, it is felt that a very strict control has to be exercised on establishment expenditure which has been increasing very rapidly in the last few years. It has also been observed that any additional establishment expenditure allowed becomes commitment for all future years. To examine the staffing pattern and its requirements in each of the major departments, a committee has been set up, which would go into the staffing pattern of, at least the major departments. Till such time as this committee makes their recommendations, it has been decided that all further recruitment of staff may be suspended. This would include the filling up of posts where ever they are vacant or new posts, which have been sanctioned, but not filled up and this restriction would apply to both the non-plan and plan categories of posts. Since a large number of posts are being allowed under the Employment Programme, it is felt that some of the immediate needs of the departments will be met by the persons recruited under these programmes. The ban would, therefore, not apply to the recruitment under the Employment programme and to some posts, which have been sanctioned recently for the Police Department.

These instructions may kindly be complied with meticulously and all concerned be informed accordingly.

Yours Sincerely,

Sd/-  
(S.N. Bhanot)

All Administrative Secretaries to Govt.,  
Haryana.

\*\*\*\*\*

***These instructions have been Revised vide  
HGPF Rules, 2006.***

**No. 4392-7FR-73/32628**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of the Departments,  
The Commissioners Ambala & Hisar Divisions and  
Deputy Commissioners and Sub Divisional Officers,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in the Haryana.

**Dated, Chandigarh, the 20th August, 1973**

**Subject : Payment of interest on Provident Fund balance for a period exceeding six months.**

Sir,

I am directed to refer to Finance Department letter No. 3387-1FR-72/20254, dated the 30th June, 1972, on the subject noted above and to say that Haryana Government have decided to extend the validity of these orders up to the 10th March, 1974.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

No. 4392-7FR-73/32629

Dated, Chandigarh, 20th August, 1973

A copy is forwarded to the Accountant General, Haryana, Simla, for information in continuation of Haryana Governments endst. No. 3387-1FR-72/30254, dated 30-6-1972.

*Sd/-*

Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded for information to the Financial Commissioner, Revenue, Haryana and all Administrative Secretaries to Government, Haryana for information.

*Sd/-*

Superintendent Finance Regulations,  
for Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 4392-7FR-73

Dated, Chandigarh, 20th August, 1973.

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***These instructions have become obsolete.***

**IMMEDIATE**  
**CONFIDENTIAL**

**S.N. Bhanot, IAS**

**D.O. No. 4040-1B&C-73/32693**

Commissioners & Secretary to Govt.,  
Haryana, Finance Department.

**Chandigarh, the 20th August, 1973**

***Subject : Economy in expenditure.***

Dear,

Kindly refer to my D.O. letter No. 2834-B&C-73/31819 dated 13th August, 1973 in which economy in the matter of staff appointments has been stressed. In the context, however, of the grave crisis through which the national economy is now passing it is considered that a reduction in Govt. expenditure on a much wider scale is required. The Govt. of India are contemplating a heavy reduction in their expenditure and State Govt. are also being called upon to do the same. This deduction is also necessary to enable us to restrict the expenditure within the available resources.

2. In its meeting on 13th August, 1973 the council of Ministers have taken some decision with a view to reducing the Govt. expenditure. I am desired to convey these decisions to you and to request that these may be complied with very strictly. You would notice that it has been decided to cut down Non-Plan expenditure by 3% and plan expenditure by 7% it is suggested that the departments under you may be immediately advised of their new limits, and asked not to exceed these under any circumstances. The Finance Department may also be immediately informed of the reduced provisions under the various schemes.

Yours Sincerely,

Sd/-  
(S.N. Bhanot)

All Administrative Secretaries (By Name).

\*\*\*\*\*

***These instructions have been Revised vide  
No. 1628-1B&C-77/11400, Dt. 20.04.1977.***

**No. 4040-1B&C-73/33166**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
The Registrar, Punjab and Haryana High Court,  
The Commissioner, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
District and Session Judges in Haryana.

**Dated, Chandigarh, the 24th August, 1973**

**Subject : Economy in Expenditure.**

I am directed to invite a reference to D.O. letter No. 2884-B&C-73/31819, dated the 13th August, 1973 (copy enclosed) on the subject cited above in which economy in the matter of staff appointment has been stressed. On a further review of the position it is considered that a reduction in Government expenditure on a much wider scale is required. This reduction is also necessary to enable Government to strict the expenditure within the available resources. Therefore, it has been decided that as a general measure, a 3% economy cut on the non-plan side and 7% economy cut on the plan side (if necessary by deferring less essential schemes) should be imposed forthwith. Government expects that the Heads of Departments will attach to this matter the gravity that Government itself, and at the very highest level, attaches to it and that the departments shall adhere strictly to this and any other cuts already imposed or to be imposed and that they shall regulate their expenditure accordingly. Primary Unit of Appropriation-Wise details of the savings to be effected on this account may be worked out and furnished to the Finance Department by the 10th September, 1973 at the latest.

2. In addition, the Government have taken the following decisions for economy in expenditure :-

**(1) Use of Telephones**

S.T.D. and other immediate and urgent calls should be restricted to the barest minimum. As far as possible, such calls should be made during half-rate time.

**(2) Touring**

- (a) Tours should be arranged in a manner consistent with economy and all unnecessary or non-essential touring should be eliminated.
- (b) Touring by Ministers should limited to a maximum of 10 days in a month.
- (c) Touring by Secretaries and Heads of Departments should be limited to a maximum of 7 days in a month.
- (d) Touring out of the State should also be restricted to the minimum.

- (e) It may also be ensured that officers should employ the mode of transportation to which they are entitled. Officers normally not entitled to air travel should travel by the mode to which they are entitled.

**(3) Meetings**

- (a) Number of meetings and seminars should be reduced to the barest minimum necessary. State level meetings should not be held more than once in 4 months. Officers/officials from out-station should be summoned only in exceptional circumstances.
- (b) Where some officers participating in a meeting are located in one place and other places, the venue of the meeting should be also selected as to require the minimum traveling. The fewest number of participants should be made to travel at all.

The venue should be at a place where all or most of the participants are headquartered.

**(4) Contingent Expenditure**

- (a) No new furniture, air-conditioners, heaters etc. are to be purchased.
- (b) No new staff cars or other vehicles (except jeeps) are to be purchased. Even in respect of existing vehicles, consumption of petrol, mobile oil, repair bill, etc. should be strictly controlled equally misuse/abuse of staff cars must not take place under any circumstances and the rules, regulations and instructions for their use must be strictly complied with.
- (c) Strict economy in use of stationery should be observed.
- (d) The question of social services programme that can be deferred/curtailed may be examined and the matter put up to the cabinet.

(5) In the matter of purchases, price preference should be discontinued immediately. Only purchase preference at minimum or equal to minimum prices may be given to manufactures only if located in Haryana. While calculating the actual cost of an item to the state, the incidence of sales tax (Central or local) and transport should invariably be kept in view.

**(6) Hospitality Expenditure**

Expenditure on hospitality should be reduced to the maximum extent possible. At Government meetings, only tea should generally be served.

**(7) Construction Works**

- (a) No new construction is to be undertaken without approval of the planning Board which should be restricted to absolutely unavoidable cases. Acquisition of land for the mini Secretariats of the three new Districts may continue on the basis of provision made already.
- (b) In the matter of construction, strictest economy is to be observed, and, where ever possible, the specifications may be altered. A Committee of Chief

Engineers should be set up to examine possibilities of economy in constructions work with particular regard to the adoption of the cheapest possible specifications.

- (c) Concerning the buildings which are under construction, the minimum essential requirements should be completed and the completion of the rest of the buildings should be deferred. Considerations of essential requirements should dictate the actual pace of the work.

(8) No New Scheme which has not already been put into implementation and which is not capable of producing immediate beneficial and productive results should be started.

(9) Similar austerity measures should be recommended to Autonomous Corporations and other Organisations working under various departments of Government.

I am to request that the above decisions may kindly be complied with very strictly.

The receipt of this communication may please be acknowledged.

*Sd/-*  
Deputy Secretary Finance  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*



***These instructions have been revised vide No. 2/80/80-WM(I),  
Dated 18.08.1982 & No. 12669-(1)/WM-77/35145,  
Dated 14.12.1977.***

Copy of Haryana Government Finance Department letter **No. 4264-WM(I)-73/33307 dated 27th August, 1973.—**

Some cases have been brought to the notice of the Finance Department where Government employees misutilised the House Building Advances etc. obtained by them from the State Government under the existing instructions the entire loan along with the interest thereon becomes payable to Government by the defaulting employees immediately in such a situation. This is however, not possible because the concerned employee after having spent the loan for purposes other than the one for which it was granted, is left with little financial capacity for this repayment. Although recovery of the loan due and the interest thereon in such cases can be enforced as arrears of land revenue yet due to a variety of factors especially the factor of fixed sources of income available to a Government employee. This is not always possible. It has, therefore, been decided that in cases where the loan has been applied by the Government Servant on a purpose from which there is no financial capacity to repay then the following procedure may be adopted :-

- (i) recovery in the case of mis-utilization of the House Building loan etc. should be made at 50% of the gross emoluments of the employee concerned;
- (ii) penal interest @ 2½% over and above the normal rate of interest should be charged from the employee concerned from the date of the drawal of loan till the entire principal has been recovered; and
- (iii) no second loan shall be sanctioned to the employee concerned. In case of a request being received from such an employee, the matter may be referred to the Finance Department for consideration. In any case such a request should not be entertained before the expiry of two years from the date of full recovery of the loan and the interest accrued thereon.

2. For the operation of these instructions, it would be necessary for you to investigate thoroughly the cases of mis-utilization of loans by Government employees under your administrative control. If, as a result of your investigation, it is established that the loan was utilized by the employee concerned either in speculation or in business, the entire amount of loan should be recovered along with the penal interest as at 1(iii) above in lump sum where the financial position of the loanee, does not (physically) permit recoveries of the entire amount in lump sum then the maximum amount available should be so recovered and the balance, be recovered by total stoppage of all emoluments due the concession of recovery in smaller installments as envisaged in paragraph (i) above shall not be extended in such cases. Further notwithstanding 1(iii) above, such an employee should be permanently debarred from obtaining any further loan from Government under its rules.

3. It is requested that all cases of mis-utilization of loans along with the action taken by you in the context of these instructions should be reported to the Accountant General, Haryana and Finance Department.

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***These instructions have been Revised vide  
No. 5/1/80-1FR-II, Dated 21.2.1980.***

**Subject : Journey by Air.**

Will the

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana,

Kindly refer to Haryana Government Finance Department U.O. No. 328-3FR-70, dated the 27-1-1970, on the subject noted above?

2. The matter has been considered further and it has been decided that in future travel by Air while on tour will also be permissible to all the I.A.S. Officers posted on Senior Scale posts in various Departments at Chandigarh.

3. Necessary amendment in Punjab Civil Services Rules Vol.-III (T.A. Rules) will be issued in due course.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

To

- (i) The Financial Commissioner, Revenue;
- (ii) All Administrative Secretaries to Government,

**U.O. No. 4800-3FR-73/36946**

**Dated, Chandigarh, 20/25th September, 1973.**

No. 4800-3FR-73/36946

Dated, Chandigarh, 20/25th September, 1973.

Copy is forwarded to All Heads of Departments with Headquarters in Chandigarh.

*Sd/-*  
Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

No. 4800-3FR-73/36947

Dated, Chandigarh, 20/25th September, 1973.

A copy is forwarded to Sr. D.A.G. Haryana/A.G. Haryana, at Chandigarh/Simla, for information.

*Sd/-*  
Deputy Secretary Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of Chief Minister/Ministers/Ministers of State.

*Sd/-*  
Superintendent, Finance Regulations,  
for Secretary to Government, Haryana,  
Finance Department.

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To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 4800-3FR-73

Dated, Chandigarh, 20/25th September, 1973.

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Copy of Haryana Government letter **No. 4815-WM(I)-73/37440, dated 25th September 1973.—**

I am directed to invite your attention to Rule 10.21 of P.F.R. Volume I on the subject and to point out that according to the provision 10.21(3) of this Rule it is incumbent on Government employee to purchase or take possession of a conveyance only after it has been intimated to him by the authority concerned that an advance for the same has been sanctioned. In case the vehicle is purchased or taken possession of before such an intimation the sanction of the advance according to the provision of the Rule *ibid* ceases to be operative. Despite these clear-out provisions of the Rules a few cases have been referred to the Finance Department where Government employees purchased/took possession of the conveyances by raising loan from their relatives/friends on the plea that delivery had to be taken by them by a certain stipulated date and since allocation was made from the State Priority quota, there was no choice left for them.

Finance Department consider that taking possession of a conveyance in such a situation does not constitute an unusual circumstances since the date of delivery can be got extended by the employee concerned by applying to the State Transport Controller. Accordingly, therefore, it is brought to your notice that reference for fresh sanction of the advance where an employee has purchased/taken possession of a conveyance before the intimation of the sanction of the advance to him, be recommended only when the circumstances are unusual. In cases where stipulated date of delivery can be got extended, fresh sanction of advance would not be accorded until and unless the circumstances in which this was not possible were proved to be unusual.

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**No. 5862-3WM-73/37693**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department,  
The Commissioners, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in the State,  
The Registrar, Punjab and Haryana High Court, and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 27th September, 1973**

**Subject : Rate of interest on deposits in the Provident Fund and other similar Funds for the financial year 1973-74.**

Sir,

In continuation of Haryana Government letter No. 1685-3WM-73/12311, dated the 22nd March, 1973, on the subject noted above.

I am directed to say that it has been decided to fix the rate of interest at 6.00 percent per annum on deposits and also on the balances at the credit of the subscribers to the General Provident Fund and other similar funds on the 31st March, 1973, administered by the Haryana Government. This rate of interest will be in force during the financial year beginning from the 1st April, 1973.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*

(Som Raj)

Under Secretary Finance (Budget Reforms)  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

No. 5862-3WM-73/37693,

Dated, Chandigarh, the 27th September, 1973

A copy is forwarded to the Accountant General, Haryana, Shimla, for information with reference to his letter No- Fds. I/AS-4/73-74/504, dated the 13th June, 1973.

*Sd/-*

Under Secretary Finance (Budget Reforms)  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

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***These instructions have been Modified partly vide  
No. 11/16/89-1FR-II, Dated 25.09.1992***

**No. 4418-5FR-73/39583**

From

Shri S.N. Bhanot, I.A.S.,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioner Ambala and Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State of Haryana,  
The Registrar, Punjab & Haryana High Court and  
All District and Session Judges in the State of Haryana.

**Dated, Chandigarh, the 10th October, 1973**

**Subject : Amendment in Punjab Civil Service Rule Vol. I, Pat I, Rule 8.86 and 8.137-A.**

Sir,

I am directed to invite reference to note 3 below rule 8.86 and 8.137-A of Punjab Civil Services, Vol. I, Part I, added vide Haryana Government, Finance Department Notification No. 2863-3FRI-18437, dated the 23rd May, 1972 which inter-alia provides that Maternity Leaves shall not be admissible to a female Government employee having more than two living children. A doubt has arisen whether maternity leave can be allowed to a female Government employee on the birth of third child. I am to clarify that maternity leave will continue to be admissible to a female Government employee till she has three living children.

Yours faithfully,

Sd/-  
(M.L. TRIGHATIA)  
Deputy Secretary Finance Regulation,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4418-5FR-73/39584

Dated, Chandigarh, the 10th October, 1973

A copy is forwarded to the Accountant General, Haryana, Simla, for information and necessary action in continuation of Haryana Govt. notification No. 2863-5FR-72/18438, dated the 2nd 1972.

Sd/-  
(M.L. TRIGHATIA)  
Deputy Secretary Finance Regulation,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded for information to :-

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

*Sd/-*  
(M.L. TRIGHATIA)  
Deputy Secretary Finance Regulation,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

U.O. No. 4418-5FR-73

Dated, Chandigarh, the 10th October, 1973

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister, Minister and Ministers of State for information of the Chief Minister, Ministers, Ministers of State.

*Sd/-*  
(M.L. TRIGHATIA)  
Deputy Secretary Finance Regulation,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to  
Chief Minister, Ministers, State Ministers.

U.O. No. 4418-5FR-73

Dated, Chandigarh, the 10th October, 1973.

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***These instructions have been revised partly vide  
No. 342-1B&C-74/2563, Dt. 22.1.1974.***

**S. N. Bhanot, IAS**

**D.O. No. 4220-1B&C-73/40000**  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

**Chandigarh, the 15 October, 1973**

**Subject : Economy in Expenditure - Curtailment of Consumption of Petrol by Departmental Vehicles.**

Dear

Kindly refer to my D.O. letter No. 4040-1B&C-73/32693, dated the 20th August, 1973, with which the decisions taken by the Council of Ministers to reduce the Government expenditure have been conveyed to you.

2. One of the decisions provides that no new staff car or other vehicle (except jeeps) are to be purchased. Even in respect of existing vehicles, consumption of petrol, mobile oil repair bills etc. should be strictly controlled. Equally misuse of staff cars must not take place in any circumstances and the rules/regulation and instructions for their use must be strictly complied with.

3. In the above context, it has been decided that the expenditure on account of consumption of petrol by staff cars and other vehicles which are not used for operational purpose or for field duties should be reduced. Until further orders, the quantity of petrol consumed by such vehicles will be limited to 75% of the quantity consumed during 1972-73 in full year. For 1973-74, however, the ceiling will be 85% as the reduction will be operative only for part of the year. In reckoning the quantity of petrol consumed during the year 1972-73, for this purpose the use of vehicles in connection with the special activities like conferences, visits of foreign delegations, fairs etc. in that year should be excluded and the petrol/consumption for normal activities only should be taken into account. I am to request you to kindly bring this to the notice of all concerned immediately for appropriate action and strict compliance. You may issue any supplementary instructions that may be considered necessary.

4. It should be made the special responsibility of the controlling officers to undertake an immediate review of petrol requirements in the light of those orders, restrict the use of vehicles under their control so as to achieve the target, by obtaining the orders of the higher authorities, where necessary and keep a watch month by month, on the consumption of petrol to ensure that the limits are not exceeded. They should send periodical reports to Head of Departments for their information/necessary action/instructions.

5. In view of the restrictions imposed above, the Departments would find it necessary to review the existing procedure in the matter of use of staff cars. The instructions laid down in the staff car rules and the circulars issued by Government from time to time, will have to be strictly followed and the scrutiny of log books and prescribed periodical returns will have to be made more effective. Additionally, certain directions in which economy could be achieved in the utilization of staff cars are suggested below for appropriate action by the Departments :-

- (i) A review of the fleet strength and fleet utilization may be carried out with a view to exploring the possibility of reducing the number of vehicles. Where the numbers of vehicles is reduced, the restrictions as mentioned in para 2 above have to be suitably amended so that it does not operate harshly since with a similar number of vehicles, the utilization of each may have to be greater than before.



- (ii) Staff cars should not be used for short runs or for carrying dak.
- (iii) The system of picking up employees for coming to duty or of dropping them back after duty, wherever it is in force, should be reviewed and curtailed.
- (iv) As far as possible, staff cars should be used jointly by officers instead of their traveling individually in separate cars.

6. The savings effected as a result of these instruction should be reflected in the Revised Estimates for the current financial year and the Budget Estimates for the next financial year and should specifically mentioned in the explanatory memo accompanying these estimates.

7. Even in respect of operational/field vehicles the feasibility of imposing similar restrictions should be examined by the Departments and necessary instructions issued, under intimation to Finance Department.

8. I am also to request that necessary instructions for achieving similar economies should be issued to the public sector undertakings and other autonomous bodies under your administrative control.

Yours sincerely,

Sd/-  
(S.N. Bhanot)

All Administrative Secretaries to Govt., Haryana. (By name)

No. 4220-1B&C-73/40001

Dated, Chandigarh, the 15th October, 1973

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

All Heads of Departments in Haryana;  
The Registrar, Punjab and Haryana High Court;  
The Commissioners, Ambala and Hisar Divisions and;  
All Deputy Commissioners and Districts and Session Judges in Haryana;  
In continuation of Finance Department circular letter No. 4040-1B&C-73/33166, dated the 24th August, 1973.

Sd/-

(D. Das Gupta)  
Deputy Secretary Finance (Budget)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4220-1B&C-73/40002

Dated, Chandigarh, the 15th October, 1973

A copy is forwarded to the Accountant General, Haryana, for information, in continuation of Finance Department endst. No. 4040-1B&C-73/33167, dated the 24th August, 1973.

Sd/-

(D. Das Gupta)  
Deputy Secretary Finance (Budget)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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Copy of circular letter **No. 288-B&C(2RC)-73/41682, dated 22nd October, 1973** from the Commissioner & Secretary to Government, Haryana Finance Department to all Heads of Departments in Haryana, etc.

**Subject : Reforms in the structure of Budget and accounts.**

I am directed to invite your attention to annexure III to Finance Department circular letter No. 1852-1B&C-73/20560 dated the 24th May, 1973, on the subject noted above and to state that under the revised classification of Budget and Accounts, the standard object "Salaries" will include pay and allowances (including leave travel concession) in all forms of officers and staff and the standard object 'Travel Expenses' will cover all expenses on account of travel on duty including conveyance and fixed travel allowances. As you know, information about the expenditure on Dearness allowance and some other allowances sanctioned to Government servant has been collected in the past in connection with the Lok Sabha questions, Vidhan Sabha question and other matters. The break-up of expenditure on these allowances will also be required in future for such purpose and also for scrutiny of the Revised Estimates and the Budget Estimates under these standard objections of expenditure. Accordingly, it has been decided that the Heads of Departments should specially obtain the figures of monthly expenditures of Dearness Allowance, House Rent Allowance, Medical charges, Fixed Conveyance/House Rent Allowance and other travelling allowances, from their subordinate offices and keep the same in their offices in a consolidated form so that these can be readily supplied to Government as and when required. The figures of casuals and provisions made in respect of these allowances under "Salaries" and 'Travel Expenses' should be specifically given alongwith the other required information, in the Explanatory memorandum accompanying the Budget Estimates and the Revised Estimates. This break-up will be only for the use of Government departments/offices and the audit office will, never maintain the accounts as per standard objects of expenditure.

2. The above instructions will come into force from the accounting year 1974-75 when the revised classification will be adopted.
3. Relevant B.M. Forms will be suitably revised and copies of new forms supplied to all concerned in due course.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATIONS)**

**Notification**

**The 31st October, 1973**

**No. 5042-FR(PR)-73/42131.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him. in this behalf, the Governor of Haryana is pleased to make the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay)(Second Amendment) Rules, 1973.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) After Serial No. 15 at page 16 under the heading "Forest Department", the following new Serial No. 15-A shall QC inserted :-

1	2	3	4	5
15-A	Mechanic	110-4-130-5-160/5-200	140-6-170/8-210/10-300	

2. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, in the Supplementary Schedule I, appended thereto ;-
  - (i) Against Serial No. 42, page 3, in column 3, for the existing entries viz. "45-2-75", the following entry shall be substituted "37½-2-57½".

S. N. B HANOT  
Secretary.

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***These instructions have become obsolete.***

**No. 4077-7FR-73/39165**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the Haryana State,  
The Registrar Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 31st October, 1973**

**Subject : Sanction of withdrawal from General Provident Fund Revised Procedure – regarding.**

Sir,

I am directed to refer to Finance Department letter No. 4651-1FR-72/26554, dated 22/08/72 on the subject noted above and to say that in order to determine the admissibility of the withdrawal applied for by the Government servant, the sanctioning authority will be mainly guided by the Accounts statement issued by the A.G. Haryana. It is, therefore, necessary to ensure that all the amounts withdrawn by the officers are duly posted in the ledger account/card of the subscriber and incorporated in the statements of the year, as otherwise it may result over-payment. It has, therefore, been decided that the following certificates shall be recorded on all sanctions for withdrawal issue henceforth :-

“Shri \_\_\_\_\_ was last sanctioned a part final withdrawal by this office for an amount of Rs. \_\_\_\_\_ vide \_\_\_\_\_  
\_\_\_\_\_ Shri \_\_\_\_\_ is understood, (as stated by him) to have been last sanctioned a part-final withdrawal of Rs. \_\_\_\_\_ by (Sanctioning authority) \_\_\_\_\_.”

The alternative certificate mentioned above, is to be recorded in the sanctions of those subscribers in whose case the particulars of last sanction for part final withdrawal, are not available with the office for reasons such as transfer of an employee from another office etc.

The above-mentioned certificates shall also be recorded on all sanctions for withdrawals from G.P.Fund Accounts.

Yours faithfully,

*Sd/-*

(M.L. Trighatia)

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4077-7FR- 73/39166

Dated, Chandigarh, the 31st October, 1973

A copy is forwarded to the Accountant General/Deputy Accountant General, Haryana, Simla and Chandigarh for information in continuation of Haryana Government's Endst. No. 4651-1FR-72/26555, dated 22/8/72.

By Order,

*Sd/-*  
(M.L. Trighatia)  
Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded for information in continuation of Haryana Govt. U.O. No. 4651-1FR-72, dated 22/8/72 to:-

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

*Sd/-*  
(Ram Parkash)  
Superintendent of Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 4077-7FR-73,

Dated, Chandigarh, the 31st October, 1973

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Ministers/Ministers/Ministers of State in continuation of Haryana Govt. U.O. No. 4651-1FR-72, dated 22/8/72.

*Sd/-*  
(Ram Parkash)  
Superintendent of Finance regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 4077-7FR-73

Dated, Chandigarh, the 31st October, 1973.

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***These instructions have been Revised vide  
No. 1/1(14)/78-2FR-II, Dated 04.10.1978.***

**No. 1991-2FR-73/42458**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers in the State,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 6th November, 1973**

**Subject : Fixation of pay of military pensioners on their re-employment in Civil service.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Notification No. 1272-2FR-70/14054, dated the 27th May, 1970, according to which if the military pension of a person does not exceed Rs. 50/- a month, it is to be ignored in fixing his pay and allowances in the Civil Department and that in respect of military pensioners in receipt of military pension exceeding Rs. 50/- P.M., the first Rs. 50/- is to be ignored. This matter has further been considered and it has been decided that this concession, which is effective from 25th July, 1969 according to the Notification referred to above, should be applicable to all the re-employed military pensioners in the civil departments. In the case of persons who are already in re-employment before 25th July, 1969, their pay should be refixed with effect from 25th July, 1969.

Yours faithfully,

Sd/-

(M.L.TRIGHATIA)

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1991-2FR-73/42459

Dated, Chandigarh, the 6th November, 1973

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information.

By Order

Sd/-

(M.L.TRIGHATIA)

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner, Revenue, Haryana,  
All Administrative Secretaries to Govt., Haryana.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. NO. 1991-2FR-73

Dated, Chandigarh, the 6th November, 1973

Copies are forwarded to the Principal Secretary/Secretaries Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries  
to the Chief Minister/Ministers/Ministers of State.

U.O. NO. 1991-2FR-73,

Dated, Chandigarh, the 6th November, 1973.

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***These instructions have been Revised vide  
No. 5/1/2001-1B&C, Dt. 22.01.2001.***

**S.N. Bhanot, IAS**

**D.O. No. 5031-1B&C-73/43414**

Commissioner & Secretary to Govt.,  
Haryana, Finance Department.

**Chandigarh, the 14th November, 1973**

**Subject : Economy in expenditure - Use of Electricity.**

Dear,

Kindly refer to my D.O. No. 4040-1B&C-73/32693, dated the 20th August, 1973, with which the decisions taken by Government to reduce expenditure were conveyed.

2. It has also been decided that maximum economy should be effected in the consumption of electricity in Government offices, both for normal use and for use on special occasions. To achieve this, I am to request that the measures specified in the enclosure may kindly be adopted and instructions issued to all concerned for compliance.

Yours sincerely,

*Sd/-*

(S.N. Bhanot)

All Administrative Secretaries to Govt., Haryana.  
(by Name)

No. 5031-1B&C-73/43415

Dated, Chandigarh, the 14th November, 1973

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

All Heads of Departments in Haryana;  
The Registrar, Punjab and Haryana High Court;  
The Commissioners, Ambala and Hisar Divisions and;  
All Deputy Commissioners and Districts and  
Session Judges in Haryana.

In continuation of Finance Department endst. No. 4220-1B&C-73/40001, dated the 16th October, 1973.

*Sd/-*

D. Das Gupta

Deputy Secretary Finance (Budget)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5031-1B&C-73/43416

Dated, Chandigarh, the 14th November, 1973

A copy is forwarded to the Accountant General, Haryana, for information, in continuation of Finance Department endst. No. 4220-1B&C-73/40002, dated the 16th October, 1973.

*Sd/-*

D. Das Gupta

Deputy Secretary Finance (Budget)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.



**ELECTRICITY**

- (i) Maximum economy in the consumption of electricity should be effected.
- (ii) Electric Lights/Heaters/Air Conditioners/Air Coolers in the offices should be switched on only when these are absolutely necessary and switched off immediately the office is closed or the inmates of a room vacate it.
- (iii) The use of lamps or high wattage should be avoided particularly in the yards, compounds and verandahs.

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***These instructions have been Revised vide  
No. 1628-1B&C-77/11400, Dt. 20.04.1977.***

**No. P4204-B&C-73/45124**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,  
The Registrar, Punjab and Haryana High Court,  
All Deputy Commissioners and  
District and Session Judges in Haryana.

**Dated, Chandigarh, the 26th November, 1973**

**Subject : Economy in Expenditure.**

I am directed to invite a reference to Finance Department's circular letter No. 4040-1B&C-73/33166, dated 24th August, 1973 with which a copy of D.O. letter No. 2834-B&C-73/31819, dated the 13th August, 1973 regarding suspension of direct recruitment of staff was sent to you. Some departments have sought clarifications on certain points in regard to the filling up of existing vacancies. Accordingly, the matter has been examined further and the following decision have been taken :-

- (i) In cases where a post was filled up with an ad-hoc appointment before 13th August, 1973 and if requisition for filling up of that post had already been sent to the Haryana Public Service Commission/Subordinate Services Selection Board, then the ad-hoc appointment may be allowed to continue, if necessary, with the permission of Haryana Public Service Commission/Subordinate Services Selection Board. In cases where the post was filled by an ad-hoc appointment, but no requisition had been sent to the Haryana Public Service Commission/Subordinate Services Selection Boards then in such cases a requisition may be sent to Haryana Public Service Commission/ Subordinate Services Selection Board and in the meantime the ad-hoc appointment may be allowed to continue and if necessary, also extended, however, posts lying vacant i.e. not filled or even by ad-hoc appointment will not be filled up even though a requisition may have been sent to Haryana Public Services Selection Board.

The replacement of ad-hoc appointees with regular appointees must be done on a one to one basis and the ad-hoc appointee thus retrenched, if not made regular should not be adjusted against any other vacant post in the department.

- (ii) Any vacancy which occurred after 13th August, 1973 on account of an official leaving the department for a substantial period of time, and if such vacancy can be filled up by promotion from within the department, then such promotion should be allowed and the resultant vacancy in the lower rank,

may if necessary, be filled up by direct recruitment. It must be ensured, however, that under no circumstances the number of persons in the department is allowed to increase.

- (iii) Posts lying vacant and which fall within the reserved quota of ex-servicemen or scheduled castes/tribes may be filled up from suitable available candidates from these categories, provided, however, that where these ex-servicemen or scheduled castes/tribes can be adjusted against any ad-hoc appointment then this may be done first and the ad-hoc arrangement terminated immediately. The ad-hoc appointee thus retrenched shall not be adjusted against any other post.
- (iv) The ban will not apply to contingent paid or workcharged staff or daily labourers.
- (v) The ban will not apply to posts sanctioned for centrally sponsored Schemes. The departments should, however, send their proposals in this behalf to the Finance Department as it would be necessary to effect economy and employ the minimum number.
- (vi) The ban will not apply to the vacancies which are filled by the appointment of dependents of Haryana Government servants who die while in service. In this case also, the ad-hoc appointee working in the Department will be replaced first by such an appointment.

3. The above decisions may please be brought to the notice of all concerned. It is, however, reiterated that the major objective of the ban is that there should be no increase in the number of Government employees so to check the rise in the establishment expenditure and that this objective should be kept in view while considering proposals for relaxation of ban.

*Sd/-*  
(D. Das Gupta)  
Deputy Secretary Finance  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have become obsolete.***

**Copy of letter No. 5925-7FR-73/47785, dt the 18th December, 1973**

***Subject : Sanction of withdrawal from General Provident Fund Procedure regarding.***

I am directed to invite a reference to the Finance Department circular letter No. 4651-1FR-72/26554. dated the 22nd August, 1972 on the subject noted above and to say that it has been brought to the notice of the Government that the instructions contained therein are not being correctly interpreted. The withdrawals from the General Provident Fund accumulation are being sanctioned to the subscribers even after their resignation/retirement from service on the basis of these instructions without obtaining an authorisation from the Accountant General, Haryana. This is irregular as under rule 13.28 read with 13.30 of CSR Vol. II, it is necessary to obtain authority from the Audit office for the final withdrawal of the amount at the credit of the subscriber, when he no longer remains in service. To obviate such irregularities, it is clarified that the instructions of the Finance Department referred to above, authorise the competent authority to draw funds from the General Provident Fund accumulation for various purposes without the authority of the audit office only in cases of subscribers in Service and not to those who have either resigned or retired

2. These instruction may be brought to the notice of all concerned.

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***These instructions have been revised vide  
No. 1628-1B&C-77/11400, Dt. 20.04.1977.***

**No. 342-1B&C-74/2563**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana,  
The Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioners, District and Judges and  
Sub Divisional Officers (Civil) in Haryana.

**Dated, Chandigarh, the 22nd January, 1974**

**Subject : Economy in the use of staff cars and other Government vehicles.**

Sir,

I am directed to say that on account of steep rise in the price of petrol Government have been considering actively for some time to undertaking economy measures relating to the use of staff cars and other Government vehicles. Consequently it has been decided to implement the following economy measures effectively in this behalf :-

**I. Use of Vehicles on Tour**

**(a) Use of vehicles on tour from Chandigarh to Delhi**

- (i) Officers traveling to Delhi only and back shall not be permitted to use staff cars if travelling singly. For performing this journey the officer should avail of the means of public transport that which they are entitled, namely, air, train, Bus, etc. A staff car may be permitted for such journeys only if at least three officers are traveling together for the onward and return journeys. The word 'officers' for this purpose would not include the subordinate staff namely, Private Secretaries, Personal Assistants, Stenographers, and other ministerial staff.

In case there are sufficiently large number of Government officers travelling between Delhi and Chandigarh daily then a special deluxe bus may be introduced for transporting them back and forth.

- (ii) A pool of five or six vehicles should be withdrawn from the existing fleet of the various departments in Chandigarh and placed under the control of Liaison Officer, new Delhi. These vehicles may be requisitioned for and utilised locally by Officers on tour in Delhi. However, for officers of the level of Heads of Departments in the field and Deputy Secretaries and above in the Secretariat, such vehicles, if available may also be used for tours in the environs of Delhi (e.g. Faridabad, Gurgaon, Ballabgarh etc.)

Where the approved tour programme indicates that the officer will return to Delhi the same day after such tour. In other words Heads of Departments, Deputy Secretaries, Joint Secretaries and Secretaries may use vehicles from this pool for diurnal excursions from Delhi. These vehicles shall also be used for receiving officers at Airports, Railway Stations, Bus stands and for taking them to these points in the return journey, care, however, being taken to ensure if more than one officer is proposing to arrival/depart by the same train or flight up to three or four of them may be taken in the same vehicle.

- (iii) The instructions at (i) above shall not apply in the case of Chief Secretary and the Financial Commissioner Revenue. These will not also apply to Heads of Department in the field officers and Deputy Secretaries and other officers of higher level in the Secretariat in cases where after due and serious consideration the controlling officer of the officer proposing to proceed on tour is of the considered opinion that there is bona-fide work to be done enroute to Delhi or on the return trip. In such cases, the controlling officer would satisfy himself that the officer would not be in a position to do his work if he travelled by means of a public conveyance.

**(b) For tours within the State to places other than Delhi or environs of Delhi.**

Where it is not proposed to pass through Delhi on both the forward and the return journey officers of the level of Heads of Departments Deputy Secretaries, Joint Secretaries and Secretaries may be permitted to use staff cars. Officers below this level shall use to public conveyance to which they are entitled.

**(c) Use of vehicles outside jurisdiction**

Field officers shall not be permitted without the previous consent of the Secretary of the Department concerned to take their vehicles outside the sphere of their territorial jurisdiction. The field officers shall of course continue to use their vehicles for, touring within their territorial jurisdiction, but care shall be taken to, so organise their tours that unnecessary mileage can be avoided where-ever possible. However, the Commissioners of Divisions, Deputy Inspectors General of Police, Deputy Commissioners and Superintendents of Police will continue using their vehicles even outside their territorial jurisdiction where - ever existing rules and instructions permit them to do so.

**II. USE VEHICLE LOCALLY**

**Local use of vehicles in Chandigarh**

- (a) The Secretariat pool of staff cars may be strengthened by another two or three vehicles which may be withdrawn from the existing fleets in the various departments it may be strengthened further by putting on it vehicles belonging to the Financial Commissioner's Secretariat Development Department etc. which are already based in the Secretariat. Any Secretariat Officer entitled to the use of staff car, if he requires if for a local journey, must invariably requisition a vehicle from the Secretariat poll and be given one from the pool unless none is available, In no case

vehicles will be requisitioned by Secretariat officers from out laying officers i.e. those in sector 17 and else-where, for local use during or outside working hours. This would avoid the empty haulage of vehicles from out laying officer to the Secretariat and back.

- (b) Likewise, officers traveling from outlying offices to the Secretariat or other offices should also use their vehicles discriminatingly and so organise their journeys as to avoid unnecessary mileage or empty haulage. Further, where ever possible as many offices as are likely to come for the meeting may come together and not piece meal.
- (c) While fixing meetings, where-ever possible these-should be so adjusted that one trip of Heads of Department to the Secretariat should permit all the meetings being attended and the officer would then return. This would avoid their frequent coming to the Secretariat.

Further, the timings of meeting should, wherever possible, be fixed in consultation with the officers and the time fixed should be normally inflexible. Sanctity should be attached to the times of meetings fixed and unless there are unavoidable circumstances no meeting should be postponed or cancelled just in the nick of time so as to save the officers from making unnecessary journeys on this account.

Heads of Departments or officers from outlying offices should not be called for discussions if either the matter can be disposed of on the telephone or the matter is not so important as to require immediate disposal in which case it could await a date and time when such a matter alongwith others can be discussed together so as to make the meeting meaningful.

- (d) While, most of the specific points listed in this section relate mainly to Chandigarh, the same principles should be followed else-where in the state or in Delhi too. Apart from conserving petrol, it must be appreciated that these measures would also prevent waste of time and therefore, would lead to greater efficiency.

### **III. MEASURES FOR CONTROLLING THE CONSUMPTION OF FUEL AND REPAIR FILES**

- (a) A careful check should be kept on the full consumption of vehicles. This can be achieved by ensuring that, if fuel consumption is high, proper investigation should be carried out to find out the reasons therefor, if a vehicle need repairs, these should be promptly carried out, If consumption is abnormally high on any other account, reasons therefor should be found out.
- (b) The refueling of vehicles should not be left to the drivers. A responsible official should invariably be deputed to get the vehicles refueled in his presence.
- (c) All local journeys whether in Chandigarh or outside should be specifically entered in the log book of the vehicle immediately on return giving details of places visited and the purpose of visit. These should be immediately

authenticated by the officer who uses the vehicles. All permissible non-duty journeys should be specifically recorded and a serious view should be taken of any infringement in this regard. Non-duty journeys not permitted should not be allowed on any account.

- (d) The controlling officer of a vehicle will be personally responsible for the compliance of the orders in this regard.

2. You are requested to ensure that these instructions are adhered to in letter and spirit and enforced with immediate effect.

Yours faithfully,

*Sd/-*

(D. Das Gupta)

Deputy Secretary Finance (B)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 342-1B&C-74/2564,

Dated : 22nd January, 1974

A copy is forwarded to the Accountant General, Haryana for information.

*Sd/-*

(D. Das. Gupta)

Deputy Secretary Finance (B)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to the chief Secretary to Government, Haryana for information and necessary action.

2. He is requested that he may kindly take immediate steps for the :-

- (i) Withdrawal of five or six vehicles from the departments for creating a pool to be placed under the control of Liaison Officer, New Delhi and issue of suitable instructions to him to operate this pool in the light of Government decisions above.
- (ii) Strengthening of Secretariat pool of staff cars for local journeys; and
- (iii) upward revision of the tariff for non-duty journeys of staff cars in view of the increase in prices of petrol etc.

*Sd/-*

(D. Das. Gupta)

Deputy Secretary Finance (B)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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Copy of letter **No. F.20(19)-E.V.(B)/73, dated 28.12.73** from Government of India, Ministry of Finance, Department of Expenditure to All State Governments and U.T.s etc.

**Subject : Preparation of Schedules of Provident Fund deductions.**

The undersigned is directed to state that when a Government servant is admitted to General Provident Fund/Contributory Provident Fund, the Accountant General allots an account number in the series of the different Departments. In which he is working at the time of his admission to the fund and identifies the account by prefixing and suffixing the name of the Department. This is done with a view to facilitate postings in the individual ledger accounts with figures booked in the accounts of Government under G.P.F./C.P.F. head which are kept on a departmental basis. It may thus happen that because of transfer of Government servants from one department to another, the Government servants allotted with account numbers having a particular departmental series are on the rolls of an office of another department. At present, the names of all subscribers in an office are included by the drawing officer in a single schedule as the accounts are maintained by the same Accountant General. This is found to present some difficulties and results in delay in the matter of posting in the Provident Fund ledger accounts in the office of the Accountant General.

2. With a view to facilitate posting and efficient maintenance of Provident Fund Accounts, it is emphasized that separate schedules in respect of subscribers having different departmental prefixes should be prepared by the Drawing Officers for submission to the Accountant General.

3. The Ministry of Home affairs etc. are requested to bring the contents of this O.M. to the notice of the concerned authorities under them for compliance.

4. These orders issue in consultation with the Comptroller & Auditor General.

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Endst. No. 159-7FR-74/3500**

**Dated, Chandigarh, 29th January, 1974**

A copy is forwarded to :-

- (i) All Heads of the Departments,  
Commissioners Ambala & Hissar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.
- (ii) The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in the Haryana.  
for information and compliance.

*Sd/-*

Deputy Secretary, Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to the :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

*Sd/-*

Deputy Secretary, Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 159-7FR-74

Dated, Chandigarh, 29th January, 1974

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information.

*Sd/-*  
Deputy Secretary, Finance (R),  
for Secretary to Government, Haryana,  
Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of States.

U.O. No. 159-7FR-74

Dated, Chandigarh, 29th January, 1974.

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***These instructions have become obsolete.***

**D.O. 57-VS-B&C-74/6490**

**D. Dasgupta, I.A.S.**

Deputy Secretary to Government, Haryana,  
Finance (Budget) Department.

**Dated, Chandigarh, the 9th February, 1974**

**Subject : Implementation of the recommendations/observations made by the Public Accounts Committee of Haryana Vidhan Sabha.**

Dear Sir,

It will be observed from the appendix to the Fifth Report of the Public Accounts Committee of Haryana Vidhan Sabha on Appropriation Accounts and Finance Accounts of the Haryana Government for the year 1968-69 and the Audit Report, 1970, copies of which have been sent to you,—vide communication noted in the margin, that there are still a large number of outstanding recommendations/observations of the Public Accounts Committee of Vidhan Sabha on which the concerned departments have yet to take final action. Eighty (80) more paragraphs have been added by the fifth report of the Committee. Some of the recommendations of the Committee in this report which require special attention on the part of Government relate to the unusual delay in the implementation of the recommendations/observations of the Committee, referred to above; failure of the departmental representatives who appeared before the Committee for oral examination, to come fully prepared with facts and figures of the cases; the inordinate delay in the submission to the Audit of utilization certificates by the departments which sanction grants-in-aid to local bodies and other institutions and the growing number of cases of misappropriation and defalcation etc. pending finalization with the various departments. The recommendations of the Committee in this behalf are briefly as follows :-

- (i) **Implementation of observations recommendations contained in the earlier reports of the Public Accounts Committee (paragraph 80 of the Fifth Report).—** In its Third Report the Committee while pointing out the unusual delay in the implementation of their observations/recommendations, had inter alia suggested that beside investigating the reasons for delay in each case Government should take suitable action against the delinquent officials and fix some time-limit for the disposal of old outstanding in order to arrest accumulation of further arrears.
- (ii) **Oral examination of the departmental representatives by the Public Accounts Committee (Paragraph 3 of the fifth report).—** The Committee has pointed out that the departments not only fail to submit written replies to the questionnaires of the Committee within the stipulated time but their representatives who appear before the Committee for examination are also generally not prepared with all facts and figures despite adequate notice given to them in advance. The Committee has reiterated their earlier view that the Secretaries to Government should make it a point to appear before them personally and ensure that not only their written replies are supplied well in time but they come fully prepared to give all the information required by the Committee during oral examination.

- (iii) **Utilisation certificates in respect of grants-in-aid (Paragraph 78 of the Fifth Report).**— In the absence of utilization certificate it is not possible to know whether the beneficiaries have spent the grants within the specified time limit and for the purposes for which these grants were made. In addition, the cases of misutilisation of grant-in-aid and misappropriations etc. could not come to notice. The Committee has, therefore, recommended that immediate steps be taken to ensure that the outstanding utilization certificates are furnished to Audit without further delay and Government should consider the desirability of with-holding payments of any further grants to the institutions which fail to submit the utilization certificates within the stipulated period.
- (iv) **Mis-appropriation and defalcation etc. (Paragraph 79 of the 5th Report).**— The number of cases of mis-appropriations and defalcations etc. pending finalization with the various departments has increased. The delay in completion of the enquiry into these cases is obviously fraught with grave risks because of the non-availability of relevant record with the passage of time and retirement/death/transfers etc. of the delinquent officials. Immediate and effective steps should, therefore, be taken to ensure that these cases are finalized expeditiously and suitable action taken against officials concerned without any further loss of time.

2. The above recommendations of the Committee have already been brought to your notice,—vide Finance Department's communication noted in the margin for suitable action. Another concomitant matter which is increasingly causing worry is that the number of outstanding audit objections is on the increase and the departments are paying little attention to their settlement notwithstanding the repeated instructions on the subject. In this connection, attention is invited to Finance Department's D.O. letter No. 1185-7B&C-73/6992, dated the 26th February, 1973, which was addressed to you last on this subject. These matters have been under the consideration of the Finance Department for sometime past and in order to ensure speedy disposal, it has now been decided that a Deputy Secretary, or an Under Secretary where there is no Deputy Secretary, should be made responsible in each department for looking after the progress in the implementation of the observations/recommendations of the Public Accounts Committee, and the disposal of cases of outstanding audit objections and mis-appropriations and defalcations included in the Audit reports. He will personally see that no undue delay takes place in their disposal and satisfactory progress is maintained. In addition, he will ensure that the written replies to the questionnaires of the Public Accounts Committee are sent within the stipulated time and that no delay was allowed to take place in supplying information/record promised during the oral examination. He will also brief the Administrative Secretary fully for the oral examination. The Administrative Secretary should, as far as possible, make it a point to appear before the Committee personally. Similarly, in the office of the Head of Department the officer of the rank of Joint Director/Controller or Deputy Director/Controller where there is no Joint Director/Controller, will be entrusted with this work to ensure that timely action is taken in these cases by the headquarter and field offices and quarterly progress reports and other required information are supplied to the Administrative Department and other concerned quarters in the prescribed proforma within the specified period. While the proforma for the quarterly progress report in respect of the outstanding recommendations/observations of the Public Accounts Committee will remain the same as now followed by the departments, the proforma in the audit objections and cases of mis-appropriations and defalcations will be as per Annexures I and II. The progress reports in latter cases will be sent by the Heads of Department through their Administrative Departments with four spare copies to Finance Department (in Budget and Committee Br.), within 15 days from the date on which the preceding quarter has ended. The first progress report for the quarter ending 31st March, 1971 should reach all

concerned by the 15th April, 1974, positively. The cases which are gravely delayed by the departments will be brought to the notice of the Council of Ministers.

**MARGIN :**

F.Ds. U.O. No. 57-VS-B&C-73/25735, dated 21-6-73

F.Ds. letter No. 57-VS-B&C-73/25731, dated 21-6-73

F.Ds. U.O. No. 3725-2FR-73, dated 27-7-73

F.Ds. U.O. No. 58-VS-B&C-73, dated 21-6-73

3. As regards the timely submission of the utilization certificates in respect of the grants-in-aid, it is observed that the accounts of the local bodies and other institutions are generally finalized by the month of October following the year to which these relate. As such, it is difficult for them to obtain from their auditors certificates of utilization of the grants-in-aid before the audit of their accounts. In these circumstances, it has been decided that the local bodies, institutions etc. which fail to submit these utilization certificates may be paid grant-in-aid for one subsequent year and if the certificate is not forthcoming from them in the following year also, the payment of further grants to them should be with-held. In other words, no grant-in-aid for instance will be paid during the year 1974-75 to the institutions which fail to submit the utilization certificates in respect of the grants given to them during the year 1972-73. Further grants will be released to them only on furnishing of the requisite utilization certificates. Such a step will make the institutions concerned submit, in their own interest, the requisite utilization certificate within the period stipulated above.

I am to request that above decision may please be implemented forthwith and the names and designations of the officers of the Administrative Departments and the Heads of Department nominated for this work intimated to the Finance Department as early as possible.

Yours faithfully,

Sd/-  
(D. DAS GUPTA)

To

The Financial Commissioner, Revenue, and  
All Administrative Secretaries to Govt., Haryana.

No. 357-VS-B&C-74/6491,

Dated, Chandigarh, the 19th February, 1974

A copy each with copies of annexures I & II and relevant paragraphs of the Fifth Report of the Public Accounts Committee is forwarded to :-

All Heads of Departments in Haryana; and  
The Registrar, Punjab & Haryana High Court;  
for information and necessary action.

Sd/-  
Deputy Secretary, Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 57-VS-B&C-74/6492,

Dated, Chandigarh, the 19th February, 1974

A copy with copies of the enclosures is forwarded Secretary, Haryana Vidhan

Sabha, Secretariat, for the information of the Public Accounts Committee.

*Sd/-*  
Deputy Secretary, Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 57-VS-B&C-74/6493,

Dated, Chandigarh, the 19th February, 1974

A copy with copies of the enclosures is forwarded to Accountant General, Haryana for information.

*Sd/-*  
Deputy Secretary, Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy with copies of the enclosures is forwarded to all Branch Officers/ Superintendents/Deputy Superintendents in the Finance Department, for information and necessary action.

*Sd/-*  
Deputy Secretary, Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Branch Officers/Superintendents/Deputy Superintendents  
in the Finance Department.

U.O. No. 57-VS-B&C-74,

Dated, Chandigarh, the 19th February, 1974

**Contd...**  
**Encl.**

**ANNEXURE - I**

Quarterly progress report in respect of audit objections shown in the report of the Comptroller and Auditor General of India for the year 1970-71 for the quarter ending\_\_\_\_\_.

Administrative Secretary concerned	Department concerned	Total No. of audit objections shown in the audit report	No. of audit objections outstanding at the beginning of the quarter	No. of audit objections settled during the quarter	Balance	Remarks
1	2	3	4	5	6	7

**ANNEXURE - II**

Quarterly progress report in respect of cases of misappropriations, defalcations etc. under departmental investigation or criminal prosecution as shown in the report of the Comptroller and Auditor General of India for the year 1970-71.

For the quarter ending\_\_\_\_\_

Administrative Secy. concerned	Department concerned	Departmental investigation cases			Balance
		Total No. of cases shown in the report	No. of cases outstanding at the beginning of the quarter	No. of cases decided during the quarter	
1	2	3	4	5	6

Criminal Prosecution cases				No. of cases in which departmental action and criminal prosecution have been completed but recovery pending at the close of the quarter	Remarks
Total No. of cases shown in the report	No. of cases outstanding at the beginning of the quarter	No. of cases decided during the quarter	Balance		
7	8	9	10	11	12

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***These instructions have been revised vide  
No. 2203-WM(1)-74/14583, Dated 23.04.1974***

Copy of Haryana Government F.D. letter **No. 1128-WM(I)-74/5861, dated 19th Feb, 1974.—**

In continuation of Finance Department letter No. 5593-WM(I)-71/30971, dated the 22nd October, 1971 on the above noted subject, I am directed to say that rule 10.16 (iii) of Punjab Financial Rules, Volume I provides interalia that the advances for the construction of the Houses should be drawn in installments, the amount of each instalment being such as is likely to be required for expenditure in the next three months. In view of this it was decided, vide Finance Department letter No. 5620-WM(I)-70/26520, dated the 24th September, 1970 that the advances for the construction of houses, may be allowed as under :-

- (i) First instalment equal to 20% of the advance admissible for starting the constructions;
- (ii) Second instalment equal to 20% of the advance admissible after the house has been brought to the plinth level;
- (iii) Third instalment equal to 30% of the advance admissible when the house has been completed upto the roofs level.
- (iv) Fourth instalment equal to 30% viz. balance after the roofs have been completed.

2. References have been received in the Finance Department wherein the Departments have sought relaxation from the provisions contained in the above mentioned letter due to a variety of factors i.e. non-availability of material, its rising cost and the time available to an employee of the construction of the house. These factors being universal, the matter has been considered and it has now been decided that the provisions contained in the Finance Department letter No. 5620-WM(I)-70/26520, dated 24th September, 19 70 may be relaxed to the extent that authority competent to sanction the advance may allow two installments at a time keeping in the view the circumstances of each case.

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 26th February, 1974**

**No. 797-FR(PR)-74/7450.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana is pleased to make the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (First Amendment) Rules, 1974.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and. Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto:-
  - (i) Against Serial No. 44 (ii) at Page 5 in column 3, for the existing entry "45-2-75", the following entries shall be substituted :-  
45-2-53/3-80.
  - (ii) Against Serial No. 3 at page 13 in column 4 under the heading "Industrial Training Department" for the existing scale viz. "250-15-400/20-500/25-550", the scale "250-15-340/20-500/25-600" shall be substituted.
4. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Supplementary Schedule I, appended thereto :-
  - (i) Against Serial No. 4 at page 7 in column 4, for the existing scale viz. "250-15-400 20-500/25-550" the scale "250-15-340/20-500/25-600" shall be substituted.
  - (ii) After Serial No. 62 at page 4 under the heading "Health Department" the following new Serial No. 63 shall be inserted :-

1	2	3	4	5
63	Photographer	100-5-150	150-5-160/5-225	

S.N. BHANOT  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions were superseded vide  
No. 12669-(1)/WM-77/35145, Dated 14.12.1977.***

**No. 7783-WM(I)-74/6797**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana.  
The Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioners, District and Judges and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court,  
All District and Session Judges in Haryana State.

**Dated, Chandigarh, the 27th February, 1974**

**Subject : Loans to Government servants - Earmarking of Funds.**

Sir,

I am directed to invite a reference to Finance Department letter No. 713-WM(I)-72/16226, dated the 18th May, 1972, on the subject and to say that on further consideration the following additional modifications have been made in connection with the earmarking of funds for the grant of loans to Government employees.

**House Building Advance**

According to the existing procedure funds for house building loans in respect of All India Services officers are placed at the disposal of Accountant General Haryana, for earmarking of fund to the intending officers. It has now been decided that in future the funds for the grant of house building advances will not be placed at the disposal of Accountant General and will henceforth be earmarked by the Finance Department. Consequently, the applications for the grant of loans of All India Services officers should, in future, be sent to the Finance Department through the Administrative Department for earmarking of funds for them. After the fund have been earmarked by the Finance Department necessary sanction for the drawal of amount may be issued by the concerned Heads of Departments under the powers delegated to them vide rule 19.10 of Punjab Financial Rules Volume I in accordance with relevant rules and instructions on the subject. House building loans to Government employees other than All India Service Officers would continue to be regulated as per present instructions.

**Motor Conveyances and other Conveyances**

It has also been decided that funds in respect of above categories of loans shall henceforth be earmarked by the Finance Department instead of the Accountant General, Haryana. In future all applications for the grant of advances for the purchase of motor conveyances/other conveyances should be sent by the concerned Heads of Departments to the Finance Department for earmarking of funds. After the earmarking of funds necessary sanction

as per rule and instructions may be issued by the Heads of Departments under the powers delegated to them vide rule 19.10 of Punjab Financial Rules, Volume I.

In view of the funds being earmarked by the Finance Department in respect of house building advanced to All India Services Officers and advances for the purchase of motor conveyances/other conveyances, the sanction accorded by the concerned Heads of Departments would be treated as payment authority in relaxation of the provision of rule 4.13 of S.T.R. Volume I.

The application for the grant of above categories loans may be submitted to the Finance Department in the proforma informing annexure I & II to this letter.

Information to the Finance Department about the drawal of the amount. from Treasury be furnished month-wise by the 10th of the month succeeding/the month in which amount was drawn.

Kindly acknowledge the receipt of this letter.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (Budget)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

**Contd...**

**Encl.**

**ANNEXURE - I**

Application for house building advance etc.

Under Rule 10.16, 10.17, 10.18, and 10.19, of the Punjab Financial Rules, Volume I.

1. Name of the applicant  
(in Block letters)
2. Designation  
(Gazette/Non-Gazetted)
3. Name of Department.
4. Emoluments on which the loan is admissible.
  - (i) Pay & Personal pay.
  - (ii) Dearness pay
  - (iii) Special pay
  - (iv) Non Practising allowance
 Total :
5. (a) Amount of advance applied for.  
 (b) Recoverable in \_\_\_\_\_ installments of Rs. \_\_\_\_\_ each.  
 (c) The balance of advance to be recovered from the gratuity in case service falls short on the period of installments,
6. Purpose of the Advance.
7. Whether any advance has been drawn previously for house building/repairs under any rules/Scheme ? if so
  - (i) date of drawal of the advance.
  - (ii) purpose for which the advance was drawn.
  - (iii) amount of the advance drawn,
  - (iv) pay on which such advance was calculated.
  - (v) Rules/scheme under which the advance was drawn.
  - (iv) Whether the house/plot purchase/constructed with the advance has been mortgaged to Government.
  - (vii) Whether the house so built with an advance has been sold If so, indicate sale proceeds.
8. Date of entry into Govt. service.
9. Date of compulsory retirement.
10. Whether permanent or temporary Government servant. If temporary adequate surety of permanent Govt. servant to be furnished in addition to mortgaging the house to Government.
11. An under taking to the effect that the balance if any left after the use of the advance for the purpose for which it is taken, will be refunded to Government immediately.
12. The place and the full particulars of the house for which the advance is required. Place where the plot/house is situated, surrounded by :-  
 North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

13. A certificate to the effect that the advance is required for the bonafide personal residence.
14. A certificate to the effect that the applicant has an undisputed title to the house/Plot. In the case of purchase of a built house a Certificate may be furnished that the house is free from encumbrances.
15. Whether any funds earmarked for you either by the Accountant General or by the Finance Department through re-appropriation were surrendered during the last financial year and if so, full particulars thereof together with reasons for surrendering the amount may be given.
16. An affidavit that the applicant has no other house in India.
17. Documentary proof to show that the house is required to be constructed within the year .....

OR

Documentary proof that the Plans etc. have been approved from the local Body concerned.

OR

Documentary proof to show that the bargain for the purchase of plot/ house (as the case may be) has been finalised. In case the advance is required for the repairs to a house a certificate to the effect that the repairs are required to make the house habitable.

18. They are not in the nature of ordinary repairs and they involve outlay large as compared to the value of the house and that no such advance for the repairs has previously been drawn in respect of the same house and that five years have elapsed since the previous advance was drawn indicating the date on which it was drawn.

19. Whether sanction of the Government for the purchase of the plot has been obtained.

**In case or extension of the house**

20. Whether the house proposed to be extended was constructed, with the financial assistance from the State Government if so, the details of the loan obtained may be/specified as under :-

- (a) Total loan obtained.
- (b) Basic pay at the time the loan was obtained.
- (c) If the loan was obtained under any other scheme the total amount of loan may be indicated.
- (d) Documentary proof that plan for extension has been approved by the Local Body or the Estate Officer concerned.
- (e) If any advance was drawn for repair of the house, full details thereof may be indicated.

Signature of Applicant  
Designation.

Dated :

\* The cost of plot and amount required for construction of house may be indicated separately.

**ANNEXURE - II****Application form for Advance for the purchase of Motor Cycles/Scooter/Car**

1. Name of the applicant  
(in block letters)
2. Designation
3. Basic pay\_\_\_\_\_ Special pay \_\_\_\_\_ Dearness pay \_\_\_\_\_ Total.
4. Anticipated price of the vehicle.
5. Amount of Advance required.
6. Date of superannuation.
7. Number of installments in which the advance is desired to be repaid.
8. Whether for similar purpose was obtained previously and if so;
  - (i) date of drawal of the advance
  - (ii) the amount of advance and/or interest thereon still outstanding if any;
9. I Whether the intention is to purchase :-
  - (a) a new Motor Car/Motor Cycle/Scooter through a person other than a regular or reputed dealer or agent, and whether previous sanction of the competent authority has been obtained as required under Rule 8 of the Government Servants conduct rule 15(2) of the All India Services (Conduct) Rules, 1954.
10. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the vehicle within one month from the date of drawal of the advance.
  - (a) Certified that the information given above is complete and true :-
  - (b) Certified that I have not taken delivery of the vehicle on account of which I apply for the advance, and that I shall complete negotiations for the purchase of, pay finally and taken possession of the Motor Cycle/ Scooter/Car before the expiry of one month/from the date of taking delivery of further that the insurance will be comprehensive.
  - (c) I further certify that if I do not mortgage the Motor Car/Scooter/Motor Cycle to the Governor of Haryana, within one month from the date of drawal of advance, the Government is fully empowered to adjust entire salary (all allowances and Pay) towards the advance till it is fully recovered.
12. I certify that no funds were earmarked to me either by the Accountant General, Haryana, or the funds were got re-appropriated through the Finance Department in my favour, during the previous financial year.

Dated Chandigarh, the  
April, 1974.

Signature of the Applicant.  
Designation:  
Date:

\*\*\*\*\*

***These instructions have been revised vide  
No. 16/102/2010-4B&C, Dt. 09.11.2010.***

**No. 1155-1B&C-74/10547**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments in Haryana,  
Commissioners, Ambala/Hisar Divisions,  
All Deputy Commissioners in Haryana.

**Dated, Chandigarh, the 21st March, 1974**

**Subject : Economy in expenditure - Curtailment of consumption of petrol, lubricants etc. by Government vehicles.**

Sir,

I am directed to invite reference to Finance Department circular letter No. 570-1B&C-74/8007, dated 01.03.1974, on the subject noted above and to say that the information called for therein about the P.O.L. of staff cars and other vehicles has been received from a few departments only so far. Since the contingent bills of POL not bearing the coupons of an equivalent value, will not be passed for payment from 1-4-1974, the departments which do not get coupons will experience difficulty in making payments of the POL charges. I am, therefore, to request that in order to avoid this situation the requisite information may be sent to the Finance Department in the prescribed Performa without further delay.

2. The coupons are serially numbered and it will be incumbent on the part of the Drawing and Disbursing Officers to indicate in the contingent bills, the serial numbers of the coupons attached therewith.

3. In some departments/offices the charges of POL of staff cars/jeeps and other Government vehicles are drawn by cheques instead of the contingent bills. Government instructions issued vide circular letter referred in paragraph 1 above are also applicable in their case. Accordingly the requisite information in respect of such vehicles should also be supplied to the Finance Department, immediately so that coupons for them may also be issued. In order to have an effective check on the expenditure on petrol in such departments the following procedure shall be adopted. Payments of POL charges shall be made by drawing money through 'self' cheques. These 'self' cheques shall be endorsed by the concerned Treasury Officer, who will keep an account of all the self cheques drawn by a particular officer during a month. After the close of the month the Divisional Accountant or the Divisional Forest Officer, as the case may be, shall render an account of the amounts drawn through self cheques in the previous month. To the extent that such amount has been spent on POL charges the Divisional Accountant or the Divisional Forest Officer shall attach coupons of an equivalent value. These coupons will be defaced by the Treasury Officers as in other cases. The form in which the statement of account shall be submitted by Divisional Accountant Divisional Forest Officers is attached. This statement shall be submitted to the Treasury Officer concerned by the 10th each month following the month to which the expenditure relates.

4. The scheme of POL coupons will, for the present, not apply in case of trucks and other vehicles which are run on diesel and the machinery/equipment which may be run on petrol.

Yours faithfully,

*Sd/-*

(D. Das Gupta)

Deputy Secy. Finance

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1155-1B&C-74/10548

Dated, Chandigarh, the 21st March, 1974

A copy with a copy of the specimen certificate is forwarded to the Accountant General, Haryana, for information in continuation of Finance Department endorsement No. 570-1B&C-74/8008, dated 1-3-1974.

*Sd/-*

(D. Das Gupta)

Deputy Secy. Finance

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1155-1B&C-74/10549

Dated, Chandigarh, the 21st March, 1974

A copy each with a copy of the enclosure is forwarded for information and necessary action in continuation of Finance Department endorsement No. 570-1B&C-74/8009, dated 01.03.1974 to :-

- (1) The Deputy Secretary to Government, Haryana, Treasury & Accounts Department; and
- (2) All Treasury Officers in Haryana.

The Treasury Officers should make sure that the monthly certificates along with the coupons are received from- the Divisional offices account with them by the prescribed date. They should also check that in each case the coupons of equivalent value are attached with the contingent bills/certificates. The cases where the coupons of lesser value are furnished with the certificates should be reported to the Finance Department (Budget and committees Branch) immediately.

*Sd/-*

(D. Das Gupta)

Deputy Secy. Finance

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy each is forwarded to the Financial Commissioner, Revenue and all other Administrative Secretaries to Government Haryana, for necessary action in continuation of Finance Department U.O. No. 570-1B&C-74, dated 1-2-74.

*Sd/-*

(D. Das Gupta)

Deputy Secy. Finance

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue and all other  
Administrative Secretaries to Government, Haryana.

U.O. No. 1155-1B&C-74/

Dated, Chandigarh, the 21st March, 1974.



**CERTIFICATE**

It is certified that the following cheques only were drawn in his own name by the cheques issuing authority in the division during the month of .....197.

Sr. No.	No of the cheques and date of issue	Total amount drawn with the cheques.
Against the above amount the disbursements were made during the month		
Sr. No.	Item of expenditure	Amount
Coupons of equivalent value as per detail below for POL charges shown above are attached:-		
Denomination of the Coupons	Sr. No. of Coupons	Total Value
Rs. 500/- Rs. 200/- Rs. 100/- Rs. 50/- Rs. 20/- Rs. 10/-		

Divisional Accountant/Divisional  
Forest Officer.  
(Name of the Divisional Office)

\*\*\*\*\*

***These instructions have been Revised vide  
No. 2607-2FICW-80, Dated 11.09.1980.***

**No. 626-2FICW-74/8374**

From

Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Registrar, Punjab and Haryana High Court,  
Commissioners of Ambala and Hisar Divisions,  
Deputy Commissioners and  
District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 5th March, 1974.**

**Subject : Grant of House Rent Allowance to Government employees living in their own houses or in their parent's house.**

Sir,

I am directed to refer to Punjab Government letter No. 8901-FCW(5)-65/dated the 4.4.1966 as amended by Haryana Government letter No. 5221-FICW-(2)-67/30763, dated 13.12.1967, on the subject noted above and to say that the word "Parents" used therein also cover the houses owned by "Parents-in-law" in so far as female Government employees are concerned.

2. This clarification will take effect from 13.12.1967.

*Sd/-*

Under Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 972-3FR-74/7501**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners, Ambala and Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 6th March, 1974.**

**Subject : Grant of Ad-hoc relief to Haryana Government Employees.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department letter No. 1302-3FR-73/10679, dated the 8th March, 1973, on the subject noted above and to say that the amount of first component of Adhoc relief should continue to be deposited in the G.P.Fund Accounts/C.T.D. Accounts of the employees for the year 1974-75.

Yours faithfully,

Sd/-

Deputy Secretary Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 6283-3FR-74/37134, Dated 22.10.1974.***

**No. 1423-3FR-74/8946**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments stationed at Chandigarh and  
The Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 12th March, 1974.**

**Subject : CHANDIGARH COMPENSATORY ALLOWANCE.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Circular letter No. 8416-3FR-69/27577, dated the 25th September, 1969, on the subject noted above vide which the limit of Chandigarh Compensatory Allowance was fixed at Rs. 390/- p.m. (with marginal adjustments upto Rs. 438.75 paise), and to say that as a result of treatment of a portion of dearness allowance as "Dearness Pay" for the purposes of Compensatory Allowance vide Haryana Government Finance Department letter No. 1427-3FR-74/8959, dated 12th March, 1974, it has been decided that the Chandigarh Compensatory Allowance will be payable to all Government employees stationed and residing at Chandigarh drawing pay upto Rs. 575 (including Dearness Pay) with marginal adjustments upto Rs. 646.87. For example a Government employee drawing a pay of Rs. 600/- (including Dearness Pay) will be entitled to draw only an amount of Rs. 46.87.

2. These orders will take effect from 1st March, 1974.

Yours faithfully,

*Sd/-*

(Tirlochan Singh)

Joint Secretary Finance(I),

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1423-3FR-74/8947,

Dated, Chandigarh, the 12th March, 1974.

A copy is forwarded to the Accountant General Haryana, Chandigarh for information.

*Sd/-*

(Tirlochan Singh)

Joint Secretary Finance(I),

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

1. Financial Commissioner, Revenue, Haryana,

2. All Administrative Secretaries to Government, Haryana for information and guidance.

*Sd/-*  
(Ram Parkash Kapur)  
Superintendent Finance (Regulations),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. The Financial Commissioner Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 1423-3FR-74/

Dated, Chandigarh, the 12th March, 1974.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(Ram Parkash Kapur)  
Superintendent Finance (Regulations),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 1423-3FR-74/

Dated, Chandigarh, the 12th March, 1974.

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***These instructions have been Revised vide  
No. 5/4/(1)82/1FR-II, Dated 09.03.1982.***

**No. 1422-3FR-74/8944**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
All Deputy Commissioners, and  
Sub Divisional Officers (C) in the Haryana State,  
The Registrar, Punjab and Haryana High Court,  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 12th March, 1974.**

**Subject : Conveyance Allowance to all Class IV Employees.**

Sir,

I am directed to address you on the subject noted above and to say that the question of grant of conveyance allowance to all the Class IV employees in the State has been engaging the attention of the Government. After careful consideration, it has been decided that all Class IV employees of the State irrespective of the nature of their duties, be allowed a conveyance allowance at the rate of Rs. 5/- p.m. with effect from 1st March, 1974. This conveyance allowance is admissible to all the Class IV employees irrespective of the fact whether they are provided with official cycles or not (including repairs which is done at Govt. expense at present).

2. Necessary amendment to the relevant rules will be issued in due course.

Yours faithfully,

*Sd/-*

(TIRLOCHAN SINGH)

Joint Secretary, Finance (I),

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1422-3FR-74/8945,

Dated, Chandigarh, the 12th March, 1974.

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information.

*Sd/-*

(TIRLOCHAN SINGH)

Joint Secretary, Finance (I),

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

(i) Financial Commissioner, Revenue, Haryana.

- (ii) All Administrative Secretaries to Government, Haryana.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) Financial Commissioner, Revenue, Haryana.  
(ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 1422-3FR-74/

Dated, Chandigarh, the 12th March, 1974

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 1422-3FR-74,

Dated, Chandigarh, the 12th March, 1974.

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**No. 1427-3FR-74/8959**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in the Haryana State,  
The Registrar, Punjab and Haryana High Court and  
All District and Session Judges in Haryana State.

**Dated, Chandigarh, the 12th March, 1974**

**Subject : Treatment of a portion of Dearness Allowance as 'Dearness Pay'.**

Sir,

I am directed to invite a reference to Haryana Govt. Finance Department Circular letter No. 5375-3FR-70/28837, dated 19th October, 1970, on the subject noted above wherein the following amounts were treated as 'Dearness Pay' out of the dearness allowance admissible in relation to pay in the different ranges specified below for pension/gratuity only :-

<b>Pay Range</b>	<b>Amount of Dearness Pay</b>
Below Rs. 110	Rs. 47
Rs. 110 and above but below Rs. 150	Rs. 70
Rs. 150 and above but below Rs. 210	Rs. 90
Rs. 210 and above but below Rs. 400	Rs. 110
Rs. 400 and above but upto Rs. 999	Rs. 120
Above Rs. 999	Amount by which pay falls short of Rs. 1,119

2. The question of treatment of the above mentioned amount of 'Dearness Pay' for certain other purposes has been under the consideration of Haryana Government for some time past. It has now been decided that the above mentioned amount of 'Dearness Pay' will also be treated as pay for the following purposes.

#### **CONTRIBUTORY PROVIDENT FUND AND GENERAL PROVIDENT FUND**

3. For the purpose of calculating the amount of subscriptions by Government employees and Government contributions to the Contributory Provident Fund and General Provident Fund, as the case may be the dearness pay, appropriate to the pay, on which these contributions are based, shall be treated as part of such pay. For this purpose these orders will have effect from the 1st March, 1974.

#### **COMPENSATORY ALLOWANCES (INCLUDING HOUSE RENT ALLOWANCE)**

4. The dearness pay will also be treated as pay for the following purposes :-

- (a) Allowances granted to compensate for expenses incidental to services at places where conditions of living are difficult;
- (b) Compensatory Allowance :



- (c) Non-Practicing Allowance:
- (d) House-rent Allowance granted in lieu of rent free accommodation; and
- (e) House Rent Allowance.

This will take effect from 1st March, 1974. The following method shall be adopted for the calculation of non-practicing allowance :-

- (i) First determine the amount of Dearness Allowance as at present admissible on pay plus existing Non-Practicing Allowance.
- (ii) Out of the amount admissible as Dearness Allowance at present determine the Dearness Pay in accordance with the orders contained in para 2 of this letter.
- (iii) Next determine the revised Non-Practicing Allowance on the basis of Pay plus Dearness Pay as arrived at in (ii) above.
- (iv) Next determine the final Dearness pay on the basis of Pay plus revised Non-Practicing Allowance (ceiling being enforced when applicable). The difference between the amount of D.A. at present and the final Dearness Pay,) if any will be Dearness Allowance.
- (v) Next determine the house-rent Allowance and Compensatory City Allowance taking pay plus revised Non-Practicing Allowance and final Dearness Pay.

This method is illustrated in the example given in the statement below (The amount of N.P.A. shown below being that granted by the Government of India) :

Basic Pay Rs. 680	Pay and existing Non-Practicing Allowance Rs. 680 plus Rs. 340 = Rs. 1,020
Dearness Allowance admissible on Rs. 1,020 (Pay+ existing Non-Practicing Allowance)	Rs. 100.00
Dearness Pay element	99.00
Revised Non-Practicing Allowance	$\frac{680 + 99}{2} = \frac{779}{2} = 389.50$
Pay and revised Non-Practicing Allowance	$680 + 389.50 = 1069.50$
Final Dearness Pay	$Rs. 1,119 - 1,069.50 = 49.50$

#### **TRAVELLING ALLOWANCE**

5. The Dearness Pay will be treated as pay for travelling allowance (including mileage and daily allowance). This will, however, not count as 'Pay' for entitlement to railway accommodation. This concession will be applicable for journeys commencing on or after 1st March, 1974.

6. Dearness Pay will also count as 'Pay' for the payment of house-rent Allowance. As these orders will result in reduction of house rent allowance admissible to an individual due to increase in the portion of rent to be borne by him, such reduction shall take effect from 1st March, 1974.

#### **RECOVERY OF HOUSE-RENT**

7. The Dearness Pay will not be treated as part of the "Emoluments" for the purpose of recovery of rent for Government residences.

#### **LEAVE SALARY**

8. For the purpose of commutation of leave salary, the average pay, half average pay, etc. will be calculated as at present (excluding the dearness pay) and the dearness Allowance should then be determined in the usual manner on the amount so arrived at.

Provided that during leave preparatory to retirement (in India) in excess of the first four months Dearness Allowance of an amount equal to the Dearness Pay, appropriate to the leave salary if the leave is on full pay, and half of such amount, it otherwise, may be granted.

**ADMISSIBILITY OF DEARNESS ALLOWANCE DURING DEPUTATION ABROAD AND TRAINING ABROAD**

9. During the first six months of their stay on deputation on any one country, the Government employees on deputation abroad/training abroad will be granted Dearness Allowance at the rate at which they would have drawn it, had they not proceeded on deputation and thereafter at the rate equal to the Dearness Pay appropriate to the pay during deputation.

**ADMISSIBILITY OF DEARNESS ALLOWANCE TO THE WHOLE TIME STAFF PAID FROM CONTINGENCIES AND THE WORK CHARGED ESTABLISHMENT**

10. The provisions of this letter, except, those relating to pensions, family pension, gratuity, contributory provident fund, leave and travelling allowance shall also be applicable to the above categories of staff.

**ADVANCES**

11. Dearness Pay will also be treated as pay for the purpose of determining the quantum as well as the limits of admissibility of various advances like House Building Loan, Motor Car/Motor Cycle Loan, Contributory Provident Fund, G.P.Fund Advances, etc.

**MISCELLANEOUS**

12. Except as specified in these orders, the Dearness pay will not be treated as pay for any other purpose. For example, the Dearness Pay will not be taken into account for fixation of pay or drawal of increment or for fixation of deputation (duty) allowance nor will it be taken into account for the drawal of Dearness Allowance. Also, it will not be shown as a separate element either in the pay bills or the service records. It will also not be treated as part of basic pay for the purpose of attachment by an order of a court of law in the executing of a decree.

13. These orders do not r apply to-

- (a) Members of I.A.S., I.P.S. and I.F.S.
- (b) Employees appointed on contract.
- (c) Employees appointed on adhoc or personal rate of pay or consolidated rates of pay and are not in receipt of Dearness Allowance.

**DATE OF EFFECT**

14. Except as specifically provided otherwise, these orders will take effect from 1st March, 1974.

15. Dearness Pay will form part of Dearness Allowance in the pay bills and the service records.

Yours faithfully,

Sd/-

(TIRLOCHAN SINGH)

Joint Secretary, Finance (I),

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 1757-3WM(I)-74/9156**

From

Shri S.N. Bhanot, I.A.S.,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners, Ambala and Hisar Divisions,  
All Deputy Commissioners, and  
Sub Divisional Officers (Civil) in the Haryana,  
The Registrar Punjab and Haryana High Court, and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 12th March, 1974**

**Subject : Rate of interest on deposits in the Provident Fund and other similar Funds for the financial years 1974-75.**

Sir,

In continuation of Haryana Government letter No. 5862-3WM-73/37692, dated the 27th September, 1973, on the subject noted above, I am directed to say that it has been decided to fix the rate of interest at 7.00 percent per annum on deposit and also on the balances at the credit of the subscribers to the General Provident Fund and other Similar Funds on the 31st March, 1974, administered by the Haryana Government. This rate of interest will be in force during the financial year beginning from the 1st April, 1974.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(D. Dasgupta)

Deputy Secretary Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1757-3WM-74/9157,

Dated, Chandigarh, the 12th March, 1974

A Copy is forwarded to the Accountant General, Haryana, Chandigarh for information's in continuation of Finance Department Endst. No. 5862-3WM-73/37693, dated the 27th September, 1973.

Sd/-

Deputy Secretary Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been revised vide  
No. 5609-WM(I)-76/24528 , Dated 09.07.1976***

**No. 1755-WM(I)-74/9186**

From

Shri S.N. Bhanot, IAS,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Divisions, Deputy Commissioners  
and Sub Divisional Officers (Civil), in Haryana State,  
The Registrar, Punjab & Haryana High Courts, Chandigarh,  
and all the District & Session Judges in Haryana State.

**Dated, Chandigarh, the 12th March, 1974**

***Subject : Grant of advances to Government employees for the purchase of land and/or constructions etc. of houses.***

Sir

In continuation of Haryana Government Finance Department letter No. 5593-WM(I)-71/30971, dated the 22nd October, 1971, on the above subject noted above, I am directed to say that with a view to provide greater Financial assistance to Government employees to enable them to build their houses, particularly in the context of higher costs, it has been decided that the Haryana Government employees drawing pay below Rs. 500 per month's may be allowed advance equal to 100 months' pay recoverable in not more than 180 instalments. Those employees drawing pay of Rs. 500 per month or above may be allowed an advance equal to 70 months' pay or Rs. 50,000 whichever is greater subject to a maximum of Rs. 80,000. These advances will be recoverable in 150 monthly installments.

2. On the analogy of the provisions of Rule 10.18 of P.F.R. Volume I, the benefit of additional advances will also be allowed to the employees, if they so desire, who draw the last instalment of the previous advances, in accordance with the instructions hereto fore in force, on or after the date of issue of the order.

3. The amount of additional advance may be calculated in accordance with the instructions contained in letter No. 2474-WM(I)-68/12960, dated the 4th June, 1968.

Yours faithfully,

Sd/-

(D. Dasgupta)  
Deputy Secretary Finance (B),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been revised vide  
No. 1720-WM-(4)-77/27260, dated 12.09.1977***

**No. 1759-WM(I)-74/9184**

From

Shri S.N. Bahnot, IAS,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court, Chandigarh and  
All the District Session Judges in Haryana.

**Dated, Chandigarh, the 12th March, 1974.**

**Subject : Advances to Government Servants for the celebration of marriages.**

Sir,

I am directed to address you on the subject noted above and to say that the question of granting advance to the State Government servants to meet the unavoidable expenses in connection with the celebration of the marriages of their children or legally adopted children has been engaging the attention of the Government for some time past. After careful consideration it has now been decided that the advances may be sanctioned to Government servants (except class I officers) for the celebration of the marriage of their children by the concerned Heads of Departments.

**Amount of Advance**

2. The advance will be limited to 10 months' pay or 1500 whichever is more subject to ceiling of Rs. 3,000.

**Eligibility**

3. Permanent Government servants only will be eligible for the advance. No second or subsequent advance shall be sanctioned to a Government servant till previous advance together with interest accrued thereon, has been fully recovered from him. The number of advances to be allowed to a Government servant during the whole of his service should be restricted to two. If husband and wife both are Government servants, the advance will be admissible to one of them only.

**Applications**

4. An application for an advance shall be made in the prescribed form, together with an agreement in the prescribed form to the Finance Department through proper channel. No application for an advance shall be entertained before three months of the anticipated date of the marriage.

No application shall be entertained from a Government servant under suspension and no advance shall be sanctioned or disbursed to a Government servant under suspension or against whom serious charges are pending which are likely to result in his removal, dismissal or compulsory retirement from Government service.

**Interest**

5. The advance shall bear interest at the rate charged on advance taken from the General Provident Fund Account, from time to time.

**Procedure of Drawal of Advance**

6. After the earmarking of funds by the Finance Department sanction to the drawal of advance will be issued by the Head of Department concerned. The advance will thereafter be drawn from the Treasury in the normal manner. For this purpose the provisions of rule 4.113 of S.T.R. Volume I may be deemed to be hereby, relaxed.

The advance shall be disbursed not earlier than two months of the anticipated late of celebration of the marriage for which it is sanctioned. It may be drawn and disbursed even after the date of celebration of the marriage for which the advance has been applied for, if it could not be drawn or disbursed before the marriage due to reasons beyond the control of the applicant.

**Recovery**

7. The Principal of the loan shall be recoverable in 50 monthly installments in case of Class-II officers and in 75 monthly installments in case of Class III and IV Government servants. The recoveries shall be regulated in such a manner that the advance together with the interest thereon, is fully recovered from the pay of the Government servant before his retirement. The recoveries shall be affected from the pay or leave salary bill or the Government servant by compulsory deduction, irrespective of the fact that whether the Government servant is on duty or on leave. The recovery shall be effected from the Third month after the advance is sanctioned or one month after the marriage is celebrated, whichever is earlier. No extension of time for commencement of recovery will be granted.

**Utilisation certificate**

8. The Government servant receiving the advance shall submit to the sanctioning authority certificate of utilisation (form enclosed) within one month from the date of celebration of the marriage. If the advance received is not utilised for the purpose for which it has been sanctioned within three from the date of sanction, it shall be refunded to Government in lump sum together with the interest due thereon. No extension of time for utilisation of the advance will be granted.

9. In the else of a Government servant who has drawn advance dies before the repayment is completed, the out-standing balance and the interest due shall be the first charge on the Death-cum-Retirement Gratuity payable to the legal heir of the borrower as stipulated in the Agreement.

10. The amount shall be debited to the Major head "766-Loans to Government Servants-E-Other Advances-Advances for celebration of marriages."

Yours faithfully,

Sd/-

Deputy Secretary Finance (B),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 1699-3FR-74/10392**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub-Divisional, Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana Court, and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 20th March, 1974.**

**Subject : Grant of additional Dearness Allowance to Haryana Government employees.**

Sir,

I am directed to say that the Haryana Government have had for some time part under consideration the question of affording further relief to its employees. It has now been decided that further reliefs may be granted to the employees belonging to Class II, III and IV services in the form of additional Dearness Allowance with effect from 1-5-1973, 1-9-1973, 1-10-1973 and 1-1-1974 at the rates indicated below :-

Period for which payable	Range of emoluments	Rate of additional Dearness Allowance per month
(i) 1-5-1973 to 21-7-73.	Upto Rs. 300 (Emoluments as defined in para 2 below).	4% of emoluments.
	Above Rs. 300 and upto Rs. 900 (Emoluments as defined in para 2 below).	3% of emoluments subject to a minimum of Rs. 12/- p.m. and a maximum of Rs. 27/- p.m. (and subject to marginal adjustments so that the emoluments plus additional dearness allowance does not exceed Rs. 927)
(ii) 1-8-1973 to 30-9-73.	Upto Rs. 300	8% of emoluments.
	Above Rs. 300 and upto Rs. 1200	6% of emoluments subject to a minimum of Rs. 24/- p.m. and a maximum of Rs. 54/- p.m.
(iii) 1-10-1973 to 31-12-73.	Upto Rs. 300	12% of emoluments. 9% of emoluments subject to a minimum of Rs. 36/- p.m. and a maximum of Rs. 81/- p.m.
	Above Rs. 300 and upto Rs. 1200	
(iv) 1-1-1974 onwards	Upto Rs. 300	16% of emoluments.
	Above Rs. 300 but not exceeding Rs. 900	12% of emoluments minimum of Rs. 48/- p.m. and a maximum of Rs. 108/- p.m.
	Above Rs. 900 and upto Rs. 926/-	Marginal adjustments so that the emoluments plus additional Dearness Allowance does not exceed Rs. 1008/- .
	Rs. 972/- and above, upto Rs. 1200	Rs. 81/- p.m.

The payments on account of additional Dearness Allowance shall be rounded to the nearest ten paise.

2. The additional Dearness Allowance shall be calculated on the emoluments, which will be the sum-total of the Pay, dearness allowance, and the two *ad hoc* reliefs granted with

effect from 1-4-1972 and 1-12-1972. The term pay would be as defined in Rule 2.44 (a)(i) and (ii) of Punjab C.S.R., Vol. I, Part-I, basic pay, personal pay, special pay overseas pay, technical pay and deputation allowance, where admissible.

3. While making payments of additional dearness allowance, a part of the amount of adhoc reliefs as indicated in columns 5 and 7 of Annexure I to this letter shall be adjusted.

4. Annexure I to this circular letter shows inter-alia— the calculations made by the Government in regard to the grant of Dearness Allowance admissible to the employees during the period from 1st March, 1970 to 30th April, 1973. While existing pay ranges are given in column I of Annexure I, calculations of the additional dearness allowance are to be made at percentages of emoluments, shown in column 2. The additional dearness allowance which became due till 30th April, 1973, as worked out by Government, is given in column 3 and *ad hoc* reliefs already paid by the Government on 1-4-1972 and 1-12-1972, to its employees can be seen in column 4. While, making the actual payment of additional dearness allowance w.e.f. 1-5-1973, the excess amounts shown in column 7 of Annexure I shall be adjusted towards the amounts worked out in column 6. That is to say, that the difference between the figures in column 7 and those in column 6, where it is in minus only, shall be paid w.e.f. 1-5-1973. Similarly, the difference between the figures occurring in column 9 and 10 only shall be paid w.e.f. 1-8-1973 as shown in column 11. With the grant of subsequent instalment of additional Dearness Allowance w.e.f. 1-10-1973, the difference between the figures in column 12 and 13 only *i.e.* those worked out and occurring in column 14 shall be payable from the said date. As a result of grant of further instalment of additional dearness allowance w.e.f. 1-1-1974, the difference between column 15 and 16 only *i.e.*, those worked out and occurring in column 17 shall be payable w.e.f. the said date. For example in the case of an employee in receipt of basic pay of Rs. 70/- p.m., additional dearness allowance due during the period from 1-3-1970 to 30-4-1973, worked out to Rs. 19.60 p.m. and the adhoc relief already given to him in Rs. 29/- p.m. He has, thus, received an excess payment of Rs. 9.40 p.m., which was not a part of dearness allowance. The emoluments for granting dearness allowance w.e.f. 1-5-1973, come to Rs. 170 (*i.e.* basic pay, Rs. 70 plus D.A., Rs. 71, plus adhoc relief Rs. 29). The additional dearness allowance w.e.f. 1-6-1973, works out to Rs. 6.80 p.m. *i.e.*, 4% of Rs. 170. By adjusting the excess payment of Rs. 9.40 (column 7 of Annexure I) against this amount of Rs. 6.80, there will still remain an excess payment of Rs. 2.60. Therefore, nothing shall be paid to such an employee w.e.f. 1st May, 1973. The additional Dearness Allowance due to this very employee on 1st August, 1973, will be 8% of the emoluments (this includes the 4% already granted w.e.f. 1st May, 1973) *i.e.* Rs. 13.60. By subtracting Rs. 9.40 (shown in column 7 and 10 of Annexure I) from this amount of Rs. 13.60, the additional dearness allowance actually to be paid w.e.f. 1st August, 1973, will work out to Rs. 4.20 (as occurring in column 11 of Annexure I). With the grant of subsequent instalment of additional Dearness Allowance w.e.f. 1st October, 1973 @ 12% of the emoluments (which includes the Additional Dearness Allowance w.e.f. 1st May, 1973 and 1st August, 1973) there will be further addition of Rs. 6.80 to the previous due amount of Rs. 4.20 making the total of payable additional dearness allowance as Rs. 11/- . With the grant of further instalment of additional dearness allowance w.e.f. 1st January, 1974 @ 16% (which will be inclusive of additional dearness allowance granted @ 4%, 8% and 12% w.e.f. 1st May, 1973, 1st August, 1973 1st October, 1973, respectively) of the emoluments, there will be further addition of Rs. 6.80 to the previous due amount of Rs. 11/- making the total amount of additional dearness allowance payable on 1st January, 1974 as Rs. 11.00 plus Rs. 6.80 *i.e.*, Rs. 17.80 in all. Annexure II gives details of additional dearness allowance admissible to employees in the various pay ranges.

5. It has been decided that the amount of arrears on account of additional Dearness Allowance for the periods from 1st May, 1973 to 31st December, 1973, will be deposited in the General Provident Fund Account of the employees having such accounts and in respect of



those employees who have no such Account, the amount of such arrears shall be invested in the Post Office Savings Certificates. Such certificates are available in denominations of Rs. 10, 100 and above. Arrears may be got deposited by purchasing one or more of these certificates. Where, however, an amount of less than Rs. 10 remains even after purchase of certificates, this amount may be paid in cash.

6. No portion of the additional Dearness Allowance shall be treated as 'pay' for any purpose.

7. This additional dearness allowance will be admissible to work-charged employees also. This will not, however, be admissible to the staff paid from contingencies, casual labour, staff employed on daily wages, part-time, and those working on piece-rate system. This will also not be admissible to those employed on contract basis except where admissible in terms of their contract.

Yours faithfully,

*Sd/-*  
(V.P. DHIR)  
Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1690-3FR-74/10303,

Dated, Chandigarh, the 20 March, 1974.

A copy is forwarded to the Accountant General Haryana, Chandigarh for information.

*Sd/-*  
(V.P. DHIR)  
Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana,  
for information and guidance.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 1690-3FR-75,

Dated, Chandigarh, the 20th March, 1974.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to

the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principle Secretary/Secretaries/Private Secretaries to  
Chief Minister/Ministers/Ministers of State.

U.O. No. 1699 -3FR-74,

Dated, Chandigarh, the 20th March, 1974.

## ANNEXURE - I

Existing pay-ranges	Emolument for the grant of Additional D.A. (Pay+D.A.+ adhoc relief as on 31st, December, 1972)	Position as on 30th April, 1973			Position as on 1st May, 1973		
		Additional D.A. actually due	Paid by way of adhoc Relief	Payment in excess (4-3)	Additional D.A. payable	Excess Additional Relief already paid (Figures shown in column 5)	Difference (7-6)
1	2	3	4	5	6	7	8
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
70 to 84	170 to 184	19.60	29	+9.40	Up to Rs. 300 (emoluments): 4% of emoluments in column 2 Above Rs. 300 and up to Rs. 900 : 3% of emoluments subject to a minimum of Rs. 12 per mensem and a maximum of Rs. 27 per mensem and subject to marginal adjustments so that the emoluments + Additional D.A. does not exceed Rs. 927.	9.40	The difference between the figures in Column 7 and those in Column 6 i.e. Minus figures occurring in this column shall be the amounts payable with effect from 1st May, 1973.
85 to 109	197 to 221	22.00	41	+19.00		19.00	
110 to 149	249 to 288	22.50	41	+18.50		18.50	
150 to 209	313 to 372	23.00	41	+18.00		18.00	
210 to 399	406 to 595	28.25	50	+21.75		21.75	
400 to 449	610 to 659	28.75	50	+21.25		21.25	
450 to 499	664 to 713	29.25	50	+20.75		20.75	
500 to 575	733 to 765	37.25	70	+32.75		32.75	
576 to 720	765 to 900	15.00	60	+45.00		45.00	
721 to 1040	901 to 1200	15.00	60	+45.00		45.00	

Position as on 1st August, 1973			Position as on 1st October, 1973			Position as on 1st January, 1974		
Additional D.A. became due	Amount to be adjusted	Now to be paid (9-10)	Additional D.A. became due	Amount to be adjusted	Now to be paid (12-13)	Additional D.A. became due	Amount to be adjusted	Now to be paid (15-16)
9	10	11	12	13	14	15	16	17
Up to Rs. 300: 8% of emoluments Above Rs. 300 and up to Rs. 1,200 : 6% of emoluments subject to a minimum of Rs. 24 per mensem and a maximum of Rs. 54 per mensem.	Figures shown in column 7	The difference between the figures in columns 9 & 10 to be worked out and the plus figures occurring in this column will be the amount payable with effect from 1st August, 1973	Up to Rs. 300: 12% of emoluments. Above Rs. 300 and up to Rs. 1,200 : 9% of emoluments subject to a minimum of Rs. 36 per mensem and a maximum of Rs. 81 per mensem.	Figures shown in column 7	The difference between the figures in columns 12 & 13 to be worked out and the plus figures occurring in this column will be the amount payable with effect from 1st October, 1973	Up to Rs. 300: 16% of emoluments. Above Rs. 300 and up to Rs. 900 : 9% of emoluments subject to a minimum of Rs. 48 per mensem and a maximum of Rs. 108 per mensem.	Figures shown in column 7	The difference between the figures in columns 15 & 16 to be worked out and the plus figures occurring in this column will be the amount payable with effect from 1st January, 1974

**Statement giving the details of additional dearness allowance admissible to employees in the various ranges of emoluments.**

(Figures shown in column 9 will replace the figures in column 7. Similarly, the figures shown in column 11 will replace the figures shown in column 9 and figures shown in column 13 will replace the figures shown in column 11. In other words the figures shown in columns 9 and 11 are not to be paid in addition to those shown in columns 7, 9 and 11 respectively, but w.e.f. 1-1-1974 the figures shown in, column 13 will be payable).

Pay	Existi ng D.A.	Adhoc Relief for calcula ting additio nal D.A.	Emolum ents	Part of adhoc be adjust ed	Additio nal D.A. w.e.f. 1.5.73	Actu ally payabl e w.e.f. 1.5.7 3 (6- 5)	Additio nal w.e.f. 1.8.73	Actual ly payabl e w.e.f. 1.8.73 (8-5)	Additio nal D.A. w.e.f. 1.10.73	Actual ly payabl e w.e.f. 1.10.73 (10-5)	Additio nal D.A. w.e.f. 1.1.74	Actual ly payabl e w.e.f. 1.1.74 (12-5)
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1	2	3	4	5	6	7	8	9	10	11	12	13
70	71	29	170	9.40	6.80	Nil	13.60	4.20	20.40	11.00	27.20	17.80
72	71	29	172	9.40	6.90	Nil	13.80	4.40	20.60	11.20	27.50	18.10
74	71	29	174	9.40	7.00	Nil	13.90	4.50	20.90	11.50	27.80	18.40
76	71	29	176	9.40	7.00	Nil	14.10	4.70	21.10	11.70	28.20	18.80
78	71	29	178	9.40	7.10	Nil	14.20	4.80	21.40	12.00	28.50	19.10
80	71	29	180	9.40	7.20	Nil	14.40	5.00	21.60	12.20	28.80	19.40
81	71	29	181	9.40	7.20	Nil	14.50	5.10	21.70	12.30	29.00	19.60
82	71	29	182	9.40	7.30	Nil	14.60	5.20	21.80	12.40	29.10	19.70
83	71	29	183	9.40	7.30	Nil	14.60	5.20	22.00	12.60	29.30	19.90
84	71	29	184	9.40	7.40	Nil	14.70	5.30	22.10	12.70	29.40	20.0
86	71	41	198	19.00	7.90	Nil	15.80	Nil	23.80	4.80	31.70	12.70
87	71	41	199	19.00	8.00	Nil	15.90	Nil	23.90	4.90	31.80	12.80
88	71	41	200	19.00	8.00	Nil	16.00	Nil	24.00	5.00	32.00	13.00
89	71	41	201	19.00	8.00	Nil	16.10	Nil	24.10	5.10	32.20	13.20
90	71	41	202	19.00	8.10	Nil	16.20	Nil	24.20	5.20	32.30	13.30
92	71	41	204	19.00	8.20	Nil	16.30	Nil	24.50	5.50	32.60	13.60
93	71	41	205	19.00	8.20	Nil	16.40	Nil	24.60	5.60	32.80	13.80
95	71	41	207	19.00	8.30	Nil	16.60	Nil	24.80	5.80	33.10	14.10
96	71	41	208	19.00	8.30	Nil	16.60	Nil	25.00	6.00	33.30	14.30
99	71	41	211	19.00	8.40	Nil	16.90	Nil	25.30	6.30	33.80	14.80
100	71	41	212	19.00	8.50	Nil	17.00	Nil	25.40	6.40	33.90	14.90
102	71	41	214	19.00	8.60	Nil	17.10	Nil	25.70	6.70	34.20	15.20
104	71	41	216	19.00	8.60	Nil	17.30	Nil	25.90	6.90	34.60	15.60
105	71	41	217	19.00	8.70	Nil	17.40	Nil	26.00	7.00	34.70	15.70
108	71	41	220	19.00	8.80	Nil	17.60	Nil	26.40	7.40	35.20	16.20
110	98	41	249	18.50	10.00	Nil	19.90	1.40	29.90	11.40	39.80	21.30
112	98	41	251	18.50	10.00	Nil	20.10	1.60	30.10	11.60	40.20	21.70
114	98	41	253	18.50	10.10	Nil	20.20	1.70	30.40	11.90	40.50	22.00
116	98	41	255	18.50	10.20	Nil	20.40	1.90	30.60	12.10	40.80	22.30
117	98	41	256	18.50	10.20	Nil	20.50	2.00	30.70	12.20	41.00	22.50
118	98	41	257	18.50	10.30	Nil	20.60	2.10	30.80	12.30	41.10	22.60
120	98	41	259	18.50	10.40	Nil	20.70	2.20	31.10	12.60	41.40	22.90
122	98	41	216	18.50	10.40	Nil	20.90	2.40	31.30	12.80	41.80	23.30
124	98	41	263	18.50	10.50	Nil	21.00	2.50	31.60	13.10	42.10	23.60
125	98	41	264	18.50	10.60	Nil	21.10	2.60	31.70	13.20	42.20	23.70
126	98	41	265	18.50	10.60	Nil	21.20	2.70	31.80	13.20	42.40	23.90
128	98	41	267	18.50	10.70	Nil	21.40	2.90	32.00	13.50	42.70	24.20
129	98	41	268	18.50	10.70	Nil	21.40	2.90	32.20	13.70	42.90	24.40
130	98	41	269	18.50	10.80	Nil	21.50	3.00	32.30	13.80	43.00	24.50
131	98	41	270	18.50	10.80	Nil	21.60	3.10	32.40	13.90	43.20	24.70
132	98	41	271	18.50	10.80	Nil	21.70	3.20	32.50	14.00	43.40	24.90

1	2	3	4	5	6	7	8	9	10	11	12	13
133	98	41	272	18.50	10.90	Nil	21.80	3.30	32.60	14.10	43.50	25.00
134	98	41	273	18.50	10.90	Nil	21.80	3.30	32.80	14.30	43.70	25.20
135	98	41	274	18.50	11.00	Nil	21.90	3.40	32.90	14.40	43.80	25.30
136	98	41	275	18.50	11.00	Nil	21.90	3.50	33.00	14.50	44.00	25.50
137	98	41	276	18.50	11.00	Nil	22.00	3.60	33.10	14.60	44.20	25.70
138	98	41	277	18.50	11.10	Nil	22.10	3.70	33.20	14.70	44.30	25.80
139	98	41	278	18.50	11.10	Nil	22.20	3.70	33.40	14.90	44.50	26.00
140	98	41	279	18.50	11.20	Nil	22.20	3.80	33.50	15.00	44.60	26.10
141	98	41	280	18.50	11.20	Nil	22.30	3.90	33.60	15.10	44.80	26.30
142	98	41	281	18.50	11.20	Nil	22.40	4.00	33.70	15.20	45.00	26.50
143	98	41	282	18.50	11.30	Nil	22.50	4.10	33.80	15.30	45.10	26.60
144	98	41	283	18.50	11.30	Nil	22.60	4.10	34.00	15.50	45.30	26.80
145	98	41	284	18.50	11.40	Nil	22.60	4.20	34.10	15.60	45.40	26.90
146	98	41	285	18.50	11.40	Nil	22.70	4.30	34.20	15.70	45.60	27.10
147	98	41	286	18.50	11.40	Nil	22.80	4.40	34.30	15.80	45.80	27.30
148	98	41	287	18.50	11.50	Nil	22.90	4.50	34.40	15.90	45.90	27.40
149	98	41	288	18.50	11.50	Nil	23.00	4.50	34.60	16.10	46.10	27.60
150	122	41	313	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
152	122	41	315	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
153	122	41	316	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
155	122	41	318	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
156	122	41	319	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
158	122	41	321	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
159	122	41	322	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
160	122	41	323	18.00	12.00	Nil	24.00	6.00	36.03	18.00	48.00	30.00
162	122	41	325	18.00	12.00	Nil	24.00	6.00	36.03	18.00	48.00	30.00
164	122	41	327	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
165	122	41	328	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
168	122	41	331	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
170	122	41	333	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
171	122	41	334	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
174	122	41	337	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
175	122	41	338	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
177	122	41	340	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
178	122	41	341	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
180	122	41	343	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
184	122	41	347	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
185	122	41	348	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
186	122	41	349	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
188	122	41	351	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
190	122	41	353	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
191	122	41	354	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
192	122	41	355	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
194	122	41	357	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
195	122	41	358	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
195	122	41	359	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
198	122	41	361	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
200	122	41	363	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
202	122	41	365	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
204	122	41	367	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
205	122	41	368	18.00	12.00	Nil	24.00	6.00	36.00	18.00	48.00	30.00
210	146	50	406	21.75	12.20	Nil	24.40	2.70	36.50	14.80	48.70	27.00
212	146	50	408	21.75	12.20	Nil	24.50	2.80	36.70	15.00	49.00	27.30
215	146	50	411	21.75	12.30	Nil	24.70	3.00	37.00	15.30	49.30	27.60
218	146	50	414	21.75	12.40	Nil	24.80	3.10	37.30	15.60	49.70	28.00
219	146	50	415	21.75	12.50	Nil	24.90	3.20	37.40	15.70	49.80	28.10
220	146	50	416	21.75	12.50	Nil	25.00	3.30	37.40	15.70	49.90	28.20
225	146	50	421	21.75	12.60	Nil	25.30	3.60	37.90	16.20	50.50	28.80
226	146	50	422	21.75	12.70	Nil	25.30	3.60	38.00	16.30	50.60	28.90
228	146	50	424	21.75	12.70	Nil	25.40	3.70	38.20	16.50	50.90	29.20

1	2	3	4	5	6	7	8	9	10	11	12	13
230	146	50	426	21.75	12.80	Nil	25.60	3.90	38.30	16.60	51.10	29.40
233	146	50	429	21.75	12.90	Nil	25.70	4.00	38.60	16.90	51.50	29.80
235	146	50	431	21.75	12.90	Nil	25.90	4.20	38.80	17.10	51.70-	30.00
236	146	50	432	21.75	13.00	Nil	25.90	4.20	38.90	17.20	51.80	30.10
240	146	50	436	21.75	13.10	Nil	26.20	4.50	39.20	17.50	52.30	30.60
244	146	50	440	21.75	13.20	Nil	26.40	4.70	39.60	17.90	52.80	31.10
245	146	50	441	21.75	13.20	Nil	26.50	4.80	39.70	18.00	52.90	31.20
250	146	50	446	21.75	13.40	Nil	26.80	5.10	40.10	18.40	53.50	31.80
252	146	50	448	21.75	13.40	Nil	26.90	5.20	40.30	18.60	53.80	32.10
253	146	50	451	21.75	13.50	Nil	27.10	5.40	40.60	18.90	54.10.	32.40
260	146	50	456	21.75	13.70	Nil	27.40	5.70	41.00	19.30	54.70	33.00
268	146	50	464	21.75	13.90	Nil	27.80	6.10	41.80	20.10	55.70	34.00
270	146	50	466	21.75	14.00	Nil	28.00	6.30	41.90	20.20	55.90	34.20
275	146	50	471	21.75	14.10	Nil	28.30	6.60	42.40	20.70	56.50	34.80
276	146	50	472	21.75	14.20	Nil	28.30	6.60	42.50	20.80	56.60	34.90
280	146	50	476	21.75	14.30	Nil	28.60	6.90	42.80	21.10	57.10	35.40
284	146	50	480	21.75	14.40	Nil	28.80	7.10	43.20	21.50	57.60	35.90
285	146	50	481	21.75	14.40	Nil	28.90	7.20	43.30	21.60	57.70	36.00
290	146	50	486	21.75	14.60	Nil	29.20	7.50	43.70	22.00	58.30	36.60
292	146	50	488	21.75	14.60	Nil	29.30	7.60	43.90	22.20	58.60	36.90
295	146	50	491	21.75	14.70	Nil	29.50	7.80	44.20	22.50	58.90	37.20
300	146	50	496	21.75	14.90	Nil	29.80	8.10	44.60	22.90	59.50	37.80
305	146	50	501	21.75	15.00	Nil	30.10	8.40	45.10	23.40	60.10	38.40
310	146	50	506	21.75	15.20	Nil	30.40	8.70	45.50	23.80	60.70	39.00
315	146	50	511	21.75	15.30	Nil	30.70	9.00	46.00	24.30	61.30	39.60
320	146	50	516	21.75	15.50	Nil	31.00	9.30	46.40	24.70	61.90	40.20
325	146	50	521	21.75	15.60	Nil	31.30	9.60	46.90	25.20	62.50	40.80
330	146	50	526	21.75	13.80	Nil	31.60	9.90	47.30	25.60	63.10	41.40
340	146	50	536	21.75	16.10	Nil	32.20	10.50	48.20	26.50	64.30	42.60
345	146	50	541	21.75	16.20	Nil	32.50	10.80	48.70	27.00	64.90	43.20
350	146	50	546	21.75	16.40	Nil	32.80	11.10	49.10	27.40	65.50	43.80
355	146	50	551	21.75	16.50	Nil	33.10	11.40	49.60	27.90	66.10	44.40
360	146	50	556	21.75	16.70	Nil	33.40	11.70	50.00	28.30	66.70	45.00
365	146	50	561	21.75	16.80	Nil	33.70	12.00	50.50	28.80	67.30	45.60
370	146	50	566	21.75	17.00	Nil	34.00	12.30	50.90	29.20	67.90	46.20
375	146	50	571	21.75	17.10	Nil	34.30	12.60	51.40	29.70	68.50	46.80
380	146	50	576	21.75	17.30	Nil	34.60	12.90	51.80	30.10	69.10	47.40
390	146	50	586	21.75	17.60	Nil	35.20	13.50	52.70	31.00	70.30	48.60
400	160	50	610	21.25	18.30	Nil	36.60	15.40	54.90	33.70	73.20	52.00
405	160	50	615	21.25	18.50	Nil	36.90	15.70	55.40	34.20	73.80	52.60
415	160	50	625	21.25	18.30	Nil	37.50	16.30	56.80	35.10	75.00	53.80
420	160	50	630	21.25	18.90	Nil	37.80	16.60	56.70	35.50	75.60	54.40
425	160	50	635	21.25	19.10	Nil	38.10	16.90	57.20	36.00	76.20	55.00
430	160	50	640	21.25	19.20	Nil	38.40	17.20	57.60	36.40	76.80	55.60
435	160	50	645	21.25	19.40	Nil	38.70	17.50	58.10	36.90	77.40	56.20
440	160	50	650	21.25	19.50	Nil	39.00	17.80	58.50	37.30	78.00	56.80
450	160	50	664	20.75	19.90	Nil	39.80	19.10	59.80	39.10	79.70	59.00
460	164	50	674	20.75	20.20	Nil	40.40	19.70	60.70	40.10	80.90	60.20
475	164	50	689	20.75	20.70	Nil	41.30	20.60	62.00	41.30	82.70	62.00
480	164	50	694	20.75	20.80	0.01	41.60	20.90	62.50	41.80	83.30	62.60
490	164	50	704	20.75	21.10	0.40	42.20	21.50	63.40	42.00	84.50	63.80
500	163	70	733	32.75	22.00	Nil	44.00	11.30	66.00	33.30	88.00	55.30
520	143	70	733	12.75	22.00	Nil	44.00	11.30	66.00	35.30	88.00	55.30
530	133	70	733	32.75	22.00	Nil	44.00	11.30	66.00	33.30	88.00	55.30
540	123	70	733	32.75	22.00	Nil	44.00	11.30	66.00	33.30	88.00	55.30
545	120	70	735	32.75	22.10	Nil	44.10	11.40	66.20	33.50	88.20	55.50
550	120	70	740	32.75	22.20	Nil	44.40	11.70	66.60	33.90	88.80	56.10
560	120	70	750	32.75	22.50	Nil	45.00	12.30	67.50	34.80	90.00	57.30
575	120	70	765	32.75	23.00	Nil	45.90	13.20	68.90	36.20	91.80	59.10
580	120	65	765	45.00	23.00	Nil	45.00	0.90	68.90	23.90	91.80	46.80

1	2	3	4	5	6	7	8	9	10	11	12	13
590	120	60	770	45.00	23.10	Nil	46.20	1.20	69.30	24.30	92.40	47.40
610	120	60	780	45.00	23.40	Nil	46.80	1.80	70.20	25.20	93.00	48.60
610	120	60	790	45.00	23.70	Nil	47.40	2.40	71.10	26.10	94.80	49.80
620	120	60	800	45.00	24.00	Nil	48.00	3.00	72.00	27.00	96.00	51.00
630	120	60	810	45.00	24.30	Nil	48.60	3.60	72.90	27.90	97.20	52.20
640	120	60	820	45.00	24.60	Nil	49.20	4.20	73.80	28.80	98.40	53.40
650	120	60	830	45.00	24.90	Nil	49.80	4.80	74.70	29.70	99.60	54.60
660	120	60	840	45.00	25.20	Nil	50.40	5.40	75.60	30.60	100.80	55.80
670	120	60	850	45.00	25.60	Nil	51.00	6.00	76.50	31.50	102.00	57.00
680	120	60	860	45.00	25.80	Nil	51.60	6.60	77.40	32.40	103.20	58.20
700	120	60	880	45.00	26.40	Nil	52.80	7.80	79.20	34.20	105.60	60.60
710	120	60	890	45.00	26.70	Nil	53.40	8.40	80.10	35.10	106.80	61.80
720	120	60	900	45.00	27.00	Nil	54.00	9.00	81.00	35.00	108.00	63.00
730	120	60	910	45.00	Nil	Nil	54.00	9.00	81.00	36.00	98.00	53.00
740	120	60	920	45.00	Nil	Nil	54.00	9.00	81.00	36.00	88.00	43.00
750	120	60	930	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
760	120	60	940	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
770	120	60	950	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
780	120	60	966	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
790	120	60	970	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
800	120	60	980	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
820	120	60	1,000	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
830	120	60	1,010	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
840	120	60	1,020	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
850	120	60	1,030	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
860	120	60	1,040	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
865	120	60	1,045	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
880	120	60	1,060	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
900	120	60	1,080	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
910	120	60	1,090	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
920	120	60	1,100	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
940	120	60	1,120	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
950	120	60	1,130	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
960	120	60	1,140	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
970	120	60	1,150	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
980	120	60	1,160	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
1000	119	60	1,179	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
1020	100	60	1,180	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00
1040	100	60	1,200	45.00	Nil	Nil	54.00	9.00	81.00	36.00	Nil	36.00

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***These instructions have been revised vide  
No. 9479-WM(3)77/23024, Dated 12.09.1977.***

**Copy of Haryana Government letter No. 2058-WM(I)-74/10491, dated 21st March, 1974.—**

In continuation of Haryana Government, Finance Department letter No. 708-FD-WM(I)-67/16592, dated the 29th July, 1967 and No. 592-WM(I)-68/9241, dated the 15th April, 1969, on the above subject, I am directed to say that in view of rise in the prices of motor cycles/scooters it has been decided to enhance the maximum limit of advance for the purchase of motor cycles/scooters from Rs. 3,500 to Rs. 4,500 or 12 months' pay of the Government servant or the anticipated price of the motor cycles/ scooters, whichever is the least. The loan advanced will be recoverable in not more than 65 monthly installments.

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(Copy of Notification No. 1761-3FR-74/10795, Dt. 29th March, 1974).

**Subject :** Amendment in T.A. Rules – C.S.R. Vol. III

In the Punjab Civil Service Vol. III, in Rule 2.75 the existing note shall be re-numbered as note 1, and following note shall be inserted thereafter namely :-

**“Note 2:** A Govt. servant under suspension, whose head-quarters are changed in public interest, shall be entitled to travelling allowances at transfer rates but no travelling allowance shall be admissible to him if the headquarters are changed by the competent authority at his request.

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***These instructions were superseded vide  
No. 12669-(1)/WM-77/35145 Dated 14.12.1977.***

Copy of Haryana Government No. 1726-WM(I)-74/10958, dated the 29th March, 1974.

**Subject : Eligibility for House Building Advances - Joint ownership of plot/house by a Government servant and his/her wife/husband.**

Sir,

I am directed to refer to Finance Department letter No. 2066-WM(I)69/13313, dated 26th May 1969, on the subject communicating to you the decision of the state Government that a house building advance may also be granted to a Government servant who owns land/house jointly with his/her wife, husband. if otherwise admissible, provided both the husband and wife are willing to mortgage the said land/house in favour of the Governor of Haryana as security repayment of the advance. These instructions were issued only to remove the restrictions imposed by the rules in respect of such category of Government employees who had no clear and marketable title to land/house.

2 It has been brought to the notice of the Finance Department that these instructions have been interpreted in a few cases to sanction house building advance to both husband and wife individually to construct house on the land jointly owned by them. Accordingly to make the intension of these instructions clear to you it is categorically brought to your notice that in case both the husband and wife are Government employees and are eligible for the grant of a house building advance under the rules on the subject, it shall be admissible to only one of them provided both husband and wife are willing to mortgage the land/house jointly owned by them to the Governor of Haryana. To ensure this you are advised to get an affidavit in the attached form (Annexure I) from the concerned employee's alongwith his application for house building loan.

3. The cases in which house building loans have already been granted to both husband and wife need not be re-opened at this stage but where payment of loan so sanctioned has been made in part the balance admissible would not be paid in view of the clarification given above.

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***These instructions have been revised vide  
No. 7410-3WM-74/4221, Dated 17.12.1974.***

**Copy of Haryana Government letter No. 2235-WM(I)-74/12178, dated 5th April, 1974.—**

In continuation of Haryana Government Finance Department letter No. 806-WM(I)-73/3728, dated the 5th February, 1973, on the subject noted above, I am directed to say that in view of further rise in the prices of motor cars it has now been decided to enhance the maximum limit of advance for the purchase of motor car from Rs. 21,000 to Rs. 24,000 or 20 months of pay of the Government servant or the anticipated price of the motor car, whichever is the least. The loan advanced will be recoverable in not more than 100 instalment of Rs. 240 each.

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***These instructions have been Revised vide  
No. 2134-3FR-75/11795, Dated 10.4.1975.***

**No. 2103-3FR-74/13066**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
The Commissioners Ambala/Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in the Haryana State.

**Dated, Chandigarh, the 9th April, 1974.**

**Subject : Mileage Allowance for traveled by road – increase thereof.**

Sir,

I am directed to invite a reference to Rule 2.24(D) of Punjab Civil Services Rules, Vol.-III(T.A. Rules) according to which 1st Grade Officers are entitled to mileage allowance @ Rs. 0.40 Paise per kilometer while traveling in their own cars for official touring. Government have been for some time past considering the question of revision of rate of this allowance on account of increase in the cost of petrol and lubricants etc. and it has now been decided to fix the rate at Rs. 0.85 paise per kilometer.

2. These orders will take effect from the date of issue.
3. Necessary amendment in the Rules will be issued in due course.

Yours faithfully,

*Sd/-*  
(V.P. Dhir),  
Deputy Secretary, Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2103-3FR-74/13067

Dated, Chandigarh, 9th April, 1974.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

*Sd/-*  
(V.P. Dhir),  
Deputy Secretary, Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded for information to :-

- (1) The Financial Commissioner, Revenue, Haryana.
- (2) All Administrative Secretaries to Government, Haryana for information and guidance.

*Sd/-*  
(K.L. GUPTA),  
Superintendent, Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (1) The Financial Commissioner, Revenue, Haryana.
- (2) All Administrative Secretaries to Government, Haryana.

U.O. No. 2103-3FR-74

Dated, Chandigarh, 9th April, 1974.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(K.L. GUPTA),  
Superintendent, Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 2103-3FR-74

Dated, Chandigarh, 9th April, 1974.

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***These instructions have been revised vide  
No. 2/11/81-5WM, Dated 23.02.1981.***

Copy of Haryana Government Finance Department letter **No. 2203-WM(I)-74/14583, dated the 23rd April, 1974.**

In supersession of Finance Department letter No. 1128-WM-(I)-74/5861 dated the 19th February, 1974 on the above noted subject, I am directed to say that rule 10.16 (iii) of Punjab Financial Rules, Volume I provides inter-alia that the advance for the construction of the House should be drawn in installments, the amount of each installments being such as is likely to be required for expenditure in the, next three Months. In view of this it was decided vide Finance Department letter No. 5620-WM(I)-70/26520, dated the 24th September, 1970 that the advances for the construction of houses may be allowed as under :-

- (i) First instalment equal to 20% of the advance admissible for starting the constructions.
- (ii) Second instalment equal to 20% of the advance admissible after the house has been brought to the plinth level;
- (iii) Third instalment equal to 30% of the advance admissible when the house has been completed upto the roof level.
- (iv) Fourth instalment equal to 30% viz. balance after the roofs have been completed.

3. References have been received in the Finance Department wherein the Departments have sought relaxation from the provisions contained in the above mentioned letter due to a variety of factors i.e. non-availability of material, its rising cost and the time available to an employee for the construction of the house. These factors being universal, the matter has been considered and it has now been decided that the provisions contained in the Finance Department letter No. 5620-WM(I)-70/26520, dated 24th September, 1970 may be relaxed to the extent that authority competent to sanction the advance may allow first two installments at a time keeping in view the circumstances of each case.

**Contd...**  
**Encls.**

**ANNEXURE "A"**

An agreement to be executed by Government servants at the time of or before drawing Advances for the purchase of land and or construction of houses for adjustment of the balance of advances outstanding at the time of retirement against the death-cum-retirement Gratuity.

An agreement made on \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and between \_\_\_\_\_ of (hereinafter called "the borrower", which expression shall include his legal representative and assigns) of the one part and the Governor of Haryana (hereinafter called "the Governor" which expression shall include his successors and assigns) of the other part. Whereas the Borrower has agreed to purchase/ has purchased for the purpose of erecting a house thereon the piece of land situated in \_\_\_\_\_ in the registration district of \_\_\_\_\_ sub-district \_\_\_\_\_ than a \_\_\_\_\_ containing \_\_\_\_\_ more or less and bounded on the north by \_\_\_\_\_ and on the south by \_\_\_\_\_ on the east by \_\_\_\_\_ and on the west by \_\_\_\_\_ (hereinafter referred to the said land) for the sum Rupees \_\_\_\_\_ And whereas the borrower has, Linder the provision of the Haryana Government letter No. 2118-WM(I)67/20006, dated the 5th September, 1967, applied to the Governor for a loan of Rupees \_\_\_\_\_ to enable him to purchase the said land/House and to erect a house thereon and Governor has agreed to advance the loan of rupees \_\_\_\_\_ And whereas it is permissible under the provisions of the afore-mentioned letter hereinafter referred to as the said order which expression shall include any amendment thereof for the time being in force that the last instalment of loans together: with the interest accrued thereon will be recovered from the death-cum-retirement gratuity payable at the time of retirement provided the Government servant concerned executes an agreement to the effect and cancels any nomination made by him under rule 4(6)(b) of the New Pension Rules contained ill Appendix 2 of the Civil Services Rules, Punjab, Volume II, so as to leave Government free to appropriate the sum found' payable to him after retirement in adjustment of balance of the advance.

Now it is hereby agreed between the parties hereto that in consideration of the said order, the borrower, having cancelled the nomination made by him under rule 4(6)(b) of the aforesaid New Pension Rules, hereby authorises the Governor to extinguish the last instalment of loan together with the interest accrued thereon from, the death-cum-retirement gratuity payable to the borrower.

In witness thereof the borrower has hereunto set his hand the day and year first before written.

Signed by the said borrower \_\_\_\_\_

In the presence \_\_\_\_\_

\*Strike off the alternative which does not apply.



**ANNEXURE "B"**

This deed is made on the day of \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ son of \_\_\_\_\_ caste \_\_\_\_\_ and resident of (hereinafter referred to as the Surety) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas a loan of Rs. \_\_\_\_\_ has been granted to \_\_\_\_\_ son of \_\_\_\_\_ caste and resident of \_\_\_\_\_ (hereinafter referred to as the Borrower) on the terms and conditions contained in the agreement dated \_\_\_\_\_ and for the mortgage deed, dated \_\_\_\_\_ subject to the Borrower furnishing a permanent Government servant as Surety to guarantee the due performance and observance by him of the conditions of the agreement, dated \_\_\_\_\_ or of the mortgage deed, dated \_\_\_\_\_.

And whereas \_\_\_\_\_ son of \_\_\_\_\_ has in fulfillment of the conditions of the advance of loan agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto hereby agree as follows.

(1) In pursuance of the said agreement and in consideration of the sum of Rs. \_\_\_\_\_ advanced by the Government to the Borrower as loan, the Surety hereby agrees that the Borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement, dated \_\_\_\_\_ and/or mortgage deed, dated \_\_\_\_\_ and to be performed and served by him and that in the event of the failure of the Borrower to perform any of the said conditions and of the Borrower dying-or ceasing to be in service for any cause whatsoever before the amount due to the Government from the Borrower is fully paid off, the Surety shall immediately pay the entire amount due to the Government on account of principal and interest under the said agreement and/or the mortgage deed.

(2) For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the liability of Surety shall not be effected by the Government granting time or any other indulgence to the Borrower.

(3) The Government shall be entitled to deduct from the pay, Travelling Allowance or any other sum which may be or become payable by the Government to the Surety the amount due to it from the Surety under this deed.

In witness whereof the parties have signed, this deed on the dates respectively mentioned against their signatures in the year of the Republic of India.

Signature of the Surety

(1) Witness

Signed by

(2) Witness

for and on behalf of the Governor  
of Haryana.

\*Strike off the alternative which does not apply.

**ANNEXURE 'C'**

**AFFIDAVIT**

I \_\_\_\_\_ S/o \_\_\_\_\_ (or wife of as the case may be) employed as \_\_\_\_\_ under the Govt., of Haryana do hereby solemnly declare and affirm that my wife/husband is/is not a Government, employee, and has not applied for/or obtained an advance under these rules during the period of my past service.

I also declare that the plot/house is/is not jointly owned by me with my wife/husband.

The above information is true and nothing has been concealed therein.

Deponent

Dated \_\_\_\_\_

Place \_\_\_\_\_

\*\*\*\*\*

***These instructions have become obsolete.***

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Treasury Officers and  
Treasury Officer, Haryana at Chandigarh.

**Memo. No. 2170-1B&C-74/15659**

**Dated, Chandigarh, the 3rd May, 1974**

**Subject : Economy in expenditure - Curtailment of consumption of petrol, lubricants etc. by Government Vehicles.**

Reference Endst. No. 7349-58/Acc, dated the 24th April, 1974 from the state Transport Controller, Haryana, on the subject noted above.

2. Attention in this connection is invited to paragraph 4 of F.D circular letter No. 1155-1B&C-74/10547, dated 21-3-1974 copy of which stands endorsed to you. It is clearly stated there in that the scheme of POL coupons will for the present, not apply in the case of trucks and other Govt. vehicles which are run on diesel and the machinery/equipment which may be run on petrol. Accordingly any objection raised on the contingent bills relating to the payment of diesel oil and lubricants purchased by the Transport Department for trucks, buses etc. which are run on diesel, on the plea of the letter's POL existing against the PUA Motor Vehicles below the major head concerning this Department, will not be tenable. The furnishing of 'POL' coupons should not be insisted upon in the cases not covered by the scheme.

3. These instructions should be brought to the all concerned for strict compliance..

*Sd/-*

(BADRINATH)

Under Secretary Finance (B)

*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2170-1B&C-74/5660

Dated, Chandigarh, the 3rd May, 1974

A copy is forwarded to the State Transport Controller, Haryana, for information and necessary action with reference to his Memo No. 7348-ACC dated 24-4-74.

*Sd/-*

(BADRINATH)

Under Secretary Finance (B)

*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2170-1B&C-74/15661

Dated, Chandigarh, 3rd May, 1974

A copy is forwarded to the Deputy Secretary to Govt. Haryana, Finance Department (T&A Branch) for information.

*Sd/-*

(BADRINATH)

Under Secretary Finance (B)

*for* Commissioner & Secretary to Government,  
Haryana Finance Department.

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**No. 2587-3FR-74/15634**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, and  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 4th May, 1974.**

**Subject : Fees, traveling allowance etc. of State Government employees appointed as Directors, representatives or nominees of Government on industrial undertaking.**

Sir,

I am directed to invite a reference to composite Punjab Government Finance Department letter No. 6152-1FR-(I)-65/18289, dated the 4th November, 1965, on the subject noted above and say that the matter has been reconsidered and it has been decided that Haryana State Government Officers including I.A.S. Officers who are appointed in their official capacity as Directors, representatives or nominees of Government on the various organization mentioned therein will perform such work as a part of their official duty. The fees or other remuneration which they receive for being appointed may be accepted from these organizations and deposited in Government Accounts. They will, however, continue to draw T.A./D.A. in the same manner as indicated in the aforesaid letter.

2. These orders will take effect from the date of issue.
3. The receipt of this letter may kindly be acknowledgement.

Yours faithfully,

*Sd/-*  
(V.P. DHIR)  
Deputy Secretary, Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2587-3FR-74/15635

Dated, Chandigarh, 4th May, 1974.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

*Sd/-*  
(V.P. DHIR)  
Deputy Secretary, Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded for information to the :-

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

*Sd/-*  
(K.L. Gupta),  
Superintendent, Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 2587-3FR-74

Dated, Chandigarh, 4th May, 1974.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(K.L. Gupta),  
Superintendent, Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 2587-3FR-74

Dated, Chandigarh, 4th May, 1974.

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***These instructions have become obsolete.***

**MOST IMMEDIATE**

**No. 642-FD(Pen)-74/16725**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
The Commissioners Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
District & Sessions Judges in the Haryana State.

**Dated, Chandigarh, the 13th May, 1974**

***Subject : Expeditious disposal of pension cases.***

Sir,

I am directed to invite a reference to Haryana Government, Finance Department letter No. 2354-FD(Pen)-70/27815, dated the 12th October, 1970, on the subject and say that Accountant General, Haryana has again pointed out that despite issue of instructions for timely initiation of pension cases these are more often than not sent to the Audit Office after the date of retirement of officials concerned. This apathy on the part of the pension sanctioning Authorities not only causes hardship to the retiring officials but is also contrary to the provisions of note 2 below rule 9.7 and 9.12 of Civil Services Rules Vol.-II which inter alia require that Heads of Office/Heads of Departments, as the case may be, who do not initiate pension cases in time (i.e. one year in advance of the anticipated date of retirement of the Government servants concerned and where the event cannot be anticipated as such as in cases of invalidation, compulsory retirement death etc. of the Government servant immediately on event being known) and do not transmit them promptly to Audit office will be liable to disciplinary action. Since a huge number of pension cases are still being prepared and sent to Audit office long after the date of retirement of the official concerned, I am to stress upon you once again and through you on the pensions sanctioning Authorities under your control that belated initiation and submission of pension cases to Audit office will in future be viewed seriously and the defaulting Officers/Officials dealing with the pension cases shall be personally made responsible for this lapse.

2. It is, therefore, requested that the subordinate offices in charge of pension work may please be impressed upon to comply with the aforesaid instructions a meticulously.

The receipt of this letter may kindly be acknowledgement.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (Pension),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 642-FD(Pen)-74/16726

Dated, Chandigarh, 13th May, 1974.

A copy is forwarded to the Accountant General, Haryana, Sector-17, Chandigarh for information with reference to his letter No. Pen1/Gen.-3/74-75/180, dated the 4th May, 1974.

*Sd/-*

Deputy Secretary Finance (Pension),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded an-officially to :-

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana;  
for information in continuation of Finance Department.

U.O. No. 2354-FD(Pen)-70,

Dated, Chandigarh, the 12th October, 1970.

2. In order to ensure timely imitation and submission of pension cases to Audit Office, they are again requested to take suitable action against the pension Sanctioning Authorities who fail to comply with the provisions of note 2 below rules 9.7 and 9.12 of Civil Service Rules, Vol.-II.

*Sd/-*

Deputy Secretary Finance (Pension),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue; Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 642-FD(Pen)-74,

Dated, Chandigarh, 13th May, 1974.

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***These instructions have been Revised vide  
No. 2565-2FICW-75/8478, Dated 23.03.1977.***

Copy of letter **No. 1699-2FICW-74/16792 dated 13th May, 1974** from the Commissioner & Secretary to Govt. Haryana, Finance Departments, to All Heads of Departments., Registrar Punjab and Haryana High Court, Commissioners of Ambala & Hisar Divisions, All Deputy Commissioners and District and session Judges in Haryana.

**Subject : Grant of House Rent Allowance to Govt. employees.**

I am directed to refer to para 4(v) of erstwhile Punjab Govt. letter No. 956-FICW-65/1548, dated 20-2-65 on the subject noted above aid to say that it has been decided that in future the Haryana Govt. employees whose husbands or wife are employed in the offices of other Governments/Semi Govts. Institutions like Banks, L.I.C. etc. shall be entitled to House Rent Allowance in the following manner :-

- (a) Total amount of rent paid
- (b) Minus
  - (i) 10% of basic pay of the employee.
  - (ii) The amount of House Rent Allowance being drawn by the husband or wife of the employee from his employer.
- (c) Net amount of House Rent Allowance admissible to the employee (a-b or  $12\frac{1}{2}\%$ / $7\frac{1}{2}\%$  of the basic pay, whichever is less).

A Certificate in the following form should be obtained from each Govt. employee before paying him house rent allowance:

"Certified that my husband/wife is an employee of \_\_\_\_\_ and he/she has not been provided free house but he/she is drawing house rent allowance @ Rs. \_\_\_\_\_ p.m.

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***These instructions have become obsolete.***

**No. 451-1B&C-74/16667**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments in Haryana.

**Dated, Chandigarh, the 14th May, 1974**

**Subject : Budget Allotments for the year 1974-75.**

Sir,

The budget allotments for incurring expenditure on plan and Non-plan sides during the year 1974-75 have since been conveyed by the Departments to their subordinate of officers. As you are aware, the final decision on the ceiling of plan expenditure for the year 1974-75 is yet to be taken. Accordingly it has become necessary that the plan expenditure, should be confined for the time being to those schemes which have remained in existence during the previous year(s) and are to be continued during the current financial year. As regards the new plan schemes, their implementation should be taken up only after obtaining a clearance from the Planning and Finance Departments and only after ensuring that even if the plan provision of the department is reduced the scheme would be implemented.

2. In regard to both Plan and Non-plan expenditure I am directed to invite your attention to the instructions contained in the Finance Department communications noted in the margin wherein several measures have been taken to control the increasing expenditure on establishment and to effect economy in expenditure on contingent items, of furniture, air-conditioners, staff cars etc. and on constructions works. These instructions should be strictly complied with while incurring expenditures during the year 1974-75 on items covered there under vacant posts would not, therefore, be filled up except in case of new schemes sanctioned for the first time after the 1st April, 1974. In these cases the sanction for the scheme would also mean the sanction for the creation and filling up of posts shown under the scheme. Further, posts created with the specific, approval of the Finance Department after the 13th August, 1973, for schemes which are still continuing and for the continuance of which adequate justification exists, may be filled up provided that valid financial sanctions exist and provided that no condition to the contrary was imposed by the Finance Department. However utmost care should be exercised to ensure that no unnecessary posts are sanction and wherever possible existing staff should involved to do the additional duties.

**MARGIN :**

Circular D.O. No. 2834B&C-73/31819, dated 13.8.73

Circular D.O. No. 4040B&C-73/33166, dated 24.8.73

Circular D.O. No. 42004B&C-73/45124, dated 26.11.73

3. The above instructions kindly be compiled with meticulously and all concerned be informed accordingly.

Yours faithfully,

Sd/-

Deputy Secretary Finance(B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 451-1B&C-74/16668

Dated the 14th May, 1974

A copy is forwarded to the Accountant General Haryana, Chandigarh, for information & necessary action in continuation of Finance Department Endst. No. 4204-1B&C-73/45125, dated the 26th November, 1973.

*Sd/-*  
(D. Das Gupta)  
Deputy Secretary Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded for information and necessary action to all Administrative Secretaries to Govt., Haryana.

*Sd/-*  
(D. Das Gupta)  
Deputy Secretary Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

U.O No. 451-1B&C-74

Dated the 14th May, 1974

A copy is forwarded to all officers and Superintendent/Deputy Superintendents in Finance Department for information and necessary action.

*Sd/-*  
(D. Das Gupta)  
Deputy Secretary Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Officers and Superintendents/  
Deputy Superintendents in Finance Department.

U.O No. 451-1B&C-74

Dated the 14th May, 1974.

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***These instructions have been Revised vide  
No. 768-3FICW-83, dated 04.04.1983.***

**No. 1923-FICW-74/18238**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Registrar Punjab and Haryana High Court,  
Commissioner of Ambala and Hisar Divisions,  
Deputy Commissioners and  
District and Session Judges in Haryana.

**Dated, Chandigarh, the 25th May, 1974**

***Subject : Grant of House Rent Allowance to Government employees.***

I am directed to refer to Haryana Government letter No. 3295-FICW(2)-71/28109 dated 24.09.1971 on the subject noted above and to say that it has been decided that w.e.f. 1.5.1974 the House Rent Allowance may be given to Government employees stationed at Ambala city at the same rate at which the House Rent Allowance is admissible to Government employees at Ambala Cantt.

*Sd/-*  
Financial Adviser,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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Copy of Haryana Govt. Finance Department letter **No. 2179-1FR-74/20589** dated, the **11th June, 1974.**

**Subject : Grant of annual increment to purely temporary Government Employees appointed locally against vacant posts.**

Sir,

I am directed to refer to composite Punjab Government letter No. 5927(1)-FR-II/5302, dated 30th June, 1964 in the subject noted above and to state that some departments have from time to time been seeking clarified from Government regarding fixation of pay and grant of increments to adhoc employees. To make the position clear I am to state that adhoc employees recruited through Employment Exchange are to be treated as purely temporary employees and governed by the rules contained in Punjab Civil Services Rules, Vol. I, Part I. Under rules 4.9 of Pb. C.S.R., Vol. I, Part I, all duty in a post in a time scale counts for increments on that time scale. Contrary to this provision, some departments have not been allowing annual increments to such adhoc employees where the period of employment with the previous approval of the Public Service Commission/Subordinate Services Selection Board exceeds one year. This practice is contrary to the Rules. It is clarified that annual increment should be given to adhoc employees under the circumstances mentioned above subject to the terms and conditions of their appointments.

2. On regular absorption of such employees in a Government department, the pay is to be fixed in accordance with the provision of rules in the Punjab Civil Services rules, Vol. I, Part I has already been clarified in the letter under reference. In case where an adhoc employees has resigned his post to take up regular appointment in some other departments under the Haryana Government and the application was submitted through proper channel, such resignation would not entail forfeiture of past service within the meaning of Rule 4.4(b) of the Punjab C.S.R. Vol. I, Part I and benefit of past service will be allowed for the purpose of fixation of pay and increments subject to the rules contained in chapter IV of the C.S.R. Vol. I, Part-I this benefit will also be admissible to those adhoc employees who submitted their application direct for employment while they were not in Government Service.

3. This concession will not be admissible in cases where an employee appointed locally on adhoc basis is appointed in another department under the State Government on adhoc basis and his appointment on adhoc basis had not been regularized in either of departments by the Public Service Commissioner/Subordinate Services Selection Board as in such cases the appointment of a person is just as make shift arrangement.

4. The benefit under these instruction will not be admissible in the revised scales of pay in the case of employees appointed in old scale on adhoc basis before 1.2.69 and were not holding any post under the State Government on 1.2.69.

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**No. 4219-3WM-74/20531**

From

Shri S.N. Bhanot, I.A.S.,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners, Ambala and Hisar Divisions, and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil),  
The Registrar, Punjab & Haryana High Court, and  
All District and Session Judges in Haryana.

**Dated, Chandigarh, the 12th June, 1974**

**Subject : Rate of interest to be charged on House Building, Motor Car/Scooter and other advances granted to Government servants during the year 1974-75.**

Sir,

In continuation of Haryana Government letter No. 3351-3WM-73/39090, dated the 8th October, 1973, on the above subject, I am directed to inform you that the rate of interest to be charged on house-building, motor car/scooter and other advances granted to Government servants during the year 1974-75 will be 7 per cent per annum.

Yours faithfully,

*Sd/-*

(Som Raj)

Under Secretary Finance (B),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4219-3WM-74/20532

Dated, Chandigarh, the 12th June, 1974.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action in continuation of Finance Department Endst. No. 3351-3WM-73/39091, dated the 8th October, 1973.

*Sd/-*

Under Secretary Finance (B),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to :-

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana for information in

continuation of Finance Department Endst. No. 3351-3WM-73/39091, dated the 8th October, 1973.

*Sd/-*  
Under Secretary Finance (B),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 4219-3WM-74/

Dated, Chandigarh, the 12th June, 1974.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Minister/State Ministers for the information of the Chief Minister/Ministers/State Ministers in continuation of Finance Department U.O. No. 3351-3WM-73/39091, dated the 8th October, 1973.

*Sd/-*  
Under Secretary Finance (B),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Minister/State Ministers.

U.O. No. 4219-3WM-74/

Dated, Chandigarh, the 12th June, 1974.

\*\*\*\*\*

***These instructions have been Revised vide  
HGPF Rules, 2006.***

**No. 3108-7FR-74/20359**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala and Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers,  
The Registrar Punjab and Haryana High court, and  
All District and Session Judges in Haryana.

**Dated, Chandigarh, the 15th June, 1974**

**Subject : Payment of interest on Provident Fund balance for a period exceeding six months.**

Sir,

I am directed to invite a reference to Finance Department letter No. 4392-7FR-73/32628 dated the 20th August, 1973, on the subject noted above and to say that Haryana Govt., have decided to extend the validity of these orders up to the 31st March, 1975.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 3108-7FR-74/20360

Dated, Chandigarh, the 15th June, 1974

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information in continuation of Haryana Govt. is ends. No, 4392-7FR-73/32629. dated 20.08.1973.

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the Financial Commissioner, Revenue, Haryana and all Administrative Secretaries to Govt., Haryana for information.

*Sd/-*

Deputy Secretary Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
and All Administrative Secretaries to Govt., Haryana.

U.O. No. 3108-7FR-74,

Dated, Chandigarh, the 15th June, 1974.

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***These instructions have been revised vide  
No. 1720-WM-(4)-77/27260, dated 12.09.1977***

**No. 4670-WM(I)-74/21827**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court, Chandigarh, and  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 19th June, 1974.**

**Subject : Advance to Government servants for the celebration of Marriage.**

Sir,

I am directed to invite your attention to the Finance Department Circular letter No. 1759-WM(I)-74/9284, dated the 12th March, 1974, on the subject noted above, and to say that since this loan is an unsecured loan and its purpose is to provide financial help to the employees who would be really in need of it, it has further been decided that it should be admissible to those employees only who are in the age group of thirty seven and beyond. Further, you are requested to make recommendations only in such cases in which the age of the boy/girl to be married is not less than 18 years/16 years, as the case may be. In the pursuance of this decision, the application for marriage loans may be furnished to the Finance Department in the revised proforma (enclosed).

2. It has further been decided that the sanction issued by the Head of the Department should inter alia give the following certificates :-

“The Department is satisfied about the bona fides of the loan sanctioned and a certificate about its bona fide utilization would be obtained from the loans and placed in the concerned loan file for security of audit as and when required by the letter.”

Treasury Officers are being instructed not to admit any bill for payment of this loan, the sanction for which does not contain this certificate.

3. The provisions of the letter would be applicable to all such cases whose funds have been earmarked but sanction on have still to be issued by you. You are, in the circumstances, requested to ensure compliance for the provisions of this letter before issue of sanction in such cases.

Kindly acknowledge receipt of this letter.

Yours faithfully,

*Sd/-*

Under Secretary, Finance (BR)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.



No. 4670-WM-(I)-74/21828

Dated, Chandigarh, the 19th June, 1974.

A copy, alongwith two spare copies is forwarded to the Accountant General, Haryana, in continuation of Finance Department endorsement No. 1759-WM-(I)-74/9185, dated, 12th March, 1974, with the request that Treasury/Sub Treasury Officers in the State may kindly be directed to ensure that sanctions for marriage loans include the above mentioned certificates and that bills for payment should only be admitted for payment if this certificate is given.

*Sd/-*

Under Secretary, Finance (BR)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4670-WM-(I)-74/21829

Dated, Chandigarh, the 19th June, 1974.

A copy, with a copy of Finance Department letter No. 1759-WM-(I)-74/9184, dated, 12th March, 1974 is forwarded to all Treasury/Sub Treasury Officers in the State for information and necessary action.

*Sd/-*

Under Secretary, Finance (BR)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana for information.

*Sd/-*

Under Secretary, Finance (BR)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 4670-WM-(I)-74

Dated, Chandigarh, the 19th June, 1974.

**Contd...****Encl.**

**APPLICATION FORM FOR MARRIAGE ADVANCE**

1. Name of the Applicant .....  
(In Block Letters)
2. Designation .....
3. Name of the Department .....
4. Whether permanent .....
5. Emoluments on which the loan is admissible
  - (i) Basic Pay .....
  - (ii) Dearness Pay .....
  - (ii) Special Pay .....
  - Total .....
6. Amount of Advance required .....
7. Recoverable in ..... installments of Rs. ....each.
8. Purpose of the advance .....
9. Date of Birth of applicant as per entry in his Service Book.
10. Date of entry into Government Service.
11. Date of compulsory retirement.
12. Approximate Date of Marriage
13. Date of birth of the son/daughter of applicant as per middle/matriculation certificate. In case the boy/girl happens to be illiterate, affidavit from the applicant as to the date of birth of the boy/girl as the case may be obtained by the Department).
14. Whether the husband/wife is a Government Servant.

Signature of Government Servant.

**CERTIFICATES**

Certified that my Wife/Husband .....is working .....Department but has not drawn marriage advance from that Department.

Certified that my Wife/Husband is not a Government employee of the Haryana State.

Signature of Government Servant.

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**These instructions have become obsolete.**

**क्रमांक 1-ए.ओ.(एफ.डी.)-74 / 22047**

प्रेषक

आयुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डल के आयुक्त,  
सभी उपायुक्त तथा सभी उपमण्डल अधिकारी (सिविल),  
रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़  
तथा सभी जिला एवं सत्र न्यायधीश, हरियाणा।

**दिनांक, चण्डीगढ़, जून 20, 1974 (20th June, 1974)**

**विषय : पंजाब सिविल नियमावली भाग-1 का दोबारा छपवाना।**

महोदय,

मुझे यह कहने का निर्देश हुआ है कि आपसे कहूं कि पंजाब सिविल सेवा नियमावली खण्ड। भाग। को दोबारा छपवाने के लिये इसको अप-टू-डेट करने का कार्य आरम्भ किया जा रहा है। इस पुस्तक के आठवें चैप्टर में सरकारी मुलाजमों के लिए छुट्टी के नियमों का वर्णन है। इस चैप्टर के तीन अनुभाग हैं। पहले अनुभाग में छुट्टियों के बारे में आम शर्तों और छुट्टी नियमों के लागू होने की सीमा का उल्लेख है। दूसरे अनुभाग में पुराने छुट्टी नियम जो कि 1.1.1931 से पहले सेवा में आयु मुलाजमों को लागू है, दिये गये हैं। तीसरे अनुभाग में 1.1.1931 या उसके बाद में सरकारी सेवा में आने वाले मुलाजमों को लागू होने वाली छुट्टी नियमों का वर्णन है। 1.1.1931 से अब तक लगभग 43 वर्ष से कुछ अधिक समय बीत गया है। इतने लम्बे समय के पश्चात् आशा है कि कोई ऐसा मुलाजम सरकार सेवा में नहीं होगा जिसको पुराने छुट्टी नियम लागू होते होंगे। इसलिये यह प्रस्ताव है कि पुराने छुट्टी नियमों को जिनका वर्णन नियम 8.62 से 8.112 तक है और उनके संदर्भ जहां-जहां भी दिये हों को इस नियमावली को दोबारा छपवाते समय delete कर दिया जाये। इससे पूर्व की इस दिशा में अंतिम निर्णय लिया जाये, आपसे अनुरोध है कि आप इस विषय में अपने विचार दें कि क्या ऐसा करने में कोई आपत्ति तो नहीं और क्या कोई ऐसा मुलाजम आपके विभाग में है जिसको पुराने छुट्टी नियम लागू होते हों।

2. कृपया इस सम्बन्ध में अपना उत्तर 15 दिन के भीतर भेजने का कष्ट करें।

भवदीय,

हस्ता/—

लेखा अधिकारी,

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

एक प्रति :-

वित्तायुक्त राजस्व, हरियाणा  
हरियाणा के सभी प्रशासकीय सचिवों

की सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता/—

लेखा अधिकारी,

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

अशा. क्रमांक 1-ए.ओ.(एफ.डी.)-74

दिनांक जून 20, 1974.

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***These instructions have been Revised vide  
No. 224-2FICW-76/6869, Dated 24.02.1976.***

Copy of letter **No. 4264-2FICW-73/22708 dated 25th June, 1974** from Shri S.N. Bhanot, I.A.S, Commissioner & Secretary to Government Haryana, Finance Department to All Heads of Department, Registrar Punjab and Haryana High Court, Commissioner of Ambala and Hisar Divisions, Deputy Commissioner and District and Session Judges in Haryana.

**Subject : Grant of House Rent Allowance to Government employees.**

I am directed to invite your attention to the Finance Department circular letter No. 2256-FICW-2-67/16662, dated 31st July, 1967, which interalia lays down that while drawing House Rent Allowance a class IV Government employee need not produce rent receipt but should submit a certificate to the effect that he has not been provided any Government accommodation.

2. The question of furnishing a certificate by the class IV Government employees to the effect that they have not been providing with Government accommodation has been further considered audit has been decided a that such Government employees should in further submit a certificate to this effect only twice a year viz., in the month January and July. It should, however be ensured from the copies of House Allotment orders received from time to time from the House Allotment authority, that no class IV employees who has been allotted Government accommodation draws House Rent Allowance.

\*\*\*\*\*

***These instructions have been Superseded vide  
No. 2528-5FR(1)-76/14020, Dated 11.05.1977.***

**No. 686-5FR-74/23055**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 28th June, 1974**

**Subject : Deputation of Government employees to Corporations etc. Terms and Conditions.**

Sir,

I am directed to invite your attention to the Joint Punjab Finance Department Circular Letter No. 10508(3)-FR-II-62/508, dated 28th/31st January, 1963 and subsequent instructions issued from time to time on the subject. The terms and conditions of Haryana Govt. employees who are sent on deputation or foreign service to the State Government undertakings, Local Bodies, Autonomous Bodies and Companies substantially owned or controlled by State Government, are generally settled in accordance with the policy laid down in these letters.

2. In addition to the deputation allowance admissible to these employees, according to the general policy laid down in the matter, they also get incidental allowances i.e. T.A./D.A., House rent allowance, Compensatory Allowances and Medical Concessions as per rules of the concerned bodies. The rates of these allowances are at variance with the rates fixed for the same by the State Government for its employees.

3. In order to rationalize the present policy, the following decisions have, therefore, been taken in the matter :-

- (i) Haryana Government employees proceeding on deputation to State Government undertakings, Local Bodies, Autonomous Bodies and Companies substantially owned or controlled by State Government will be entitled to a deputation allowance at the rate of 10% of their basic pay subject to a maximum of Rs. 100/- per month and further subject to the condition that their pay plus deputation allowance shall not exceed the maximum of the pay scale of the post held on deputation
- (ii) The T.A./D.A., House rent allowance, Compensatory Allowances and Medical Concessions will be admissible to such employees at the rates admissible to the State Government employees from time to time under the extent rules.

4. The decision referred to in para 3 above will be applicable w.e.f. 1.7.1974 and after this date no Government employee on deputation will be entitled to any benefit relating to the above matters over and above these terms. For employees who are on deputation on this date and whose terms of deputation have been settled, the terms will be revised w.e.f. 1.7.1974 to the extent mentioned in para 3. Such cases may be referred to Finance Department for finalisation of revised terms. For employees who are on deputation on 1.7.74 but whose terms of deputation yet not been settled, the Departments are advised to draw up their terms in such a manner that till this date, the deputationists may get the deputation terms in accordance with their entitlement under the existing instructions and from 1.7.1974 onwards their terms of deputation are to be regulated in accordance with para 3 above. For employees who proceed on deputation after 1.7.1974, the terms of deputation will strictly be regulated in accordance with the decision contained in para 3 above.

5. The instructions contained in this letter will not, however, be applicable to the State Government employees who are sent on deputation to :-

- (i) Government of India;
- (ii) Other State Governments; and
- (iii) Bodies under the administrative control of Government of India or the other State Governments.

The terms and conditions of such employees will continue to be governed by the existing instructions on the subject.

6. Instructions in regard to the deputationists who have opted/or may opt for the pay scale of the post under the foreign employer, are being issued separately.

Yours faithfully,

*Sd/-*  
(TIRLOCHAN SINGH)  
Joint Secretary, Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 1278-5FR-74/23948**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala and Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers in Haryana,  
The Registrar, Punjab/Haryana High Court,  
District and Session Judges in the State.

**Dated, Chandigarh, the 12th July, 1974**

**Subject : Deputation of State Government Officers on foreign service to the Developing Countries - Gratuity payable by foreign Government.**

Sir,

I am directed to invite your attention to the provision contained in rule 10.7 of Punjab Civil Service Rules Vol. I (Part I) which inter alia, lays down that a Government servant transferred to foreign service may not, without the sanction of the Government, accept pension or gratuity from his foreign employer in respect of such service. A question has arisen whether State Government Officers on foreign service to the developing countries of Asia, Africa and Latin America who receive gratuity from the foreign Governments should have the option to make pension contributions to the State Revenue and count foreign service for pension. As the gratuity offered by these foreign Governments is not a pensioner benefit the Governor of Haryana is pleased to order that officers/officials of the Haryana State Government, who are deputed to the foreign Governments at the behest of Government of India should be required to pay the usual pension contributions to Haryana State Government, and thus count the period for pension under the Haryana State Government, and that a specific condition to this effect should invariably be included in the orders containing the terms and conditions of their deputation.

2. As regards employees already on foreign service with such Governments on the date of issue of the orders, I am to point out that they will have the option of paying pension contributions to Haryana Government to enable them to count the period of Foreign Service towards pension under the State Government. The option shall have to be exercised within three months from the date of issue of these orders. Those who opt to count this period towards pension should pay the pension contribution of past service on deputation in monthly statements not exceeding 12 along with the contribution for the current period. These instructions may be brought to the notice of all the State Government employees concerned.

Yours faithfully,

*Sd/-*

Deputy Secretary, Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1278-5FR-74/23949,

Dated, Chandigarh, the 12th July, 1974

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Deputy Secretary, Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1278-5FR-74/23950,

Dated, Chandigarh, the 12th July, 1974

A copy is forwarded to the Deputy Secretary to the Government of India, Ministry of Finance (Department of Expenditure for information with reference to his No. F.I (II)-E-IU (B),71/ dated the 7th January, 1974.

*Sd/-*  
Deputy Secretary, Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to Financial Commissioner, Haryana, and all Administrative Secretaries to Government, Haryana for information and guidance.

*Sd/-*  
Deputy Secretary, Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. Financial Commissioner, Haryana,
2. All Administrative Secretaries to Government, Haryana.

U. O. No. 1278-5FR-74,

Dated, Chandigarh, the 12th July, 1974

A copy is forwarded to the Secretary/Principal Secretary/Private Secretaries to the Chief Minister Ministers and State Ministers of Haryana State for information.

*Sd/-*  
Superintendent Finance, Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretaries, Secretaries/Private Secretaries to  
Chief Minister/Ministers and State Ministers, Haryana.

U. O. No. 1278-5FR-74,

Dated, Chandigarh, the 12th July, 1974.

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***These instructions have been revised vide  
No. 38(33)84-WM(6), Dated 24.05.1984.***

**No. 5503-WM(I)-74/26914**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court Chandigarh and  
All the District and Sessions Judges in the State.

**Dated, Chandigarh, the 5th August, 1974.**

**Subject : Advance to Government servants for the celebration of marriage of their children.**

Sir,

I am directed to invite your attention to the Finance Department circular letter No. 4670-WM(I)-74/21827, dated the 19th June, 1974, on the subject and to say that on further consideration it has been decided that in case as a Government servant as measure of economy intends celebrating the marriage of his two children at a time, he will be entitled to a loan equal to his 17 months' pay or Rs. 2,500 whichever is more subject to a ceiling of Rs. 5,000. The loan shall be repayable in 50 monthly installments in case of class II Officers and 75 monthly installments in case of class III & IV Government employees. No subsequent advance during service will be admissible to such an employee.

2. The other conditions laid down in the Finance Department letter No. 1759-WM(I)-74/9184 dated 12th March, 1974 and No. 4670-WM(I)-74/21827 dated 19th June, 1974 will remain unchanged.

3. The receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary Finance (B.R.),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

**Contd...  
Encl.**

### Application for Marriage Advance

1. Name of the applicant  
(in Block letters)
2. Designation.
3. Name of the Department.
4. Whether permanent.
5. Emoluments on which the loan is admissible
  - (i) Basic Pay
  - (ii) Dearness pay.
  - (iii) Special pay.
  - Total :
6. Amount of advance.
7. Recoverable in installments of  
Rs. \_\_\_\_\_ each.
8. Purpose of the advance.
9. Date of birth of applicant as per entry in his service Book.
10. Date of entry into Government service.
11. Date. of compulsory retirement.
12. Approximate date of marriage.
13. Date of birth of the son/daughter of applicant  
as per middle/matriculation certificate.  
In case the boy/girl happens to be illiterate  
affidavit from the applicant as on the date of  
birth of the boy/girl as the case may be obtained  
by the Department.
14. Whether the husband/wife is a Government Servant.

Signature of Government Servant.

### CERTIFICATE

Certified that my wife/husband is working \_\_\_\_\_ Department but has not drawn marriage advance from that Department.

Certified that my wife/husband is not a' Government employee of the Haryana State.

Signature of Government Servant.

### MARRIAGE ADVANCE FORM

Form of agreement to be executed while applying for an Advance or the Celebration of the Marriage in the Family of a Government Servant.

An Agreement made this \_\_\_\_\_ of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_ Between \_\_\_\_\_ of hereinafter called the Borrower, which expression shall include his heir administrators, executors and legal representatives) of the one part and the Governor of Haryana of the other part.

Whereas the Borrower has under the instructions for the grant of advances to Government servants of Haryana Government issued vide Finance Department letter No. 1759-WM(l)-74/9184 dated 12th March, 1974 (hereinafter referred to as the said Rules which expression shall include any amendments thereof or additions thereto for the time being in force) applied to the Government of Haryana (herein after called the Government) for an advance of Rs. \_\_\_\_\_ for the celebration of the marriage \_\_\_\_\_ on the terms and conditions hereinafter contained and whereas the application of the Borrower for the said advance is being considered by the Government.

Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs. \_\_\_\_\_ to be paid by the Government to the Borrower if and when the Government sanction the said advance the Borrower hereby agrees :-

- (1) to pay the Government the said advance with interest calculated according to these rules by monthly deductions from his salary as provide hereby authorises the Government to make such in these rules and deductions.
- (2) to expend, within one month from the date of drawal of the advance, the full amount of the said advance in the celebration of the aforesaid marriage or if the actual expenditure incurred on account of the marriage is less than the advance. to repay the difference to the Government forthwith
- (3) In the event of Borrower's reversion from the Government service before the advance drawn together with interest is fully repaid, to repay in one lumpsum the amount outstanding and the interest due before borrower is actually relieved from the Government service.
- (4) to refund forthwith the amount of advance together with interest in one lumpsum if the aforesaid marriage could not be celebrated or the amount of advance could not be utilised for the purpose for which it was sanction.
- (5) if the Borrower within the period already fixed for recovery of the principal and interest thereon, becomes insolvent or quits the service of the Government bodies, the whole amount of the advance and interest accrued thereon shall immediately become due and payable that if the borrower dies before the advance is repaid, it is also agreed and Declared to have the balance outstanding to get with interest due, recovered from the Death cum Retirement Gratuity payable by the ,Government to the legal heirs of the borrowers.

In Witness where of the Borrower and for and on behalf of the Government of Haryana have hereunto get their hands on the date aforementioned.

Signed by the said  
in the presence of.

(Signature of the witness)

(Signature and designation  
of the borrower)

Signed by (Name and designation)  
for and on behalf of the Governor of Haryana in the Presence of

(Signature of witness)

(Signature and designation of the officer)

“Name and designation of the Borrower.”

**UTILISATION CERTIFICATE**

I, \_\_\_\_\_ employed as in the Department/ office \_\_\_\_\_  
hereby certify that the marriage advance of Rs. \_\_\_\_\_ (Rupees) sanctioned to me vide  
No \_\_\_\_\_ dated the \_\_\_\_\_ has been fully utilised by me for meeting the expenses  
incurred in connection with the marriage of \_\_\_\_\_ celebrated on \_\_\_\_\_.

WITNESS :

Signature of the Borrower

(1)

(2)

\*\*\*\*\*

***These instructions have been revised vide  
No. 9479-WM(3)77/23024, Dated 12.09.1977.***

**No. 5504-WM(I)-74/27990**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in the Haryana State,  
The Registrar, Punjab and Haryana High Court and  
All District and Session Judges in Haryana State.

**Dated, Chandigarh, the 9th August, 1974.**

***Subject : Grant of advance for the purchase of Scooter/Motor Cycle to Government employees.***

Sir,

I am directed to address you on the subject noted above and to say that according to Note 2 of Rule 10.22 of Punjab Financial Rules Volume I, an advance for the purchase of a Motor Cycle/Scooter is admissible to a Government employee whose basic pay including Special pay (if any) is not less than Rs. 200 per mensem. The State Government vide its letter No. 1427-3FR-74/8959, dated the 12th March, 1974, has however, laid down that Dearness Pay will also be treated as pay for the purpose of determining the quantum as well as the limits of admissibility of various advances such as House Building Loans, Motor Car/Motor Cycle/Scooter loans etc. Therefore, it has been decided that the Scooter/Motor Cycle advance will in future be admissible to those Government employees whose pay including Dearness pay and Special Pay (if any) is not less than Rs. 410 per mensem. It has further been decided in partial amendment of Rule 10.22 of P.F.R. Vol. I that the advance for the purchase of Motor Cycle/Scooter shall now be admissible to all Government employees whose pay, including Dearness Pay and Special Pay (if any) is Rs. 410 or more than that.

These instructions are being made effective from 1st July, 1974.

For State Transport Controller:— It is requested that allotment from the State Priority Quota may be made only to such Government employees whose pay including dearness pay and special pay (if any) is not less than Rs. 410 p.m.

The receipt. of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5504-WM(I)-74/29991

Dated, Chandigarh, the 9th August, 1974.

A copy alongwith two spare copies, is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioner, Revenue, Haryana and
- (ii) All Administrative Secretaries to Government, Haryana  
for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner Revenue, Haryana.
- (ii) All the Administrative Secretaries to Government, Haryana.

U.O. No. 5504-WM(I)-74,

Dated, Chandigarh, the 9th August, 74.

**Contd...**

**Encl.**

**ANNEXURE - I**

Form of Agreement to be executed before drawing an advance for the Purchase of a Motor Vehicle.

An Agreement made on \_\_\_\_\_ day of \_\_\_\_ one thousand nine hundred and \_\_\_\_\_ between (herein after called the Borrower which expression shall include his heirs administrators, executors, and legal representatives) of the one part and the Governor of Haryana (hereinafter called 'the Governor' which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Punjab Financial Rules hereinafter referred to as the said rules which expression shall include any amendments thereof for the time being in force applied to the Governor for a loan of Rs.\_\_\_\_ for the purchase of a motor vehicle and whereas the Governor has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs. \_\_\_\_\_ to be paid by the Governor to the Borrower, the Borrower hereby agrees with the Governor (I) to pay the Governor the said amount with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and hereby authorises the Governor to make such deductions and (2) in case any portion or the loan together with the interest accrued on the amount of loan remains unpaid at the time of the retirement/resignation/death of the Borrower, the Borrower hereby agrees to authorised the Governor in consideration of the said amount to recover the balance of loan with interest accrued on the amount of loan out of the Death-cum- Retirement Gratuity payable to the borrower in accordance with the rules. The Borrower further agrees to cancel the nomination made by him under rule 4(6) of the New Pension Rules contained in Appendix 2 of the Punjab Civil Services Rules, Vol. II, so as to leave the Governor free to appropriate the sum found payable to him after retirement in adjustment of the balance of the loan with interest accrued on the amount of loan and (3) within one month from, the date of payment of the said sum to expend the full amount of the said loan in purchase of a motor vehicle or if the actual price paid is less than the loan to repay the difference to the Governor forth with, and (4) to execute a document hypothecating the said motor vehicle to the Governor as security for the amount to be lent to the Borrower as aforesaid and interest in the form provided by the said rules and It is hereby lastly agreed and Declared that if the Motor vehicle has not been purchased and hypothecated as aforesaid within one month from the date of the payment of the said sum or if the Borrower within that period becomes insolvent or quits the service of the Government or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

In Witness whereof the borrower and for and behalf of the Governor have hereunto set their hands the day and year first before written.

Signed by the said in the presence of

\_\_\_\_\_

\_\_\_\_\_

(Signature of Witnesses)

(Signatures and designation of the Borrower.)

Signed by (name and designation)

\_\_\_\_\_

(Signature of Witnesses)

(Signature and designation of the Officer)

**ANNEXURE - II**

I \_\_\_\_\_ authorised the Accountant General, Punjab and Haryana to recover from the death-cum-retirement gratuity, which would become due to me on the date of my superannuated retirement, the balance of outstanding car advance, with interest, in terms of the penultimate paragraph of the agreement dated the \_\_\_\_\_.

Signature \_\_\_\_\_  
Designation of the Govt. \_\_\_\_\_  
Servant \_\_\_\_\_

Dated the \_\_\_\_\_

Certified that I hereby cancel the nomination made by me in respect of the death-cum-retirement gratuity payable, to me at the time of retirement.

Signature \_\_\_\_\_  
Designation of the Govt. \_\_\_\_\_  
Servant \_\_\_\_\_

Dated the \_\_\_\_\_

\*\*\*\*\*



***These instructions have become obsolete.***

**No. 5607-1B&C-74/28022**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Chief Engineer, Irrigation Works, Haryana,  
The Chief Engineer, P.W.D. B&R Branch, Haryana,  
The Chief Engineer, P.W.D. Public Health Branch Haryana,  
The Chief Conservator of Forests, Haryana.

**Dated, Chandigarh, the 12th August, 1974**

**Subject : Economy in expenditure.**

Sir,

I am directed to refer to Finance Departments circular letter No. 4040-1B&C-73/33166 dated the 24th, August, 1973 on the subject noted above wherein some economy measures were suggested in order to reduce the Government expenditure on such wider scale.

2 In the context of the current difficult situation in the country, the Government of India, Ministry of Finance has decided, vide their letter No. F.5(1)/PFII/ 74, dated the 23-1-1974 (copy with a copy of enclosure is enclosed) that no expenditure save in exceptional circumstances should be incurred during the financial year 1974-75 on whitewashing, repairs and maintenance in respect of Government buildings both residential and non residential. The matter has been considered by the Haryana Government and it has been decided that the instructions of the Govt. of India should be followed by them. I am, therefore, to request that action in this respect may kindly be taken strictly in accordance with these instructions.

Yours faithfully,

*Sd/-*

(Sunil Ahuja)

Deputy Secretary Finance (Budget)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5607-1B&C-74/28023

Dated, Chandigarh, the 12th August, 1974

A copy with copies of enclosures is forwarded to Accountant General, Haryana, Chandigarh for information and necessary action in continuation of Finance Department endorsement No. 4040-1B&C-74/33167 dated 24-8-73.

*Sd/-*

(Sunil Ahuja)

Deputy Secretary Finance (Budget)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy with copies of enclosures is forwarded to the :-

1. Commissioner & Secretary to Govt. Irrigation and Power Department Haryana.
2. Commissioner & Secretary P.W.D.(B&R) Department to Govt., Haryana.
3. Commissioner & Secretary to Govt. Haryana, Forest Department;  
for information and necessary action with reference to Finance Department's  
U.O. No. 4040-1B&C-73/ dated 24th August, 1973.

*Sd/-*

(Sunil Ahuja)

Deputy Secretary Finance Budget  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. The Commissioner & Secretary to Govt., Haryana,  
Irrigation and power Department.
2. The Commissioner & Secretary to Govt., Haryana,  
P.W.D. (B&R) Department.
3. The Commissioner & Secretary to Govt., Haryana,  
Forest Department.

U.O. No. 5607-1B&C-74

Dated, Chandigarh, the 12th August, 1974

A Copy with copies of enclosures is forwarded for information to the :-

1. Financial Adviser and Deputy Secretary to Govt., Haryana,  
Finance Department.
2. Under Secretary to Government, Haryana, Finance (D)  
Department.

*Sd/-*

(Sunil Ahuja)

Deputy Secretary Finance Budget  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. The Financial Adviser and Deputy Secretary to  
Govt., Haryana, Finance Department.
2. The Under Secretary to Government, Haryana  
Finance Department (F.D.-III Branch).

U.O. No. 5601-1B&C-74

Dated, Chandigarh, the 12th August, 1974.

**Contd...**

**Encl.**

**No. 5 (1)-PFII/74**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF EXPENDITURE, PLAN**  
**FINANCE DIVISION.**

New Delhi, dated January 23, 1974.

**Office Memorandum**

**Subject : Annual repairs, white washing etc., buildings belonging to Government and Government Undertakings.**

The Undersigned is directed to invite a reference to this Ministry O.M. No. F26(18)/PFIII/73 dated the 14th August, 1973(Copy enclosed), imposing a ban on annual repairs, white washing etc. of building belongings to Govt. and Govt. Undertakings with some special exceptions, and to say that it has now been decided, as a continuing measure of economy in the context of the current difficult financial situation, that no expenditure, save in exceptional circumstances, should be incurred during the financial year 1974-75 on white washing, repairs and maintenance in respect of those building, both residential and non-residential, in the charge of the Central Public Works Department which were white-washed, repaired or maintained during the financial year 1973-74.

2. It has also been decided that no expenditure, save in exceptional circumstances, should be incurred during the financial year 1974-75 also on minor works and additions/alterations to buildings, both residential and non-residential, in the charge of the central Public Works Department.

3. These orders will be subject to what has been stated in paragraphs 3, 4, 5 of this Ministry's O.M. No. F26(18)/PF-II/73 dated the 14th August, 1973.

4. In respect of buildings under the control of other Ministries, like Defence, Post and Telegraph, Railways, Information and Broadcasting, Food and Agriculture, and buildings Public Sector Undertakings the Ministries concerned should issue necessary orders immediately for effecting similar economies during the financial year 1974-75.

5. Budget Estimates for 1974-75 in respect of the above services should be framed taking into account the above decisions.

6. These decisions are also being separately brought, to the notice of the Chief Secretaries to all state Governments and Union Territories so that they may consider adoption of similar policy in respect of buildings under their control.

Sd/-  
(M. R. Yardi)  
Finance Secretary.

**Contd...**

**F. No. 26(18)/PF-II/73**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF EXPENDITURE**  
**PLAN FINANCE DIVISION**  
**New Delhi, dated the 14th August, 1973.**

**Office Memorandum**

**Subject : Annual repairs, white washing etc., buildings belonging to Government and Government Undertakings.**

The undersigned is directed to invite a reference to Cabinet Secretariat's O.M. No. 6/1/14/71/-CF dated 18th November, 1971, imposing a ban on annual repairs, white washing, etc., of building belonging to Government and Government undertakings with some special exceptions and to Cabinet Sectt.'s O.M. of even number dated 21st February, 1973 lifting this ban with effect from 1st March, 1973, and to say that it has now been decided, as a measure of economy in the context of the current difficult financial situation, that with effect, no expenditure, save in exceptional circumstances, should be incurred during the current financial year on white washing, repairs and maintenance in respect of those buildings, both residential and non-residential, in the charge of the Central Public Works Department which were white washed, repaired or maintained during the last financial year.

2. It has also been decided that, with immediate effect, no expenditure, save in exceptional circumstances, should be incurred during the current financial year on minor works and additions/alterations to buildings, both residential and non-residential, in the charge of the Central Public Works Department.

3. Where, however, contracts have already been awarded in respect of types of work mentioned in paras 1 & 2 above and work is in progress during this year, the expenditure should be kept down to the lowest level possible.

4. Exceptions to the rule that no expenditure should be incurred on the above services may be made only in respect of the following :-

- (i) A limited number of prestige buildings, such as Rashtrapati Bhavan (main building), Prime Minister's House(main building), Vigyan Bhavan, Parliament House(in consultation with the Speaker of Lok Sabha and the chairman of the Rajya Sabha), Ashoka, Janpath and other public Sector Hotel Buildings, etc., terminal buildings at International airports at Madras, Bombay, Calcutta and New Delhi.
- (ii) Buildings which are in heavy rain-fall areas or in some coastal towns where the salt content in the atmosphere is a major factor causing special maintenance problems of buildings-in such cases also, repainting of iron work liable to rust or corrosion or other maintenance work essential to prevent deterioration, which would necessitate heavy repairs subsequently may be undertaken.
- (iii) Such portions of the buildings for which annual maintenance etc. are essential in the interest of sanitation, like interiors of hospital buildings, residential buildings in which there have been cases of infectious diseases etc.

5. Where it is considered that in exceptional cases it is necessary to have white washing etc., the work should be done departmentally by using work-charged establishment to the maximum extent.

6. It has also been decided that in respect of buildings under the control of other Ministries, like Defence, P&T, Railways, Information & Broadcasting, Food & Agriculture, and buildings of Public sector undertakings, the Ministries concerned should issue necessary orders immediately for effecting similar economies.

7. Revised budget provisions for 1973-74 in respect of the above services should be framed taking into account the savings resulting from the above decisions. The extent of the savings achieved during the current financial year may be reported to the Ministry of Finance by the end of September, 1973.

8. These decisions are also being separately brought to the notice of the Chief Secretaries to all state Governments and Union Territories so that they may consider adoption of a similar policy in respect of buildings under the control of the State Governments and the State, Government Undertakings.

Sd/-  
(M. R. Yardi)  
Finance Secretary.

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**No. 4899(B)-6FR-74/29740**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments in the State,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 21st August, 1974**

**Subject : Revision of scales of pay of the posts of Personal Assistants/Deputy Superintendents "A" Class offices.**

Sir,

I am directed to address you on the subject cited above and to say that the question of revision of scale of pay of the posts of Personal Assistants/Deputy Superintendents . A' Class Offices at present in the scale of Rs. 225-15-360/20-500 plus Rs. 50/-p.m. special pay has been under consideration of the Government. The matter has been examined and it has been decided that the scale of pay of Personal Assistants/Deputy Superintendents "A' Class Offices be revised from Rs. 225-15-360/20-500 plus Rs. 50/-p.m. special pay to Rs. 350-25-500/30-650 with effect from the date of issue of orders. The pay of the concerned officials may be fixed under the normal rules :-

2. The additional benefit consequent upon their pay fixation in the revised scales may be regulated in accordance with the provisions made in "The Additional Emoluments (Compulsory Deposits) Ordinance, 1974". Detailed instructions in this behalf are being issued separately, by the Finance Department.

Yours faithfully,

Sd/-

(PARTAP SINGH)

Deputy Secretary Finance (Regulations)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been revised or  
have become obsolete.***

**No. 6600-WM(I)-74**

From

Shri S.N. Bhanot, I.A.S.,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioner, Ambala Division, Ambala,  
all the Deputy Commissioners and  
Sub Divisional Officers, Civil in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh  
and all the District and Sessions Judges in Haryana State.

**Dated, Chandigarh, the 21st August, 1974**

***Subject : Instructions regarding grant of advances to Government servants.***

Sir,

I am directed to say that after the formation of Haryana State with effect from the 1st November, 1966, several instructions for liberalising the rules regarding grant of advances to Government servants as contained in the Punjab Financial Rules Volume I, have been issued by the Finance Department. All these instructions have been consolidated in a book-let form; copies of which are being sent to you for guidance.

Yours faithfully,

Sd/-  
(SOM RAJ)  
Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 6600-WM(I)74/

Dated, Chandigarh, the 21st August, 1974

A copy alongwith two spare copies of the enclosure is forwarded to the Accountant General, Haryana, Simla for information.

Sd/-  
(SOM RAJ)  
Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

(i) Financial Commissioner, Revenue; and

- (ii) All the Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
(SOM RAJ)  
Under Secretary Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana; and
- (ii) All the Administrative Secretaries to Government Haryana.

U.O. No. 6600-WM(I)-74,

Dated, Chandigarh, the 21st August, 1974.

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**No. 5396-3FR-74/31789**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 6th September, 1974.**

**Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.**

Sir,

In continuation of Haryana Government Finance Department Circular letter No. 1699-3FR-74/10392, dated the 20th March, 1974, on this subject, I am directed to say that it has further been decided that with effect from 1st February, 1974, rates of additional dearness allowance for the State Government employees belonging to Classes II, III and IV services shall be revised as follows :

<b>Range of emoluments</b>	<b>Rate of additional dearness allowance per month</b>
Upto Rs. 300	20% of emoluments.
Above Rs. 300 and upto Rs. 1,200	15% of emoluments subject to a minimum of Rs. 60 per mensem and a maximum Rs. 135 per mensem.
Note :- The payments on account of additional dearness allowance shall be rounded off to the nearest 10 Paise.	

2. The additional dearness allowance now sanctioned with effect from the 1st February, 1974 shall be calculated on the emoluments as defined in para 2 of Haryana Government Finance Department letter referred to above and will be subject to adjustment of the part of adhoc relief mentioned in column 5 of Annexure II appended with Finance Department Circular Letter No. 1699-3FR-74/10392, dated the 20th March, 1974, as per illustrations given in Annexure to this letter.

3. Payments to be made in respect of this additional dearness allowance sanctioned with effect from the 1st February, 1974 shall be further subject to the provisions of the Additional Emoluments (Compulsory Deposit) Ordinance, 1974 and necessary instructions in respect of its mode of operation are being issued separately for your guidance.

4. No portion of this additional dearness allowance now sanctioned shall be treated as 'pay' for any purpose.

5. The additional dearness allowance will be admissible to work-charged employees also. It will, however, not be admissible to the staff paid from contingencies, casual labour, Staff employed on daily wages, part time and those working on piece-rate system. It will also not be

admissible to employees on contract basis, except where admissible in terms of their contract.

Yours faithfully,  
Sd/-  
(PARTAP SINGH)  
Deputy Secretary Finance (Regulations)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5396-3FR-74/31790,

Dated, Chandigarh, the 6th September, 1974.

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information, in continuation of Haryana Government Finance Department, Endorsement No. 1699-3FR-74/10393, dated the 20th March, 1974.

Sd/-  
(PARTAP SINGH)  
Deputy Secretary Finance (Regulations)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioner Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana, for information and guidance.

Sd/-  
(K.G.WALIA)  
Superintendent Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) Financial Commissioner} Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 5396-3FR-74,

Dated, Chandigarh, the 6th September, 1974.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/ Ministers/ Ministers of State.

Sd/-  
(K.G.WALIA)  
Superintendent Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 5396-3FR-74,

Dated, Chandigarh, the 6th September, 1974.

**ANNEXURE**

**Example: I** An employee with a basic pay of Rs. 70/- and total emoluments of Rs. 170 will now be entitled to an additional dearness allowance of Rs. 34 with effect from 1st February, 1974. After adjusting the adhoc relief of Rs. 9.40 he will be entitled to a dearness allowance of Rs. 24.60 of which Rs. 17.80 are already being paid to him with effect from 1st January, 1974. He will, thus, be entitled to an addition of Rs. 6.80 to his present additional dearness allowance with effect from 1st February, 1974.

**Example: II** An employee with a basic pay of Rs. 225 and total emoluments of Rs. 421/- will now be entitled to an additional dearness allowance of Rs. 63.15 at 15% of his emoluments with effect from 1st February, 1974. After adjusting the adhoc relief of Rs. 21.75 he will be entitled to a dearness allowance of Rs. 41.40 of which Rs. 28.80 are already being paid to him with effect from 1st January, 1974. He will, thus, be entitled to an addition of Rs. 12.60 to his present dearness allowance with effect from 1st February, 1974.

**Example: III** An employee with a basic pay of Rs. 520 and with total emoluments of Rs. 733 will now be entitled to an additional dearness allowance of Rs. 109.95 at 15% of his emoluments with effect from 1st February, 1974. After adjusting the adhoc relief of Rs. 32.75 he will be entitled to an additional dearness allowance of Rs. 77.30 of which Rs. 55.30 are already being paid to him. He will, thus, be entitled to an addition of Rs. 22 to his present dearness allowance.

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**No. 4883-3FR-74/31817**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub-Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 6th September, 1974.**

**Subject : Grant of Additional Dearness Allowance to Class I & II Officers of the Government of Haryana.**

Sir,

I am directed to say that Government have decided to sanction additional dearness allowance to its Class II Officers and to all such Class II Officers, who are drawing emoluments exceeding Rs. 1,200 per menses at the rates and from the dates given hereunder :-

Sr. No.	Period	Range of emoluments	Rules of additional dearness allowance p.m.
1.	1-5-73 to 31-7-73	Employees drawing emoluments above Rs. 300 and up to Rs. 900.	3% of emoluments subject to minimum of Rs. 12 and a maximum of Rs. 27
		Subject to marginal adjustments at higher levels of emoluments so that the emoluments plus additional dearness allowance do not exceed Rs. 927.	
2.	1-8-73 to 30-9-73	Employees drawing emoluments up to Rs. 1,600	6% of emoluments subject to a minimum of Rs. 24 and a maximum of Rs. 54.
		Subject to marginal adjustments at higher levels of emoluments so that emoluments plus additional dearness allowance do not exceed Rs. 1654	
3.	1-10-73 to 31-12-73	Employees drawing emoluments subject to minimum of Rs. 2250	9% of emoluments subject to a minimum of Rs. 36 and a maximum of Rs. 81.
		Subject to marginal adjustments at higher levels of emoluments so that emoluments plus additional dearness allowance do not exceed Rs. 2,331	
4.	1-1-74 to 31-1-74	(i) Employees drawing emoluments above Rs. 300 and upto Rs. 900	12% of emoluments subject to a minimum of Rs. 48 and a maximum of Rs. 108.
		Subject to marginal adjustments at higher levels of emoluments upto Rs. 926 so that emoluments plus additional dearness allowance do not exceed Rs. 1,008	
		(ii) Employees drawing emoluments above Rs. 1653 will continue to draw additional dearness allowance as at serial No. 3 above.	
5.	1-2-74 onwards	(i) Employees drawing emoluments up to Rs. 1600	15% of emoluments subject to a minimum of Rs. 60 and a maximum of Rs. 135
		Subject to marginal adjustments at higher levels of emoluments upto Rs. 926 so that emoluments plus additional dearness allowance do not exceed Rs. 1,735	
		(i) Employees drawing emoluments above Rs. 1,653 will continue to draw additional dearness as at Serial No. 3 above.	

2. The additional dearness allowance shall be calculated on the emoluments which will be the sun- total of the pay dearness allowance and the two adhoc relief granted with effect from 1st April, 1972 & 1st December, 1972. The term 'pay' would be as defined in rule 2.44(1)(i) and (ii) of Punjab C.S.R. Vol. I, Part I i.e., basic pay, personal pay special pay overseas pay, technical part and deputation allowance where admissible.

3. The payment of account of additional dearness allowance shall be rounded off to the nearest 10 paise.

4. The additional dearness allowance now sanctioned will be subject to a adjust-mint of the part of adhoc relief sanctioned with effect from 1st April, 1972 & 1st December, 1972 in various pay ranges to the extent indicated in column 5 of the table below :-

Pay ranges	Existing D.A. Including D.P.	Ad-hoc Relief	Emoluments for calculating D.A.	Part of Ad-hoc Relief to be adjusted
1	2	3	4	5
Rs.	Rs.	Rs.	Rs.	Rs.
400 to 449	160	50	610 to 659	21.25
450 to 499	164	50	664 to 713	20.75
500 to 575	163 to 120	70	733 to 765	32.75
576 to 1,019	120	69 to 60	765 to 1,199	45.00
1,020 to 1,250	100	60	1,180 to 1,410	45.00
1,251 to 1,294	100	59 to 16	1,410	44.00 to 1.00
1,295 to 1,309	100	15 to 1	1,410	Nil

**Note :-** The employees drawing pay of Rs. 1,310 any above were not given any adhoc relief and therefore, no adjustment is to be made in their cases.

The Haryana Government Finance Department Circular Letter No. 1699-3FR-74/10392, dated the 20th March, 1974 also clarifies the details in regard to the adjustment of the part of adhoc relief in respect of pay ranges not included in the above table

5. No Portion of this additional dearness allowance as now sanctioned shall be treated as "pay" for any purpose.

6. Payments to the made in purpose of these instructions shall be subject to the provisions of the Additional Emoluments (Compulsory Deposit) Ordinance, 1974. Necessary instructions in this matter are being issued separately.

Yours faithfully,

Sd/-

(PARTAP SINGH)

Deputy Secretary Finance (R)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have become obsolete.***

**No. 5770-3FR-74/33871**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 25th September, 1974**

**Subject : Additional Emoluments (Compulsory Deposit) Act, 1974 - Procedure for deductions and maintenance of accounts.**

Sir,

I am directed to state that the Central Government have enacted the Additional Emoluments (Compulsory Deposit) Act, 1974, (Act No. 37 of 1974) with the object "to provide, in the interests of national economic development, for the compulsory deposit of additional emoluments and for the framing of a scheme in relation thereto and for matters connected therewith or incidental thereto."

2. Under this Act, 100 per cent of additional wages for a period of one year and 50 per cent of additional dearness allowance for a period of two years are required to be educated, interalia, from the emoluments of the employees of the State Government and kept in separate deposit accounts. The State Government have recently sanctioned additional dearness allowance to Class I and II Officers in receipt of emoluments (pay, dearness allowance and ad-hoc-relief's) exceeding Rs. 1,200 and increased the additional dearness allowance of other class II, III and IV employees from the 1st February, 1974. The provisions of the above-mentioned Act are applicable, interalia, to the additional dearness allowances mentioned above as they have been sanctioned after the appointed day. A copy of the Act is enclosed for reference and guidance.

Some of the important features of the Act are given below for sake of facility :-

- (i) The Act came into force on the 6th July, 1974, except section 14 which came into force at once.
- (ii) "appointed day" means the 6th day of July, 1974.
- (iii) its provisions are applicable to the 'additional dearness allowance' and 'additional wages' as defined below :-
  - (a) "additional dearness allowance" means such dearness. allowance as may be sanctioned from time to time, after the appointed day, over and above

the amount of dearness allowance payable in accordance with the rate in force immediately before the date from which such sanction of additional dearness allowance is to take effect. (Also see explanations below section 2(b) of the Act.)

(b) "additional wages" means such wages, over and above the wages payable to an employee in accordance with the rates in force immediately before the appointed day, as may become payable to the employee in respect of any period after the appointed day pursuant of any wage revision, whether by or under an agreement or settlement between the parties or any award, decree or order of any court, tribunal or other authority or otherwise, but does not include :-

(1) any increment due to the employee in accordance with the time scale applicable to the post held by him immediately before the appointed day, and any consequent increase in any allowance (not being dearness allowances), admissible under any rule or order in force immediately before the appointed day;

(2) any higher wages payable to the employee on his :-

(a) promotion to a higher post and any increment, being an increment within the prescribed limits, due to the employee in such higher post;

(b) deputation or transfer to an equivalent post or to any post involving higher responsibilities and duties;

(3) any special pay, honorarium, fee or reward payable for any special work done;

(4) any remuneration payable for overtime work;

(5) any increase in wages consequent on the revision of the minimum rates of wages fixed under the Minimum Wages Act, 1948;

(6) any increase in wages sanctioned in pursuance of the recommendations made-

(a) by the Third Central Pay Commission;

(b) before the appointed day, by any Pay Commission appointed by a State Government in relation to the employees of that Government;

(c) by any Committee constituted, before the appointed day, by Parliament, Supreme Court or any High Court in relation to any employee of Parliament, Supreme Court or High Court, as the case may be.

(Also see explanations below section 2(c) of the Act).

(iv) "employer" means in relation to an establishment belonging to or under the control of the Central Government or a State Government, the person or authority appointed by the appropriate Government for the supervision and control of the employees, or where no person has been so appointed, the head of the Department concerned.

- (v) The Act is applicable, among others, to the employees of the State Government.
- (vi) The deductions required to be made under the Act shall be made :-
  - (a) in the case of additional wages, for a period of one year from the appointed day; and
  - (b) in the case of additional dearness allowance, for a period of two years from the appointed day.
- (vii) All drawing and disbursing officers shall be responsible for making deductions required to be made under the Act from the emoluments of employees whose emoluments are drawn and disbursed by them. The Gazette Officers or other employees who draw their own emoluments will be responsible for making deductions required to be made under the Act from their own emoluments.
- (viii) Particular attention is also drawn to the penal provisions contained in Section 14 of the Act.

3. The accounting procedure for the transactions connected with the compulsory deposit of additional emoluments relating to Government employees has been considered by the Central Government in consultation with the Comptroller and Auditor General of India. The Central Government have decided as per their enclosed instructions that pending formal notification of the Schemes under the Act, the following procedure should be followed for making deductions of the additional emoluments and maintenance of related accounts.

**(i) Manner of deduction**

100 per cent additional wages and 50 per cent of additional dearness Allowance will be deducted from pay bills. (For this purpose two additional columns namely (i) Deductions on account of additional wages and (ii) Deductions account of additional dearness allowance may be provided in the pay bills for showing deductions made on this account in respect of each employee. Each deduction will be made in whole rupees. Fraction below 50 paise will be ignored and fraction of 50 paise or more will be increased to one complete rupee. A separate schedule for each type of deduction indicating the name of office, the section of establishment, if necessary, the period of claim from which deductions made and total deductions made (both in figures and words) duly signed by the Drawing and Disbursing Officer should be attached with the bill. The Drawing and Disbursing Officers responsible for preparation of establishment bills will make the deductions on account of additional wages and dearness allowance from the bills. Such deductions in respect of Government employees who draw their own pay will be made by those Government employees themselves. Such deductions will be credited to the following heads of accounts in the State Section of treasury accounts in the case of Haryana State pay bills and in the Central Section of accounts in the case of Central Government pay bills :-

<b>Name of deduction</b>	<b>Head of Account</b>
1. Additional Wages	858-Suspense Account- Additional Wages Deposit Suspense Account.
Additional Dearness Allowance	858- Suspense Account- Additional Dearness Allowance Deposit Suspense Account.



In the case of pay bills presented for payment at the State Treasuries for payment, the Treasury Officer will adjust the amounts of deductions by transfer credit to the above mentioned heads, as in the case of income tax and house rent deductions. He will also send to the Accountant General concerned, a monthly schedule in support of the credits appearing in the above mentioned Suspense Accounts. In the case of pay bills of Haryana State employees presented for payment at the treasuries of other Governments under the arrangements already made, credit of deductions will be passed on to the Accountant General, Haryana, under the normal procedure laid down for the purpose through the "Inter-State Suspense Account" or "Adjusting Account between Central and State Governments", by the respective Accountant Generals whom those treasuries render accounts.

**(ii) Procedure for remitting the account of deductions to Reserve Bank**

On the basis of the credits to the Suspense Accounts indicated in the ray bills and as compiled in the monthly accounts, the Accountant General, Haryana, will advise the Reserve Bank to reduce the Government's cash balance by debit to the two Suspense Accounts in the Government Accounts.

Separate accounts will be opened in the books of the Reserve Bank of India for the Accountant General, Haryana, for the two funds (Additional Wages and Additional Dearness Allowance) and corresponding credits will be given by the bank to these Accounts.

**(iii) Maintenance of individual ledger accounts**

The individual ledger accounts for each Deposit Account in respect of each employee will be maintained by the following authorities :-

	<b>Category of employees</b>	<b>The authority which will maintain the accounts</b>
(i)	Employees who do not draw their own pay bills	The Drawing and Disbursing Officer
(ii)	Employees who draw their own pay bills concerned.	The Drawing and Disbursing Officer of the office in which the employees are working.

The authorities who keep individual ledger accounts will make the monthly postings with reference to the deductions for additional wages and additional dearness allowance from the pay bills, as and when the bills are encashed. The heads of office who keep the individual accounts should obtain a deduction certificate (Proof Certificate) from the Treasury Officer every month in respect of all bills (including bills of Gazette Officers and employees drawing their own pay, attached to his office) which are encashed at the treasury and from which deductions are made. The monthly postings in the individual ledger accounts should be agreed with the total shown in the deductions certificate (Proof Certificate) received from the Treasury Officer and a separate check register for this purpose should be maintained. Where an employee is transferred to or from an office during the course of the year, the office from which the employee is transferred should forward to the office to which he is transferred a statement showing complete particulars of deductions and obtain the acknowledgment of the latter office for the receipt of the statement. These should also be suitably noted in the individual ledger accounts. The office which receives such statement will open an account for the employee in its ledger and the amounts transferred as shown in the statement should be posted in the ledger account opened for the employee.

Interest will be calculated by the authority who maintains the individual account on the basis of interest rates prescribed by the Government from time to time. He will also furnish to each employee an annual statement of balance separately for 'additional wages' and 'additional dearness allowance.

**(iv) Procedure for repayment of principal and payment of interest and proformae of Accounts etc.**

Instructions about the procedure for repayment of principal, payment of interest, proforma of nominations and their preservation and proforma of account required to be maintained for the above purpose are yet awaited from the Central Government. These will be forwarded to you as soon as these are received from them. A copy of Government of India letter No. 3(1)/C.D./74-spl. dated the 9th September, 1974, alongwith its enclosure is also enclosed for information, guidance and compliance with particular reference to sub-paras (5) and (7) of para 1 of the enclosure.

A copy of these instructions and the enclosures may be supplied to all drawing and disbursing officers and other employees, drawing their own pay, working under you for information and careful compliance. Their acknowledgements may also be obtained and kept on record. You are also requested to issue instructions to all the employees under you, who are drawing their own pay to furnish necessary information about the deductions to be made by them on this account from their pay bills to the Drawing & Disbursing Officers concerned to enable them to maintain their individual ledger accounts.

Yours faithfully,

*Sd/-*  
(PARTAP SINGH)  
Deputy Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Enclosures :-

Act and Instructions.

No. 5770-3FR-74/33872

Dated, Chandigarh, the 25th September, 1974

A copy, alongwith copies of enclosures, is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
(PARTAP SINGH)  
Deputy Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5770-3FR-74/33873

Dated, Chandigarh, the 25th September, 1974

A copy, with copies of enclosures, is forwarded to ail the Treasury Officer and Assistant Treasury Officers in the State for information and necessary action They should ensure that deductions required to be made under the Act are made from the pay bills presented to them for making or authorizing payment.

A copy of Govt. of India letter No. 3(1)C.D./74-Spl. dated the 9th September, 1974, alongwith its enclosure is also, enclosed for information, guidance and compliance with particular reference to sub-paras (8) and (9) of para 1 of the enclosure.

*Sd/-*  
(PARTAP SINGH)  
Deputy Secretary Finance (R)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy, with copies of enclosures, is forwarded to the :-

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana  
for information and guidance.

*Sd/-*  
(K.G. WALIA)  
Superintendent Finance (Regulations),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 5770-3FR-74

Dated, Chandigarh, the 25th September, 1974

Copies with copies of enclosures are forwarded to the Principal Secretary Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(K.G. WALIA)  
Superintendent Finance (Regulations),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 5770-3FR-74,

Dated, Chandigarh, the 25th September, 1974.

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***These instructions have been Revised vide  
No. 768-3FICW-83, dated 04.04.1983.***

क्रमांक 25312-2एफ0आई0सी0डब्ल्यू0-74 / 34693

प्रेषक

आयुक्त एवं सचिव हरियाणा सरकार,  
वित्त विभाग।

सेवा में

सभी विभागाध्यक्ष,  
रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय,  
आयुक्त अम्बाला तथा हिसार मण्डल,  
हरियाणा के आयुक्त तथा जिला एवं सत्र न्यायधीश।

**दिनांक : चण्डीगढ़ 1 अक्टूबर, 1974 (1st October, 1974)**

**विषय : सरकारी कर्मचारियों को मकान किराया भत्ता देना।**

महोदय,

मुझे निर्देश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार क पत्र क्र० 3295-एफ0आई0सी0डब्ल्यू0(2)71/28109 दिनांक 24/9/71 की ओर दिलाऊँ और कहूँ कि यह निर्णय लिया गया है कि फरीदाबाद कम्पलैक्स में स्थित सरकारी कर्मचारियों को संयुक्त पंजाब के पत्र सं० 956एफ0आई0सी0डब्ल्यू065/1548 दिनांक 20/2/65 में उल्लेखित शर्तों पर तथा इसके पश्चात् समय-समय पर जारी दिए गए अनुदेशों अनुसार वेतन का 12½ प्रतिशत की दर से मकान का किराया भत्ता दिया जाए।

यह आदेश इस पत्र के जारी होने की तिथि से लागू होंगे।

भवदीय,

हस्ता/—

वितीय सलाहकार

कृते: आयुक्त एवं सचिव, हरियाणा सरकार,  
वित्त विभाग।

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***These instructions were superseded vide  
No. 12669-(1)/WM-77/35145, Dated 14.12.1977.***

**No. 7832-WM(I)-74/35450**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh  
and all District and Session Judges in Haryana State.

**Dated, Chandigarh, the 7th October, 1974**

**Subject : Grant of Second House Building Advance for the construction of a House at Faridabad.**

Sir,

I am directed to address you on the subject and to say that the State Government have decided in relaxation on note 1 below clause (iv) of Rule 10.16 of P.F.R. Volume I, to grant a second house building loan for the purchase of land and/or construction etc. of a house at Faridabad to these employees who had already constructed a house at Chandigarh prior to 1.11.1966 with the aid of loan taken from the State Government, subject to the following stipulations :-

- (i) the balance of the previous advance plus interest thereon, shall be adjusted from the second admissible amount;
  - (ii) the previous house shall be disposed of within six years from the date of the drawal of the second advance;
  - (iii) the State Government shall be informed about the sale proceeds of the house built with the help of first advance; and
  - (iv) 50% amount of these sale proceeds or the outstanding principal and interest accrued on the amount, whichever is less, shall be paid to Govt. in the discharge of the second loan.
2. Agreement form in respect of this second loan will be furnished shortly.
  3. The receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 7832-WM(I)-74/35451

Dated, Chandigarh, the 7th October, 1974

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies forwarded to the :-

The Financial Commissioner Revenue, Haryana and  
All Administrative Secretaries to Government, Haryana  
for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 7832-WM(I)-74,

Dated, Chandigarh, the 7th October, 1974.

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***These instructions have been Revised vide  
No. 6/1/80/3FR-II, Dated 21.02.1980.***

**No. 6283-3FR-74/37134**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments stationed at Chandigarh and  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 22nd October, 1974.**

**Subject : Chandigarh Compensatory Allowance.**

Sir,

I am directed to invite your attention to the subject referred to above and to the Haryana Government Finance Department instructions issued vide its Circular Letter No. 1423-3FR-74/8946, dated 12th March, 1974 governing the same.

2. With a view to rationalize the present formula of paying Chandigarh Compensatory Allowance and to enlarge the scope of this facility, the Government have now decided that the maximum adjusting limit for Chandigarh Compensatory Allowance at Rs. 646.87 be removed with effect from 1st October, 1974 and this allowance be granted to all the employees (including Officers belonging to the All India Services) stationed and residing at Chandigarh at the rate of 12½% of their basic pay plus dearness pay subject to a maximum of Rs. 75/- per month.
3. Payments accruing on account of this decision will, however, be subject to the provision of the Additional Emoluments (Compulsory Deposit) Act, 1974.

Yours faithfully,

*Sd/-*  
(PARTAP SINGH)  
Deputy Secretary Finance (Regulations)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 6283-3-FR-74/37135,

Dated, Chandigarh, the 22nd October, 1974.

A Copy is forwarded to the Accountant General, Haryana, Chandigarh, for information.

*Sd/-*  
(PARTAP SINGH)  
Deputy Secretary Finance (Regulations)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

1. Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana for information and guidance.

Sd/-  
(K.G. WALIA)  
Superintendent Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. Financial Commissioner, Revenue Haryana,
2. All Administrative Secretary to Government, Haryana.

U.O. No. 6283-3FR-74,

Dated, Chandigarh, the 22nd October, 1974

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

Sd/-  
(K.G. WALIA)  
Superintendent Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 6283-3FR-74/371434

Dated, Chandigarh, the 22nd October, 1974

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Copy of Circular letter **No. 5505-3FR-74/33335 dated 23rd October, 1974** from the Commissioner & Secretary to Government, Haryana, Finance Department to all Heads of Departments, etc.

**Subject : Conveyance allowance to all Class IV employees.**

I am directed to invite a reference to Haryana Government Finance Department Circular letter No. 1422-3FR-74/8944, dated 12th March, 1974, on this subject and say that a doubt has arisen whether this Allowance will be admissible to a class IV employee who proceeds on leave. The matter has been considered and it has been decided that Class IV employee will continue to draw this allowance during the period of leave also.

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***These instructions have been Revised vide  
No. 2565-2FICW-75/8478, Dated 23.03.1977.***

**No. 4326-2FICW-74/39132**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Registrar Punjab and Haryana High Court,  
Commissioners of Ambala and Hisar Divisions,  
All Deputy Commissioners and  
District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 11th November, 1974.**

***Subject :* Grant of House Rent Allowance to Govt. employees.**

Sir,

I am directed to refer to Haryana Government letter No. 1699-2FICW-74/16792, dated 13-5-1974 and to say that a doubt has arisen as to whether the Government have deleted para 4(v) of erstwhile Punjab Government letter No. 956-FCW-65/1548, dated 20-2-65 and henceforth both husband and wife are eligible to claim House Rent Allowance even though both are Government servants. It is clarified that the instructions contained in the aforesaid para are still operative and the House Rent Allowance is admissible to only one of them if both are Government servants as heretofore. However, to remove the ambiguity the word "Other Governments" appearing in the fifth line of Haryana Government letter No. 1699-2FICW-74/1679 dated 13-5-1974 may be considered to have been deleted.

*Sd/-*  
Financial Adviser,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**FINANCE DEPARTMENT****Notification****The 20th November, 1974**

**No. 5368-FR-(PRC)-74/40415.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Second Amendment) Rules, 1974.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) For Serial No. 37 and existing entries against it at page 15, the following shall be substituted :-

1	2	3	4	5
37(i)	Forest Guards Weigh man	25/-Fixed	70-1-80/1-85	
(ii)	Weigh man	25/-fixed	60/-fixed	

- (ii) Against Serial No. 10 at page 27 under the heading "Technical Education Department" in column 4, for the existing scale "150-10-200/10-300", the scale "160-10-280/15-400" shall be Substituted.
  - (iii) Against Serial No. 5 at page 22 under the heading 'Directorate of Urban Estate' in column 4, for .the scale "160-10-280/15-400" the scale "200-10-280/15-430-20-450" shall be substituted.
  - (iii) Against Serial No. 27 at pale 27 in column 4 under the heading "Technical Education Department," for the scale "70-1-80/1-85", the scale "70-2-80/3-95" shall be substituted.
  - (iv) Against Serial No. 28 at page 27 in column 4 under the heading "Technical Education Department," for the scale "70-1-80/1-85", the scale "70-2-80/3-95" shall be substituted.
4. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Supplementary Schedule I appended thereto :-
    - (i) Against Serial No. 34, page 3 in column 3, for the existing entry "70-4-90/5-120, the following shall be substituted :-  
70-4-90/5-120  
70-4-90
    - (ii) After Serial No. 16 at page 6 under the heading "Agriculture Department", the following new Serial No. 17 shall be inserted :-

1	2	3	4	5
17.	Field man	32-1-42 (personal scale)	70-2-80/3-95	

- (iii) After Serial No. 63 at page 4 under the heading "Health Department", the following new Serial No. 64 shall be inserted :-

1	2	3	4	5
64	Book Binder	50-3-80	90-3-120/4-140	

- (iv) After Serial No. 3, at page 6 under the heading "Transport Department", the following new Serial No. 4 shall be inserted :-

1	2	3	4	5
4	Junior Auditor	80-5-150/10-220	160-10-280/15-400	

S. N. BHANOT  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

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**No. 5711-2B&C-74/39716**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments in Haryana,  
The Commissioners, Ambala and Hisar Divisions,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
All Deputy Commissioner in Haryana,  
All Sub Divisional Officers (Civil) in Haryana.

**Dated, Chandigarh, the 20th November, 1974**

**Subject : Reforms in the structure of budget and Accounts - Revision of Appendix 'D' of Punjab Budget Manual - Corrigendum.**

Sir,

I am directed to refer to Haryana Government letter No. 5711-2B&C-74/ dated the 21st August, 1974 on the subject and to say that in 'part- I Revenue & Receipts of Appendix 'D' appended to the aforesaid letter against Major Head-823-famine Relief Fund under column Heads of Departments the words 'Financial Commissioner, Revenue' may please be substituted with the words 'Secretary to Government, Haryana Finance Department.'

*Sd/-*

Under Secretary Finance (Budget)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5711-2B&C-74/39717

Dated, the 20 November, 1974

A copy is forwarded to the Accountant General, Haryana, for information in continuation of Haryana Govt. Endst. No. 5711-2 B&C-74/ dated 21st, August, 1974.

*Sd/-*

Under Secretary Finance (Budget)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded for information and necessary action in continuation of this department U.O No. 5711-2 B&C- 74 dated the 21st August, 1974 to the :-

Financial Commissioner, Revenue Haryana and  
Administrative Secretaries to Govt. Haryana.

*Sd/-*

Under Secretary Finance (Budget)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue Haryana and  
All the Administrative Secretaries to Govt., Haryana.

No. 5711-2B&C-74

Dated, Chandigarh, the 20 November, 1974.

\*\*\*\*\*

*These instructions have become obsolete.*

**IMMEDIATE**

**Subject : Economy in Expenditure.**

Will all Administrative Secretaries to Government, Haryana, kindly refer to Finance Department's marginally noted communication with which decision taken by the Council of Minister regarding economy in expenditure were conveyed?

2. In paragraph (2)(c) of the annexure thereto the touring by Secretaries and Heads of Departments was limited to a maximum of seven days in a month. The matter has been reconsidered by the Council of Ministers and it has now been decided that if in the case of an Administrative Secretary or a Head of Department, the restriction of seven days tour in a month is relaxed by the Chief Minister, it will not be necessary to refer the matter to the Finance Department for their concurrence.

3. The above decision is brought to the notice of all Administrative Secretaries for their information.

**MARGIN :**

D.O. No. 4040-1B&C-73/32693, dated 20.8.73.

Sd/-  
Deputy Secretary Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Administrative Secretaries to Govt., Haryana.

**U.O. No. 8235-1B&C-74/**

**Dated, Chandigarh, the 25th November, 1974.**

\*\*\*\*\*

**No. 6794-3-FR-74/41030**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab, and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh the 26th November, 1974.**

**Subject : Grant of Additional Dearness Allowance to Haryana Government Employees.**

Sir,

In continuation of Haryana Government Finance Department Circular Letters No. (i) 5396-3-FR-74/31789, dated the 6th September, 1974 and (ii) 4883-3-FR-74/31817, dated the 6th September, 1974, on the subject noted above, I am directed to say that it has further been decided that with effect from 1st April, 1974, rates of Additional Dearness Allowance for the State Government employees belonging to classes, I, II, III and IV services shall be revised as follows :

Range of emoluments	Rate of additional dearness allowance per month.
Upto Rs. 300	24% of emoluments.
Above Rs. 300 and upto Rs. 2250	18% of emoluments subject to a minimum of Rs. 72 per mensem and a maximum of Rs. 162 per mensem.
Subject to marginal adjustments at higher pay levels so that pay plus dearness allowance does not exceed Rs. 2400	

**Note :-** The payment on account of additional dearness allowance shall be rounded off to the nearest 10 Paise.

2. The additional dearness allowance now sanctioned with effect from the 1st April, 1974, shall be calculated on the emoluments as defined in para 2 of Haryana Government Finance Department letter No. 1690-3-FR-74/10392, dated the 20th March, 1974 and will be subject to adjustment of the part of adhoc relief mentioned in column 5 of Annexure II appended there with.

3. Payments to be made in respect of this additional dearness allowance sanctioned with effect from the 1st April, 1974, shall be further subject to the provisions of the Additional Emoluments (Compulsory Deposit) Act, 1974.

4. No portion of this additional dearness allowance now sanctioned shall be treated as 'pay' for any purpose.

5. The additional dearness allowance will be admissible to work-charged employees

also. It will, however, , not be admissible to the staff paid from contingencies, casual Labour, staff employed on daily wages, part time and those working on piece-rate system. It will also not be admissible to employees on contract basis except where admissible in terms of their contract.

Yours faithfully,

*Sd/-*

(PARTAP SINGH)

Deputy Secretary Finance (Regulations)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*



***These instructions have become obsolete.***

**No. 8948-WM(I)-74/40464**

From

The Commissioner & Secretary to Government,  
Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
and all District and Session Judges in Haryana.

**Dated, Chandigarh, the 28th November, 1974**

**Subject : Instructions regarding grant of advances to Govt. servants.**

Sir,

In continuation of this Department's letter No. 6600-WM(I)-74, dated the 21st August, 1974, on the subject noted above. I am directed to say that the following additions/changes may kindly be made in the book-let sent to you vide letter under reference :-

**Page 27**

- (i) The Words "Haryana Govt. Finance Department Letter No. 713-WM(I)-72/16226, dated 18.5.1972" may be added below the heading "Consolidated instructions regarding earmarking of Funds in respect of Loans to Govt. Servants".
- (ii) The words "Remable" appearing in para 1 may be substituted by the word "Preamble".
- (iii) After item (a) of para 4, the following additions may be made :-  
"(b) amount required by employees who already own a plot"
- (iv) Item (b) of para 4 may be re-numbered as (c) and (c) as (d).

**Rule 55**

- (v) The word "Haryana Govt. letter No. 1290-WM(I)-69/9675, dated 16.4.69" may be added at the top of this page.

Yours faithfully,

*Sd/-*

Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

306

No. 8948-WM(I)-74/40465

Dated, Chandigarh, the 28th November, 1974

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies forwarded to the :-

The Financial Commissioner Revenue, Haryana and  
All Administrative Secretaries to Government, Haryana  
for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 8948-WM(I)-74,

Dated, Chandigarh, the 28th November, 1974.

\*\*\*\*\*

***These instructions have been Superseded vide  
No. 2528-5FR(1)-76/14020, Dated 11.05.1977.***

**IMMEDIATE****No. 6344-5FR-74/41666**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners, Ambala and Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Register, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana,

**Dated, Chandigarh, the 5th December, 1974****Subject : Deputation of Govt. employees to Corporations etc. Terms and Conditions.**

Sir,

I am directed to invite your attention to Para 6 of the Haryana Govt. Finance Dept. letter No. 686-5FR-74/23055, dated the 28th June, 1974, on the above subject, in which it was stated that instructions in regard to the deputationist who have opted or may opt for the pay scale of the post under foreign employer are being issued separately. The Govt. have now decided in supersession of the composite Punjab Govt. letter No. 3003(3)-FR-II-65/4029, dated the 26th April, 1964, that in such cases, if the minimum of the pay scale of the deputation post is substantially in excess of the deputationist's basic pay plus deputation allowance at the rate of 10% subject to a maximum of Rs. 100 the appointing authorities are expected to apply the provisions of rule 4.16 Punjab Civil Services Rules, Volume I, part I and restrict the pay of the deputationist to a suitable figure below the minimum pay of the post, to ensure uniformity in the application of rule 4.16 ibid in such cases, it has also be decided that the pay allowed under this rule should not exceed the basic pay the deputations by more than 10% of the basic pay subject to a maximum of Rs. 100.

Once the initial pay has been fixed in the deputation post, the grant of further increments will be regulated in accordance with the provisions of composite Punjab Govt. Finance Dept. letter No. 8353-(3)-FR-65/23377, dated the 15/16th December, 1965 as heretofore.

The above decision will be applicable with immediate effect and the provisions of Para 4 of the Haryana Govt. Finance Dept. letter No. 686-5FR-74/2055 dated the 28th June, 1974, should also be followed mutatis mutans in the type of cases covered by this decision.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

PARTAP SINGH,

Deputy Secretary Finance (R),

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

308

No. 1344-5FR-74/41667

Dated, Chandigarh, the 5th Dec. 1974

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action,

By Order,

*Sd/-*

PARTAP SINGH,  
Deputy Secretary Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been revised vide  
No. 9479-WM(3)77/2302, Dated 12.09.1977.***

**No. 7410-3WM-74/42215**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab and Haryana High Court Chandigarh, and  
All District & Session Judges in Haryana State.

**Dated, Chandigarh, the 17th December, 1974**

***Subject : Grant of advance to Govt. Servants for the purchase of cars.***

Sir,

In continuation of Haryana Govt. Finance Department letter No. 2235-WM(I)-74/12178 dated the 5th April, 1974 on the subject noted above, I am directed to say that in view further rise in the prices of motor-cars it has now been decided to enhance the maximum limit of advance for the purchase of motor car from Rs. 24,000/- to Rs. 26000/- or 20 months' pay of the Govt. servant or the anticipated price of the motor car, whichever is the least. The loan advanced will be recoverable in not more than 100 instalments of Rs. 260/- each.

2. It has also been decided that the quantum of the advance to be granted to the Govt. Servants on the second or subsequent occasions for the purchase of motor car shall be equal to the sale proceeds left over with the Govt. servant after the repayment of the earlier outstanding advance, including interest.

3. These orders will take effect from the date of issue and will remain in force until further orders.

*Sd/-*  
(Some Raj)  
Under Secretary Finance (B&R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 7410-3WM-74/42216

Dated, Chandigarh the 17-12-74

A copy along with two spare copies is forwarded to the Accountant General Haryana Chandigarh for information.

*Sd/-*  
Under Secretary Finance (B&R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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Copies are forwarded to the :-

Financial Commissioner, Revenue, Haryana and  
All Administrative Secretaries to Government, Haryana,  
for information.

*Sd/-*  
Superintendent ways & means  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Financial Commissioner, Revenue, Haryana and  
All Administrative Secretaries to Government, Haryana.

U.O. No. 7410-3WM-74/42217

Dated, Chandigarh, the 17-12-74

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**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 7th January, 1975**

**No. 7125-FR-(PR)-74/212.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (First Amendment) Rules, 1975.
2. These rules shall come in to force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Schedule appended thereto :-
  - (i) Against Serial No. 11, page 25, under the heading "Agriculture Department", in column 4, for the scale "160-10-280/15-400", the scale "200-10-280/15-430-20-450" shall be substituted.
  - (ii) For Serial No. 19 and existing entries against it at page 4 the following shall be substituted.

1	2	3	4	5
19(i)	Patwari Moharrar (Revenue Department)	60-4-100	120-5-150/6-180/8- 220/10-250	
19(ii)	Patwari Moharrar (other Departments)	60-4-100	110-4-130/5-160/5- 225	

4. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, in the Supplementary Schedule appended thereto :-
  - (i) After Serial No. 17 at page 6 under the heading "Agriculture Department", the following new Serial No. 18 shall be inserted :-

1	2	3	4	5
18	Section Officer	200-10-300	200-10-280/15-430/20-450	

- (ii) Against Serial No. 8 at page 8 under the heading "Industries Department", in column 4, for the scale "120-5-150/6-180/8-210/10-250" the scale "140-6-170/8-210/10-300" shall be substituted.
- (iii) Against Serial No. 9 at page 6 under the heading "Technical Education Department", in column 4, for the scale "700-50-1000/50-1250", the scale "750-50-1000/50-1300", shall be substituted.

S. N. BHANOT  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have become obsolete.***

**Copy of F.D. Hr. No. 109-3FR-75/786 dt. 9th January, 1975.**

**Subject : Amendment to Note (1) below Rule 2.20 of Pb. Civil Services Rules Vol. III (T.A. Rules) – Grant of Road Mileage to officers travelling in their own cars.**

I am directed to invite a reference to Note (1) below Rule 2.24(A) of Punjab Civil Service Rules, Vol. III (T.A. Rules) which entitles the officers of 1st Grade who are in receipt of pay of Rs. 1600/- p.m. and above, to travel in Air Conditioned Coach subject to a recovery of one paisa per K.M. According to the instructions contained in joint Punjab Govt. F.D. Circular letter No. 604-F.D.I-57/1947, dt. 14th Jan. 1957, if an officer entitled to travel in Air Conditioned Coach performs journey between the stations connected by rail in his own car, he is allowed fair limited upto the First Class Railway fare.

2. The matter has been re-considered by Govt. & it has now been decided that Officers entitled to travel by Air Conditioned Coach performing journeys in their own cars on official tour between the stations connected by rail be allowed to claim the Road mileage to the extent of Air Conditioned Coach fare.

\*\*\*\*\*



***These instructions have become obsolete.***

**No. 7694-WM(I)-74/1685**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioner of Divisions,  
all the Deputy Commissioners,  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
and all District and Session Judges in the State.

**Dated, Chandigarh, the 24th January, 1975**

**Subject : Loans to Government servants for the purchase of land/construction of houses.**

Sir,

I am directed to invite a reference to Finance Department. letter No. 2203-WM(I)-74/14583, dated 23.4.74, on the subject noted above.

2. Rule 10.16 (iv) of Punjab Financial Rules, Vol. I provided interalia that the advances for the construction of houses should be drawn by instalments, the amount of each instalment being such as is likely to be required for expenditure in the next three months. As such, instructions to this effect were issued vide Finance Department letter No. 5620-WM(I)75/26520, dated 24.9.1970.

3. As you know, under the present procedure, funds for house building advances are placed at your disposal pro-rate out of the allotment provided for this purpose in the State budget estimates. Since the amount so placed happens to be insufficient, the full demands of every employee cannot be met. The point at issue now is whether the part amount of loan sanctioned by you out of the funds placed at your disposal should also be drawn in four instalments as laid down in Finance Department letter referred to in paragraph 1 above. The matter has been considered at length and it has been decided that in case the amount sanctioned by you falls short of the 40% of the admissible loan, the Government servant concerned may be allowed to draw it in one instalment, if he so likes.

Yours faithfully,

*Sd/-*

Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 7694-WM(I)-74/1686

Dated, Chandigarh, the 24th January, 1975

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information

and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 7694-WM(I)-74/1687

Dated, Chandigarh, the 24th January, 1975

Copies forwarded to the Director, Town and Country Planning, Haryana, Chandigarh, with reference to his Memo No. 3DP-74/4834, dated 23.9.74, for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies forwarded to :-

The Financial Commissioner Revenue, Haryana;  
All Administrative Secretaries to Government, Haryana,  
for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue;  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 7694-WM(I)-74

Dated, Chandigarh, the 24th January, 1975.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 405-3FR-75/3116**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments stationed at Chandigarh and,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th February, 1975**

**Subject : Chandigarh Compensatory Allowance.**

Sir,

I am directed to invite your attention to the instructions contained in Haryana Government, Finance Department Circular letter No. 6283-3FR-74/37134, dated the 22nd October, 1974, on the subject and clarify that the amount/additional amount of Compensatory Allowance sanctioned under these liberalised orders will be treated as 'additional wages' for the purpose of Additional Emoluments (Compulsory Deposit) Act, 1974. In the case of existing beneficiaries, only such amount of this allowance as is in excess of the adjusting ceiling previously applicable, being an 'additional wage', would need to be deducted.

Yours faithfully,

Sd/-  
(PARTAP SINGH)  
Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 405-3FR-75/3117

Dated, Chandigarh, 5.2.75.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information in continuation of Haryana Government, Finance Department Endst. No. 6283-3FR-75/37135, dated 22.10.1974.

Sd/-  
(PARTAP SINGH)  
Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana, for information and guidance.

Sd/-  
(RAM PARKASH KAPUR)  
Superintendent, Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 405-3FR-75

Dated, Chandigarh, 5.2.75.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of Chief Minister/Ministers/Ministers of State.

*Sd/-*

(RAM PARKASH KAPUR)

Superintendent, Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 405-3FR-75

Dated, Chandigarh, 5.2.75.

\*\*\*\*\*

***These instructions have been revised vide  
No. 3296-WM-(4)-77/21750, Dated 25.07.1977.***

**No. 6470-WM-(4)-74/3537**

From

Shri S.N. Bhanot, I.A.S.,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments  
Commissioners of Divisions.  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh and  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 6th February, 1975**

**Subject : Advance to Government servants for the celebration of Marriages.**

Sir,

I am directed to invite your attention to the Finance Department circular letter No. 1759-WM-(I)-74/9184, dated the 12th March, 1974, on the subject and to say that it has further been decided that no advance for the celebration of the marriage of their children or legally adopted children may be granted to such permanent employees of the Haryana Government who are on deputation/foreign service with other State Government/autonomous bodies. Instances have come to notice of Finance Department, where the recommendation authorities had not mentioned this fact to the Government while sending the case of employees working under them for the grant of loan for the celebration of marriage of their children. It is, therefore, requested that the recommendation authorities while sending a case for earmarking of funds to the Finance Department, should invariably furnish a certificate to the effect that the concerned employee is not on deputation/foreign service.

2. These instructions may kindly be noted for compliance and its receipt may be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary, Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 6470-WM-(4)-74/3538

Dated, Chandigarh, 6th February, 1975

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information with reference to his U.O. No. T.D.H.II /Marriage Adv./74-75/3271, dated 16.1.1975.

*Sd/-*

(SOM RAJ)

Under Secretary, Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
Superintendent, Ways & Means,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 6470-WM-(4)-74

Dated, Chandigarh, 6th February, 1975

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of Chief Minister/Ministers/Ministers of State for information.

*Sd/-*  
Superintendent, Ways & Means,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to  
Chief Minister/Ministers/Ministers of State.

U.O. No. 6470-WM-(4)-74

Dated, Chandigarh, 6th February, 1975.

\*\*\*\*\*

***These instructions have been Modified vide Notification  
No. GSR.34/Const/Art309/2004, Dated 2.12.2004.***

Copy of letter **No. 7624-2FR-74/5185, dated 12th February, 1975** from the Commissioner & Secretary to Govt., Haryana, Finance Department to all heads of Departments & other in the State.

**Subject : Counting of military/War Service towards Civil pension.**

I am directed to refer to the provision contained in note 6 below rule 4.3 of Punjab Civil services Rules, Volume, II, as applicable to Haryana State employees, in which it has been clearly mentioned that the sanction regarding the counting of military services should be accorded by the competent authority at the time of appointment of the person concerned and not at the time of his retirement from Civil Services. It has been observed that the aforesaid instructions are not being followed strictly by the departmental authorities and such cases are referred for sanction only on or after the retirement of the concerned employees. This delays the finalisation of the pension cases and thus causes avoidable hardship to the retirees. It is, therefore, requested that such cases should be taken up just at the time of the appointment of the employees concerned to the pensionable posts, as laid down in notes 6 & 7 below rule 4.3 *ibid*.

2. The receipt of this letter may please be acknowledged.

\*\*\*\*\*

***These instructions have become obsolete,  
Annexure has not been printed.***

Copy of letter **No. 1271-2B&C-75/10169** dated **24th March, 1975** from Commissioner & Secy. to Govt., Haryana, Finance, Department. To all Heads of Departments in Haryana.

**Subject : Reforms in the structure of Budget and Accounts Revision of paras 14.5, 14.9 & 14.10 of the Punjab Budget Manual.**

Sir,

I am directed to address you on the subject and to say that in view of the new classification introduced with effect from 1-4-74, it has been decided to amend paras 14.5, 14.9 and 14.10 regarding re-appropriation, of the Punjab Budget Manual as indicated in the Annexure. The amendments would take effect from the current financial year.

\*\*\*\*\*



***These instructions have become obsolete.***

**MOST IMMEDIATE**  
**OUT-TODAY**

**No. 2060-3FR-75/11040**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners, Ambala and Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar Punjab and Haryana High Court and  
All District and sessions Judges in Haryana.

**Dated, Chandigarh, the 28th March, 1975**

**Subject : Grant of Ad-hoc Relief to Haryana Government employees.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department letter No. 972-3FR-74/7501, dated 6th March, 1974 on the subject noted above and to say that the amount of first component of Ad-hoc Relief should for the present continue to be deposited in the General Provident Fund accounts/C.T.D. Accounts of the employees for a further period of three months (*i.e.* March, April and May, 1975).

Yours faithfully,

Sd/-

(S.L. DHANI)

Deputy Secretary Finance (General)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

[To be published in Haryana Government Gazette Part I]

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**REGULATIONS**

**Notification**

**The 7th April, 1975**

**No. 1120-3FR-75/10609.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Vol. III in their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Civil Services Volume III (Travelling Allowance Rules) (Haryana first Amendment) Rules, 1975.
2. In the Punjab Civil Services Rules, Volume III, in rule 2.19, under note (2), after item (xiv), the following item shall be inserted, namely :-

“(xv) between Faridabad and Gurgaon.”

Commissioner & Secretary to Government,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been substituted vide same No. & date.***

**No. 2134-3FR-75/11795**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in the Haryana State.

**Dated, Chandigarh, the 10th April, 1975.**

**Subject : Mileage Allowance for traveled by Road – increase thereof.**

Sir,

In continuation of Haryana Government, Finance Department letter No. 2103-3FR-74/13066, dated the 9.4.74, on the subject noted above and to say that Government have also been for some time past considering the question of revision of rate of Mileage Allowance for categories of employees mentioned in Rule 2.24(D) of Punjab Civil Services Rules, Vol.-III(T.A. Rules) on account of increase in the cost of petrol as well as rise in fares of other conveyances and it has now been decided to fix the rates as under :

Grade under Rule 2.15	Motor Car	Motor Cycle/ Scooter	Ordinary Cycle	Other means of Conveyance	Single seat in a bus or Taxi etc.
Ist	-	0.30	0.15	0.45	0.20
IIInd	0.65	0.30	0.15	0.45	0.20
IIIrd	-	0.30	0.15	0.20	0.15
IVth	-	-	0.15	0.20	0.10

These rates are per Kilometer.

2. These orders will take effect from 1.4.75.
3. Necessary amendment in the relevant Rules will be issued in due course.

Yours faithfully,

*Sd/-*

(S.L. DHANI),  
Deputy Secretary, Finance (R),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2134-3FR-75/11796

Dated, Chandigarh, 10th April, 1975.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

*Sd/-*  
(S.L. DHANI),  
Deputy Secretary, Finance (R),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana, for information and guidance.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent, Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 2134-3FR-75

Dated, Chandigarh, 10th April, 1975.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent, Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 2134-3FR-75

Dated, Chandigarh, 10th April, 1975.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 5/1/80-1FR-II, Dated 21.2.1980.***

(To be substituted for the letter bearing the same No. & date).

**No. 2134-3FR-75/11795**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in the Haryana.

**Dated, Chandigarh, the 10th April, 1975.**

**Subject : Mileage Allowance for traveled by Road – increase thereof.**

Sir,

In continuation of Haryana Government, Finance Department letter No. 2103-3FR-74/13066, dated the 9.4.74, on the subject noted above and to say that Government have also been for sometime past considering the question of revision of rate of Mileage Allowance for categories of employees mentioned in Rule 2.24(D) of Punjab Civil Services Rules, Vol.-III(T.A. Rules) on account of increase in the cost of petrol as well as rise in fares of other conveyances and it has now been decided to fix the rates as under :

<b>Grade under Rule 2.15</b>	<b>Motor Car</b>	<b>Motor Cycle/ Scooter</b>	<b>Ordinary Cycle</b>	<b>Other means of conveyance</b>	<b>Single seat in a bus or Taxi etc.</b>
Ist	0.85	0.30	0.15	0.45	0.20
IIInd	0.65	0.30	0.15	0.45	0.20
IIIrd	-	0.30	0.15	0.20	0.15
IVth	-	-	0.15	0.20	0.10

These rates are per Kilometer.

2. These orders will take effect from 1.4.75.
3. Necessary amendment in the relevant Rules will be issued in due course.

Yours faithfully,

Sd/-

(PARTAP SINGH)

Deputy Secretary Finance (R)

for Commissioner & Secretary to Government.  
Haryana, Finance Department.

No. 2134-3FR-75/11796

Dated, Chandigarh, 10th April, 1975.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

*Sd/-*  
(PARTAP SINGH)  
Deputy Secretary Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana, for information and guidance.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent, Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 2134-3FR-75

Dated, Chandigarh, 10th April, 1975.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(RAM PARKASH KAPUR)  
Superintendent, Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 2134-3FR-75

Dated, Chandigarh, 10th April, 1975.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 1027-1B&C-75/11968**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department in Haryana,  
The Registrar, Punjab & Haryana High Court,  
The Commissioners, Ambala & Hisar Divisions,  
All Deputy Commissioners &  
District Sessions Judges in Haryana.

**Dated, Chandigarh, the 10th April, 1975**

**Subject : Economy in Expenditure.**

Sir,

This is with reference to paragraph 2(7) of the Finance Department circular letter No. 4040-1B&C-73/33166, dated the 24th August, 1973, relating to economy measures concerning construction works. In view of the difficult financial situation, the Government of India have introduced vide their letter No. F.5(2)/PFII/74 dated the 17th February, 1975 (copy enclosed) certain measures to effect economy in expenditure on the construction of residential buildings, in Government Departments and Public Sector Enterprises.

2. These measures have been considered by the Haryana Government and it has been decided to adopt them in their entirety. I am, therefore to request you to kindly bring these measures to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*

(K.G.VERMA)

Deputy Secretary Finance (B)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1027-1B&C-75/11969,

Dated, Chandigarh, the 10th April, 1975

A copy with a copy of the enclosure is forwarded to the Accountant General, Haryana, Chandigarh for information in continuation of Finance Department's endorsement No. 5607-1B&C-74/28000, dated the 12th August, 1974.

*Sd/-*

(K.G.VERMA)

Deputy Secretary Finance (B)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy with a copy of the enclosure is forwarded for information and necessary action to :-

1. The Financial Commissioner, Haryana and
2. All other Administrative Secretaries to Govt., Haryana, in continuation to Finance Department's U.O. No. 4040-1B&C-73, Dated the 24th August, 1973.

*Sd/-*  
(K.G.VERMA)  
Deputy Secretary Finance (B)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. The Financial Commissioner, Haryana.
2. All other Administrative Secretaries to Govt., Haryana.

U.O. No. 1027-1B&C-75,

Dated, Chandigarh, the 10th April, 1975.

**Contd...**

**Encl.**



Copy of letter **No. F.5(2)PF-II/74 dated 17th February, 1975** from Shri H.N.Ray, Finance Secretary to the Govt. of India, Minister of Finance, Department of Expenditure, Plan Finance Division New Delhi to All Secretaries, Special Secretaries, Addl. Secretaries to Government of India.

**OFFICE MEMORANDUM**

**Subject : Economy in expenditure - Adoption of temporary specifications in building construction.**

The undersigned is directed to refer to paragraph 1(5) of this Ministry's O.M. of even number dated 29th April, 1974 on the above subject regarding adoption of single storeyed temporary construction for residential buildings where construction of buildings is inevitable and adequate land is available, as in case of public sector projects in green field site and to say that this point has been further examined in view of the fact that the desired economy in expenditure can also be achieved by resorting to other measures and yet adopting permanent specifications. It has been decided that in such cases where single storeyed temporary construction is envisaged, where house are exempted from the ban imposed by Government, these may be built on the following lines :-

- (a) Public Sector Enterprises or other authorities concerned may be given an option to adopt either temporary construction for their houses based on prescribed plinth areas and entitlements or permanent construction based on one category below permanent for all except the lowest category of quarters where the full plinth area may be allowed.
- (b) In the interest of economy, hostel type accommodation should be built against 20% of the houses proposed to be built.
- (c) In the case of townships built in mining areas by the Coal Mines authority, etc., where construction of houses with temporary specification is taken up, sloping roof with precast channels or similar R.C.C. roofing system could be adopted in place of Asbestos Cement Sheet roofing provided the other specifications are as for temporary construction.

2. These instructions will apply to all single storeyed constructions works in the Public Sector Enterprises and other authority concerned under the Civil Department of Government of India including post and Telegraphs, Railways information and Broadcasting Defense (e.g. for Civilian use and for Ordnance Factories), Food and Agriculture, etc. The Ministers concerned are requested to kindly issue necessary orders to this effect immediately.

Copy of letter **No. F5(2)/FII/74, dated the 24th February, 1975** from Shri V.B. Eswaran, Joint Secretary to the Government of India Ministry of Finance Department of Expenditure (Plan Finance Division) New Delhi addressed to the Chief. Secretary to Government, Haryana, Chandigarh.

**Subject : Economy in expenditure - Adoption of temporary specifications in building Construction.**

I am directed to forward herewith a copy of O.M. No. 5(2)/PFII/74 dated the 17th February, 1975 from the Union Finance Secretary to General Ministries/ Departments and to request that the State Government may kindly consider adoption of similar measures in respect of construction works of similar under their control.

#### APPENDIX

#### LIST OF ORDERS/INSTRUCTIONS SUPERSEDED

Sr. No.	No. and date of letter
1.	D.O. No. 2834-1B&C-73/31819 dated 13.8.73
2.	D.O. No. 4040- 1B&C-73/32693 dated 24.8.73
3.	No. 4040-1B&C-73/33169 dated 24.8.73
4.	D. O. No. 4220-1B&C-73/40000 dated 15.10.73
5.	D.O No- 5031-1B&C-73/3414 dated, 14.11.73
6.	No. 4204-1B&C,73/45124 dated 26.11.73
7.	No. 342-1B&C-74/2563 dated 22.1.74
8.	No. 570-1B&C-74 / 8007dated 1.3.74
9.	No. 1155-1B&C-74/10547dated 21.3.74
10.	No. 451-1B&C-74/16667 dated 14. 5.74
11.	No. 8935- 1B&C-74 dated 25.11.74
12.	No. 5607-1B&C-74/28000 dated 12.8.74
13.	No. 5607-1B&C-74/28022 dated 12.8.74
14.	No. 1027-1B&C-74/11968 dated 10.4.75
15.	D.O. No. 3884-1B&C-75/32598 dated 16.9.75
16.	No. 3559 1B&C-75/32826 dated 18.9.75
17.	No. 4362-1B&C-75/36618 dated 17.10.75
18.	No. 326-1B&C-76/4724 dated 9.2.76
19.	No. 5421-1B&C-76/36684 dated 15.10.76

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***These instructions were superseded vide No. 12669-(1)/WM-77/35145, Dated 14.12.1977.***

**No. 2891-WM(I)-75/12681**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
and all District and Session Judges in the Haryana State.

**Dated, Chandigarh, the 22nd April, 1975**

**Subject : Loans to Government servants – earmarking of funds.**

Sir,

I am directed to invite your attention to the Finance Department, circular letter No. 7783-WM(I)-74/6797, dated the 27th February, 1974, on the subject and to state that in view of the limited funds available for the grant of house building advances, the State Govt. have decided to centralize the entire work of earmarking of funds for house building loans in the Finance Department (in Ways & Means Branch).

2. Consequently the applications for the earmarking of funds for house building loans should in future, be sent to the Finance Department through the concerned Head of Department in the proforma enclosed with this letter. The Finance Department on the basis of the information furnished in this proforma would earmark the funds and convey the information for it to the Head of Department concerned who in turn would issue sanction for the drawal of amount from the Treasury under the powers delegated to him vide Rule 19.10 of Punjab Financial Rules, Volume I, inter-alia, keeping in view the rules and instructions on the subject issued from time to time. The sanction so accorded by the Head of Department would be treated as authority for the payment of amount to the concerned employee.

3. It may be made very clear that in case information given in the enclosed proforma is incomplete in any way or is considered to be ambiguous/doubtful, the request for earmarking of funds will not be entertained. It is further requested that self-contained references giving all the requisite information may be sent to the Finance Department for earmarking of funds.

### **ADVANCES FOR THE REPAIR OF HOUSES**

Presently, an advance for their repair of a house may be given to an employee in accordance with the provisions of rule 10.19 of Punjab Financial Rules, Volume I. This rule inter-alia provides that an advance may be made to a Govt. employee to repair a house which he has built or purchased with a previous advance but unless the competent authority permits otherwise, at least 5 years must have elapsed since the previous advance was drawn. The

State Govt. has now decided that in future an advance to an employee to repair his house which he has built or purchased with the previous advance should be made only after 10 years have elapsed since the previous advance was drawn.

The loan admissible to an employee for the repair of his house under the extant rule will be released in one instalment or as per recommendations of the Head of the Department.

Kindly acknowledge its receipt.

Yours faithfully,

*Sd/-*

Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2891-WM(I)-75/12681-A

Dated, Chandigarh, the 22nd April, 1975

A copy, alongwith two spare copies, is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2891-WM(I)-75/12681-B

Dated, Chandigarh, the 22nd April, 1975

A copy is forwarded to all Treasury Officers, in the State for information.

*Sd/-*

Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

The Financial Commissioner Revenue, Haryana  
All Administrative Secretaries to Government, Haryana  
for information and necessary action.

*Sd/-*

Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2891-WM(I)-75,

Dated, Chandigarh, the 22nd April, 1975.

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**No. 3421-3-FR-75/18169**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar Punjab & Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 2nd June, 1975.**

**Subject : Grant of additional dearness allowance to the Haryana Government employees.**

Sir,

The Government of Haryana have so far sanctioned six installments of additional dearness allowance to its employees with effect from the 1st May, 1973, 1st August, 1973, 1st October, 1973, 1st January, 1974, 1st February, 1974 and 1st April, 1974 a measure of further relief the State Government have now decided to revise the existing rates of additional dearness allowance for its employees belonging to classes I, II, III and IV as under :-

Period from which payable	Range of Emoluments	Rate of dearness allowance per month.
(1) 1st June, 1974 to 30th June, 1974	Upto Rs. 300 Above Rs. 300 and Upto Rs. 900	28% of emoluments 21% of emoluments subject to a minimum of Rs. 84 and a maximum of Rs. 189
	Subject to marginal adjustments at higher emoluments levels upto Rs. 926 so that emoluments plus additional dearness allowance does not exceed Rs. 1089. Employees drawing emoluments above Rs. 926 will continue to draw additional dearness allowance in accordance with Finance Department letter No. 6794-3-FR-74/41030, dated 26th Nov, 1974.	
(2) 1st July, 1974 to 31st August, 1974	Upto Rs. 300 Above Rs. 300 & upto 1600	32% of emoluments. 24% of emoluments subject to a minimum of 96 and a maximum Rs. 216
	Subject to marginal adjustments at higher emoluments levels upto Rs. 1653 so that emoluments plus additional dearness allowance does not exceed Rs. 1816. Employees drawing emoluments above Rs. 1653 will continue to draw additional dearness allowance in accordance with Finance Department letter No. 6794-3-FR-74/41030, dated 26th November, 1974.	

(3) From 1st September, 1974 onwards	Upto Rs. 300	36% of emoluments
	Above Rs. 300 and upto Rs. 2250	27% of emoluments subject to a minimum of Rs. 108 and a maximum of Rs. 243.
	Subject to marginal adjustments so that emoluments plus additional dearness allowance does not exceed Rs. 2400. <i>Note:</i> - The payments on account of additional dearness allowance will be rounded off to the nearest 10 paise.	

2. The provisions of the Additional Emoluments (Compulsory Deposit) Act, 1974, are applicable to the additional dearness allowance sanctioned under these orders. Accordingly 50% of the additional dearness allowance payable under these orders will also be credited to the "Compulsory Deposit Suspense Account" in accordance with the provisions of the aforementioned Act.

3. The payment of the 50% balance of the additional dearness allowance to employees will, however be regulated in the following manner :-

(a) For the period ending 31st December, 1974.

The amount will not be paid in cash and :-

- (i) in the case of employees who have opened Provident Fund Accounts and have been allotted account numbers, it will be credited to their accounts ;
- (ii) in the case of employees who are eligible to subscribe to any Provident Fund and have still to open accounts and get account numbers, its drawl will be deferred till they open accounts and are allotted account numbers; and
- (iii) in the case of employees who on or before the issue are/were not eligible to subscribe to any Provident fund, it will be invested in post Office Saving Certificates which are available in the denominations of Rs. 10, Rs. 100 and above. Where however an amount of less than Rs. 10 remains even after the purchase of certificates, that amount may be paid in cash.

In the case of employees referred at (i) and (ii) above, interest on the deposits made in their accounts will accrue from 1st January, 1975.

(b) For the period commencing from 1st January, 1975.

Payments will be made in cash,

4. The additional dearness allowance payable under these orders will inter alia be subject to the following stipulations :-

- (i) It will be inclusive of the additional dearness allowance sanctioned by the State Government previously from time to time,
- (ii) It will be calculated on the emoluments as defined in paragraph 2 of Haryana Government Letter No. 1699-3-FR-74/10392, dated 20th

March, 1974, will be subject to adjustment of the part of adhoc relief mentioned in Col. of Annexure II appendix therewith.

- (iii) No portion of this additional dearness allowance will be treated as 'pay' for any purpose.
  - (iv) It will be admissible to work-charged employees also but will not be admissible to :-
    - (a) Staff paid from contingencies
    - (b) Casual labour;
    - (c) Staff employed on daily wages;
    - (d) Part-time employees and those who have been working on piece-rate system and
    - (e) employees on contract basis except where it is admissible ill terms of their contracts.
  - (v) In the case of employee, whose services have been terminated prior to the issue of this letter, whether for disciplinary reason or on account of resignation, requirement, death or discharge of termination of sanctioned posts, the additional dearness allowance payable under these orders will become repayable to them vide third proviso to Section 9(1) of the additional Emoluments (Compulsory Deposit) Act, 1974 Since this Act applies to active employees and not to those who have since ceased to be in service or to the dependents entitled to receive arrears on behalf of the deceased employees there is no particular advantage in crediting any portion of" admissible arrears of additional dearness allowance to the "Compulsory Deposit Suspense Account" and thereafter repaying tile amount credited alongwith the balances already lying to their credit. In such else" therefore, credit recovery of 'Compulsory Deposit" in accordance with the provisions of Additional Emoluments (Compulsory Deposit) Act, 1974, need be made.
  - (vi) For the categories of employees referred to at (v) above, 50% of the amount of arrears of additional dearness allowance payable and creditable under these orders to their General Provident Fund will also be payable to them in cash.
  - (vii) The credit to the Provident Fund Account of employees on account of 50% of the arrears of additional dearness allowance accruing upto 31st December, 1974 will be computed to the nearest whole rupees.
5. (a) The 50% of the additional dearness allowance upto 31st December, 74 creditable to the G.P. Fund Account of Government employees will be classified under the detailed head "805-State Provident Fund" in the regular G.P. fund accounts of individual subscribers.
- (b) Interest on the additional dearness allowance credited to the Provident Fund account will accrue from 1st January, 1975 at the prevailing rates.
- (c) The competent authorities while sanctioning advances/withdrawals from G.P.Fund deposits should compute the balances for this purpose after deducting the deposits on account of arrears of dearness allowance for the present upto 30th June, 1976.
6. The conditions laid down in paragraphs 3, 4 and 5 above will also be applicable to

Provident Funds other than G.P.Funds. In regard to Contributory provident Fund, however, there will be no matching contributions by the Government in respect of arrears of additional dearness allowance.

7. I am also directed to say that the Governor of Haryana, in relaxation of the provisions of rule 22 of Punjab Treasury Rules and Rule 4.23 of Punjab Subsidiary Treasury Rules, Volume I, is further pleased to direct that the payment of additional dearness allowance to Haryana Government Gazetted employees (other than those of Ail India Services to whom these orders will not apply) payable under these orders may be made by the treasury Officers/Assistant Treasury Officers, direct, thereby dispensing with the issue of authority/ revised salary slips by the Accounts General, Haryana in individual cases.

Yours faithfully,

Sd/-

(PARTAP SINGH)

Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been revised and partly modified  
vide No. 1720-WM-(4)-77/27260, Dated 12.09.1977***

**No. 4641-WM(5)-75/18292**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners of Divisions ,  
Deputy Commissioners &  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court, Chandigarh and  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 4th June, 1975.**

**Subject : Advance to Government servants for the celebration of Marriage.**

Sir,

I am directed to invite your attention to the Finance Department (Ways & Means Branch) circular letter No. 1759-WM-(I)-74/9184, dated the 12th March, 1974, on the subject.

In Paragraph 6 of the above mentioned instructions, following provision has inter alia been made :-

“The advance shall be disbursed not earlier than two months of the anticipated date of celebration of the marriage for which it is sanctioned. It may be drawn and disbursed even after the date of celebration of the marriage for which the advance has been applied for, if it could not be drawn or disbursed before the marriage due to reasons beyond the control of the applicant”.

Cases have been referred to the Finance Department in which application for the grant of loans were received and recommended by the Administrative Departments after the marriages had been solemnized. This is against the spirit of the instructions on the subject. Accordingly to place the point beyond any doubt it is made clear that :-

- (a) application for the grant of a marriage loan should be sent to the Finance Department and the funds got earmarked before the actual date of the marriage and
- (b) the loan may be drawn and disbursed on the basis of the advice of the Finance Department within in one month of the date of marriage.

No application which is recommended by the department for the grant of marriage loan after the marriage had been solemnized will be entertained for earmarking of funds by the Finance Department and in case the department is unable to draw and disburse the loan (earmarked before the date of marriage by the Finance Department) within one month of the

date of the marriage, the funds will be considered to have been surrendered. It will be the administrative responsibility of the department concerned to inform the Finance Department about such cases immediately.

You are kindly requested to acknowledge the receipt of this letter.

Yours faithfully,

*Sd/-*  
Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4641-WM-(I)-75/18293

Dated, Chandigarh, the 4.6.1975.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

2. He is requested to kindly bring to the notice of the Finance Department immediately cases in which the Heads of Departments draw and disburse loan after the expiry of one month of the date of marriage for necessary action by the Finance Department.

*Sd/-*  
Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4641-WM-(I)-75/18294

Dated, Chandigarh, the 4.6.1975.

A copy is forwarded to the Treasury Officers for information and necessary action.

2. They are requested to kindly ensure the compliance of these instructions strictly.

*Sd/-*  
Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana, for information.

*Sd/-*  
Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 4641-WM-(I)-75

Dated, Chandigarh, the 4.6.1975.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information.

*Sd/-*  
Under Secretary, Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 4641-WM-(I)-75

Dated, Chandigarh, the 4.6.1975.

\*\*\*\*\*

***These instructions have been Revised vide  
HGPF Rules, 2006.***

**No. 3587-1FR-75/1397**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners, Ambala and Hisar, Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the Haryana,  
The Registrar, Punjab and Haryana High Court,  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 9th June, 1975**

**Subject : Compulsory Contribution to the General Provident Fund.**

Sir,

I am directed to invited a reference to the Finance Department, Haryana, vide circular letter No. 1270-1FR-69/7017, dated the 17th March, 1969 on the subject noted above and to state that at present, State Government employees (including temporary employees) whose service exceeds one year, have to contribute compulsory to the General Provident Fund at the rate of 6% of their pay, including Dearness pay. The Government have reviewed the letter and decided that the said Compulsory rate of 6% for contribution to the General Provident Fund may be enhanced to 8% with immediate effect.

2. These instructions may kindly be brought to the notice of all concerned for immediate necessary action.
3. The receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*

**PARTAP SINGH**

Deputy Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Finance Department.

\*\*\*\*\*

***These instructions have become obsolete.***

**No. 1722-1B&C-75/18813**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Managing Director,  
Haryana Diary Development Corporation, Chandigarh.  
Haryana State Small Industries and Export Corporation, Chandigarh.  
Haryana Harijan Kalyan Nigam, Chandigarh.  
Haryana State Industrial Development Corporation, Chandigarh.  
Haryana State Minor Irrigation (Tubewells) Corporation, Chandigarh.  
Haryana Financial Corporation, Chandigarh.  
Haryana Warehousing Corporation, Chandigarh.  
Haryana Agro Industries Corporation, Chandigarh.  
Haryana Seed Development Corporation, Chandigarh.  
Haryana Tourism Corporation, Chandigarh.

**Dated, Chandigarh, the 10th June, 1975**

***Subject : Measures for curtailment in Government expenditure.***

Sir,

I am directed to enclose herewith a copy of Government of India, Ministry of Finance letter No. 5(3)-PF-II/74, dated 19.4.1975, on the subject cited above for your information and guidance.

*Sd/-*

(Badri Nath)

Under Secretary Finance (B)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions were superseded  
No. 9479-WM(3)77/23024, Dated 12.09.1977***

Copy of letter **No. 2892-3WM-75/19218, dated 12th June, 1975** from the Commissioner & Secretary to Govt. Haryana, Finance Department to all heads of Departments in Haryana State.

**Subject : Grant of advance for the purposes of Scooter/Motor-cycle to Govt. employees.**

Sir,

I am directed to invite your attention to the Finance Department letter No. 5504-WM-(I)-74/27990 dated the 9th August, 1974, on the subject wherein it has decided that advance for the purchase of Scooter/Motor Cycle will, in future, be admissible to those Govt. employees whose pay including Dearness pay and special pay (if any) is not less than Rs. 410/- p.m.

2. Reference have, however, been received in the Finance Department wherein the Departments have sought relaxation from the provisions contained in the above noted letter on the plea that vehicle has been allotted to the employees from the State Priority Quota. The matter has been considered and it has now been decided that the provisions contained in Finance Department letter referred to above may be addressed to strictly and no case be sent to Finance Department for relaxation in future.

3. The receipt of this letter may please be acknowledged.

No. 2892-3WM-75/19210

Dated 12-6-75

Copy is forwarded to the State Transport Controller, Haryana for information and with the request that no allotment may be made from the state priority quota to employees who do not fulfil the provision contained in Finance Department letter referred to above.

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**(To be substituted for the letter bearing same No. and date)**

**No. 1743-5FR-75/18832**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Head of Departments,  
Commissioner, Ambala/Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana State,  
The Registrar, Punjab and Haryana High Court,  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 18th June, 1975.**

**Subject : Grant of T.A./D.A. to Government employees on deputation for attending Civil/Criminal Courts for giving evidence in connection with the work which was performed by them before proceeding on deputation.**

Sir,

I am directed to address you on this subject and to say that a question has arisen regarding the procedure for the payment of T.A./D.A. expenses to the Government employees in respect of journeys performed by them while on deputation to Corporations etc. on being summoned by courts to give evidence, in any criminal case or in any Civil case to which Government is a party, of facts that have come to their knowledge in the discharge of their duties performed by them in connection with the affairs of the State prior to their proceeding on deputation. The matter has been considered and it has now been decided that, in future, such employees will submit their T.A. claims to their foreign employers who will make payment thereof as admissible under the State Govt. Rules in the first instance from their own funds and thereafter will recover such amount from the parent Departments of the concerned employees. Any fees which may be paid by the court for traveling allowance of such Govt. employees shall be credited by such employees to the funds of the foreign employers who shall, in turn, make corresponding reduction in their claims for reimbursement.

Yours faithfully,

*Sd/-*

(PARTAP SINGH)

Deputy Secretary, Finance (R)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 1743-5FR-75/18833,

Dated, Chandigarh, the 18th June, 1975.

A copy is forwarded to the Accountant General, Haryana (i) (A&E) and (ii) Audit, Chandigarh, for information.

*Sd/-*

(PARTAP SINGH)

Deputy Secretary, Finance (R)

for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarding to the Managing Directors/Chairman of all Corporation / Boards in the Haryana State for information and necessary action.

*Sd/-*  
(RAM PARKASH KAPOOR)  
Superintendent Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarding to the :-

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana for information and guidance.

*Sd/-*  
(RAM PARKASH KAPOOR)  
Superintendent Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana,
- (ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 1743-5FR-75/18833,

Dated, Chandigarh, the 18th June, 1975.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(RAM PARKASH KAPOOR)  
Superintendent Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 1743-5FR-75/18833,

Dated, Chandigarh, the 18th June, 1975.

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***These instructions have become obsolete.***

**No. 3800-3FR-75/20359**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners, Ambala & Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 19th June, 1975.**

**Subject : Grant of Ad-hoc relief to Haryana Government Employees.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 2060-3FR-75/11040, dated the 28th March, 1975, on the subject noted above and to say that the amount of first component of Ad-hoc relief should continue to be deposited in the General Provident Fund Accounts/C.T.D. Accounts of the employees upto 31-3-1976, the last Deposit being made from the pay of February, 1976 to be paid in March, 1976.

Yours faithfully,

Sd/-

(PARTAP SINGH)

Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been revised and partly modified  
vide No. 1720-WM-(4)-77/27260, Dated 12.09.1977 & No.  
25/16/81-WM(6), Dated 15.05.1985.***

**No. 3518-WM-(5)-75/20396**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners Ambala/Hisar Divisions,  
All Deputy Commissioners &  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 23rd June, 1975.**

**Subject : Advance to Government servants for the celebration of Marriage.**

Sir,

In partial modification of Finance Department circular letter No. 4670-WM-(I)-74/21827, dated the 19th June, 1974, on the subject, I am directed to convey to you that the age groups for which advances for the celebration of marriages may henceforth be admissible have been revised as under :-

	<b>From</b>	<b>To</b>
Government servant whose son/ daughter is getting married	37	44 and above
Son	18	24 and above
Daughter	16	21 and above

It is requested that in future while making recommendation for earmarking of funds for marriage advances, above mentioned age groups may kindly be kept in view. All cases of earmarking of funds which are presently pending in the Finance Department have not so far been disposed off will now be processed accordingly.

2. Age of son/daughter as given in the school leaving certificate shall be acceptable only. A copy of the same duly attested by a Gazetted Officer should invariably be attached with the application form.
3. You are requested to kindly acknowledge the receipt of this letter.

Yours faithfully,  
Sd/-

Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 3518-WM-(5)-75/20397

Dated, Chandigarh, the 23rd June, 1975.

A copy, alongwith two spare copies, is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action, with reference to Finance Department Endst. No. 4670-WM(I)-74/21828, dated, 19th June, 1974.

*Sd/-*

Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 3518-WM-(5)-75/20398

Dated, Chandigarh, the 23rd June, 1975.

A copy is forwarded to all Treasury/Sub-Treasury Officers in the State for information and necessary action with reference to Finance Department Endst. No. 4670-WM(I)-74/21829, dated, 19th June, 1974.

*Sd/-*

Under Secretary, Finance (BR.),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana  
for information.

*Sd/-*

Under Secretary, Finance (BR.),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 3518-WM-(5)-75

Dated, Chandigarh, the 23rd June, 1975.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of Chief Minister/Ministers/Ministers of State.

*Sd/-*

Under Secretary, Finance (BR.),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 3518-WM-(5)-75

Dated, Chandigarh, the 23rd June, 1975.

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**MOST IMMEDIATE/TOP PRIORITY****HARYANA VIDHAN SABHA SECRETARIAT****No. EC-9(20)-74-75/6866**

From

Shri Raj Kumar Malhotra,  
Secretary.

To

The Commissioner & Secretary to Government,  
Haryana, Finance Department (Budget and  
Committee Branch), Chandigarh.**Dated, Chandigarh, the 27th June, 1975.****Subject : Procedure for dealing with the Reports of the Estimates Committee.**

Sir,

I am directed to state that the Implementation Sub-Committee of the Estimates Committee of the Haryana Vidhan Sabha for the year 1968-69 observed that the various Government Departments were not paying due attention to the work connected with the implementation of the recommendations of the Estimates Committee in their reports in the Budget Estimates of the Composite State of Punjab for the years 1956-57, 1958-59, 1959-60, 1960-61, 1962-63, 1963-64, 1964-65, and 1965-66. This feeling of the Sub-Committee was conveyed by the Speaker, Haryana Vidhan Sabha to the Finance Minister, Haryana,—vide D.O. Letter No. 7793, dated the 12th May, 1969. It has, however, been seen that the Departments are still not paying due attention to the various reports of the Estimates Committee of the Haryana Vidhan Sabha in sending the reply/quarterly progress reports in regard to the action taken by the Government on the recommendations/observations of the Committee to the Haryana Vidhan Sabha Secretariat well in time. Attention, however, is invited to circular letter No. 48-PR-66/1072, dated 27th/28th February, 1966 laying down the procedure for dealing with the reports of the Estimates Committee on the Budget Estimates.

2. Quarterly Progress Reports in regard to the action taken by the Government on the recommendations/observations of the Committee for the quarter ending the 31st March, 1975 have not been received (list of the departments enclosed). As the Estimates Committee of the Haryana Vidhan Sabha is holding their next meeting on the 7th July, 1975 to consider the replies/progress reports received from the Government in regard to the action taken by the Government on the recommendations/observations of the Committee, it is therefore, requested that the necessary quarterly progress reports for the period ending the 31st March, 1975 may kindly be obtained from the departments (list enclosed) and sent to this Secretariat immediately so that the Committee may consider these replies in its next meeting.

Yours faithfully,

Sd/-  
Deputy Secretary,  
for Secretary.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 2528-5FR(1)-76/14020, Dated 11.05.1977.***

**No. 853-5FR-75/20872**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court,  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 30th June, 1975**

***Subject : Transfer to Haryana Government employees on Foreign Service to other Governments, Companies Corporations.***

Sir,

I am directed to say that instances have come to the notice of the Government that on completion of normal terms of deputation some Government employees are again allowed to proceed on deputation after a brief stay in their parent departments. This tantamounts to the violation of the spirit of Government instruction contained in Finance Department circular Letter No. 2796-(5)-FR-71/15322, dated the 8th June, 1971. It is, therefore, clarified that Government servant who has served on deputation in a State or Central Organization should not be allowed to proceed on deputation to some other foreign Organization again unless he has worked for a minimum period of 2 years on a post in his parent department subsequent to his reversion.

I am to request that these instructions may be scrupulously followed in future.

Yours faithfully,

*Sd/-*

PARTAP SINGH,  
Deputy Secretary Finance Regulations  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 853-5FR-75/20873

Dated, Chandigarh, the 30th June, 1975

A copy is forwarded to the Accountant General, Haryana Chandigarh for information.

*Sd/-*

PARTAP SINGH,  
Deputy Secretary Finance Regulations  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

Financial Commissioner Revenue (Haryana).  
All Administrative Secretaries to Government, Haryana for information and guidance.

*Sd/-*  
(RAM PARKASH KAPUR),  
Superintendent Finance Regulations  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

U.O. No. 853-5FR- 75,

Dated, Chandigarh the 30th June, 1975

Copies are forwarded to the Principal Secretary/Secretary/Secretaries, Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(RAM PARKASH KAPUR),  
Superintendent Finance Regulations  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries,  
To the Chief Minister/Ministers/Ministers of State.

U.O. No. 853-5FR-75,

Dated, Chandigarh, the 30th June, 1975.

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**FINANCE DEPARTMENT****Notification****The 2nd/3rd July, 1975**

**No. 551-FR-(PR)-75/21539.**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana here by makes the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Second Amendment) Rules, 1975.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of (Pay) Rules, 1969, the entry in the Schedule appended thereto against Serial No. 26, page 5, column No. 4, as substituted vide rule 2 (v) of Haryana Government, Finance Department Notification No. 3914-FR(PR)-70/22220, dated the 11th August, 1970, may be deleted and instead the following entry may be inserted :-

"Rs. 350-25-500/30-650/30-800(T.S.)  
Rs. 550-30-700/30-850 (S.G. for 10% posts)

S. N. BHANOT  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

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Copy of letter **No. 2520-3WM-75/20825 dated 4th July, 1975** from Commissioner & Secy. to Govt., Haryana, Finance Department to all Heads of Departments, Haryana.

**Subject : Rate of interest to be charged on House Building, motor Car/Scooter other advance granted to Government servants during the year 1975-76.**

In continuation of Haryana Government letter No. 4219-3WM-74/20531 dated 12th June, 1974 on the above subject, I am directed to information you to the rate of interest to be charged on House Building, Motor Car/Motor/Scooter and other advances granted to Government Servants during the year 1975-76 will be 7 percent per annum.

No. 2520-3WM-75/20826

Dated 4-7-75

A copy is forwarded to the Accountant General, Haryana, Chandigarh in formation and necessary action in continuation of Finance Department letter No. 4219-3WM-74/20532 dated the 12th June, 1974.

\*\*\*\*\*



***These instructions have been Revised vide  
No. 36/7/2K-4WM, Dated 26.09.2001.***

Copy of letter **No. 1333-3WM-75/22105 dated 8th July, 1975** from Commissioner to Govt., Haryana, Finance Department to all Heads of Departments in Haryana State.

**Subject : Grant of advance to Govt. Servants working in Union Territory Administration, Chandigarh for the purchase of cars and Motor/Cycle.**

Sir,

I am directed to address you on the subject and to say that according to Rule 10.21 (i) of Punjab Financial Rules, Volume I, is admissible to the Govt. servants who are on deputation to other State or on foreign services for the purchase of conveyance.

2. In relaxation of this rule Govt. has now decided to grant loans for the purchase of Motor Conveyance to its employees who are on deputation to union Territory Administration Chandigarh.

No. 1333-3WM-75/221067

Dated, 8-7-75

A copy, along with two spare copies is forwarded to the Accountant General, Haryana, Chandigarh for information.

\*\*\*\*\*

***These instructions have become obsolete.***

Copy of Immediate memo **No. 2782-1B&C-75/22622 dated 11th July, 1975** from the Commissioner & Secretary to Govt., Haryana, Finance Department, to the all heads of Departments etc.

**Subject : Preparation of Budget Estimates for the year 1976-77- Instructions regarding.**

I am directed to enclose the schedule of dates for the submission of various returns to the Finance Department in connection with the preparation of Budget Estimates 1976-77 (Annexure). The estimates of your annual expenditure and forecast of receipts are to be prepared, as in the earlier year, keeping in view the standing instructions issued by the Finance Department from time to time. These instructions provide permanent guidelines and are still in force. Copies thereof were sent to you with Finance Department circular letter No. 2533-1B&C-71/17179, dated the 28th June, 1971. The following points, however, need to be brought to your notice specifically for strict observance :-

**I. Rounding of figures**

Provision for rounding in the State Budget under the various grants (As required under paragraph 3.5(b) of the budget manual, figures in the Budget Estimates under each item should be rounded off to the nearest ten).

**II. Reserve with Finance Department**

Provision in respect of "Reserve with F.D." under the various Major Heads (The purpose of the 'reserve' should clearly be indicated against the provision).

**III. Charges in England**

No separate provision for "Charges in England" are now to be shown. All such items of expenditure/receipts will be accounted for and merged with other expenditure/receipts of the same nature under the relevant programme Minor Head.

**IV. Assignment of 'guide letters' and 'code numbers'**

Proper guide letters should be given to the Sub-Major Heads, the Minor Heads, the Sub heads, the Detailed Heads and code numbers in the case of plan schemes.

(Attention in this connection is invited to Finance Department circular letter No. 6590-1B&C-74/28302, dated the 12th August, 1974).

**V. Provision for POL (Petrol, oil, lubricants) Charges**

In the revised Estimates 1975-76 and the Budget Estimates 1976-77, the provision made for the POL (Petrol, mobile oil and lubricants) charges of Government Vehicles should be shown separately under the Standard Objects of Expenditure "Office Expenses".

**VI. Figures of Actuals**

The figures of 'Actuals' should be given without exception, where required, under relevant columns.

**VII. Dearness Allowance**

Under the standard object 'Salaries' the provision for "Dearness Allowance" should be shown separately in the Revised Estimates 1975-76 and the budget Estimates 1976-77.

(In this connection, the instructions contained in Finance Department circular letter No. 288-B&C-(2RC)-73/43002, dated 22.10.73 refer).

2. I am to request that the schedule of dates may kindly be adhered to strictly.
3. The receipt of this communication may kindly be acknowledged.

Copy of Endst. No. 2782-1B&C-75/22623 of the same date by the same office

A copy with a copy of its enclosure is forwarded to the Accountant General, Haryana, for information and with the request that :-

- (i) He may kindly advise the Finance Department about the estimates of the heads of accounts with which he is concerned, by the dates indicated in the calendar; and
- (ii) To ensure upto-date reconciliation of expenditure with the departments to enable the latter to frame their Revised Estimates, 1975-76 realistically.

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***These instructions have been Revised vide  
No. 2528-5FR(1)-76/14020, Dated 11.05.1977.***

**No. 3912-5FR-75/22899**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners, Ambala and Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 15th July, 1975**

***Subject : Deputation of Government employees to other Governments/Companies/  
Corporations etc. Deputation allowance.***

Sir,

I am directed to invite a reference to Joint Punjab Finance Department Circular Letter No. 10508-(3)-FR-II-62/508, dated the 28th/31st January, 1963, as modified from time to time on this subject and to say that the matter in regard to the grant of deputation allowance to Haryana Government employees transferred on deputation/foreign service to other Governments and Bodies under their administrative control has been under the consideration of Government for sometime past. It has now been decided that the grant of deputation allowance to Haryana Government employees who go on deputation/foreign service to other State Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or Controlled by them will be regulated as under :-

The orders contained Joint Punjab Government Finance Department letter referred to above, as amended from time to time, shall continue to apply with the modification that deputation allowance shall be at the rate of 10% of the employee's basic pay, instead of 20% as at present, and the maximum amount of deputation allowance will be restricted to Rs. 100/- p.m. in the case of deputation/foreign service at the same station and Rs. 250/- p.m. in the case of deputation/foreign service at another station instead of Rs. 300/-. For example, a Govt. employee with headquarter at Chandigarh will be given 10% deputation allowance subject to a maximum of Rs. 100/- p.m. If he is transferred on deputation/foreign service at Chandigarh, and a Govt. employee will be given 10% deputation allowance subject to a maximum of Rs. 250/- if his headquarter while on deputation/foreign service is at a place other than his last headquarter. Whether a person goes to the same station or not for this purpose, will be determined with reference to the station which was his headquarter before proceeding on deputation/foreign service.

2. Attention is also invited to Joint Punjab Finance Department Circular Letter No. 10576-(3)-FR-II-62/3576, dated the 4th April, 1963 and Haryana Government Circular Letter No. 2796-(5)-FR-71/15322 dated the 8th June, 1971 in which it was reiterated that the period of deputation/foreign service of a Government employee should not ordinarily exceed one year at a time and should not normally be extended beyond three years. It has also been decided that the maximum limit on the period of deputation as laid down in the letters referred to above will be strictly observed and any extension allowed even for short period with the approval of the Finance Department beyond the maximum limit of Four years will be on the condition that no deputation allowance will be admissible during the extended period.

3. These orders shall take effect from the date of issue. Persons who are already on deputation/Foreign service on the date of issue of these orders within the same station or another station and are in receipt of deputation allowance @20% of basic pay subject to the existing maximum limit in accordance with the orders contained in Finance Department letter dated 28th/31st January, 1963 as amended from time to time, will continue to get the deputation allowance on that basis during the currency of their present tenure. Deputation allowance @10% subject to the new maximum limits will, however, become effective in their case from the date of further extension in their deputation period.

4. Its receipt may please be acknowledged.

Yours faithfully,

Sd/-  
(PARTAP SINGH)  
Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 3912-5FR-75/22900,

Dated, Chandigarh, the 15th July, 1975

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-  
(PARTAP SINGH)  
Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the Financial Commissioner, Revenue, Haryana and all Administrative Secretaries to Govt. Haryana, for information and necessary action.

Sd/-  
(RAM PARKASH KAPUR)  
Superintendent, Finance Regulation,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana.

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U.O. No. 3912-5FR-75,

Dated, Chandigarh, the 15th July, 1975

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

Sd/-  
(RAM PARKASH KAPUR)  
Superintendent, Finance Regulation,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 3912-5FR-75/22899,

Dated, Chandigarh, the 15th July, 1975.

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**No. 3925-3WM-75/22222**

From

Shri S.N. Bhanot, I.A.S.,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala & Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the Haryana,  
The Registrar Punjab and Haryana High court, and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 15th July, 1975**

**Subject : Rate of interest on deposits in the Provident Fund and other similar Funds for the financial year 1975-76.**

Sir,

In continuation of Haryana Govt. letter No. 1757-3WM-74/9156, dated the 12th March, 1974, on the subject noted above, I am directed to say that it has been decided to fix the rate of interest at 7½% per annum on deposits and also on the balances at the credit of the subscribers to the General Provident Fund and other similar Funds on the 31st March, 1975, administered by the Haryana Govt. The rate of interest will be in force during the financial year beginning from the 1st April, 1975.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Som Raj)

Under Secretary Finance (Budget Reforms)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 3925-3WM-75/22223

Dated, 15th July, 1975

A copy is forwarded to the Accountant General, Haryana Chandigarh for information in continuation of Finance Deptt. endst. No. 1757-3WM-74/9157, dated 12th March, 1974.

Sd/-

(Som Raj)

Under Secretary Finance (Budget Reforms)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have been Revised vide  
HGPF Rules, 2006.***

**No. 1270-1FR-75/23925**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 24th July, 1975.**

**Subject : Withdrawal from General Provident Fund for meeting expenditure on the construction of House - procedure regarding.**

Sir,

I am directed to invite a reference on the subject noted above and to say that it has been observed by the Govt. that the tendency of making frequent withdrawals from General Provident Fund under rule 13.29A of Civil services Rules, Volume II for the construction of houses making additions and alterations to the houses etc. on flimsy grounds by the employees has enormously increased. To eliminate this growing tendency among the employees it has now been decided by the Govt. that while forwarding the proposals for sanctioning withdrawals from General Provident Fund for the above mentioned purpose it may be ensured that :-

- (i) If the advance has been applied for the construction of a house on a plot of land already owned or acquired the subscriber has undisputed title of ownership individually or jointly with his/her wife/husband to the land on which the house is to be constructed; or
- (ii) If the plot on which the house is to be constructed is on lease, the terms of lease should be such as may entitle him/her to the grant of House Building Advance.
- (iii) If the advance has been applied for making additions and alterations to a house already owned or acquired or repaying any outstanding amount of loan expressly taken for the purchase or reconstruction of a house or making additions and alterations to a house already owned or acquired.

The subscriber has undisputed title to the land and/or house already owned or acquired as the case may be either singly or jointly with his/her wife/husband and;



- (iv) If the house is to be constructed/ reconstructed within the municipal limits of a city/town or in any urban estate the subscriber should also be required to produce attested copies of the approved building plans. In other cases the Head of Department should satisfy himself that the subscriber intends to build the house. For this purpose among other things, the subscriber should be required to produce a certificate from two respectable persons of the area in which the house is to be constructed, to that effect.

In all such cases subscriber should utilize the advance in question within period of six months and he should be called upon by the Head of Department to furnish a utilization certificate to this effect.

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

Yours faithfully,

*Sd/-*  
(PARTAP SINGH),  
Deputy Secretary Finance Regulations  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No.1270-1FR-75/25926

Dated, Chandigarh, the 24th July 1975.

A copy is forwarded to the Accountant General, Haryana Chandigarh for information.

By Order

*Sd/-*  
(PARTAP SINGH),  
Deputy Secretary Finance Regulations  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the : -

Financial Commissioner Revenue (Haryana)  
All Administrative Secretaries to Government, Haryana;  
for information and guidance.

*Sd/-*  
(RAM PARKASH KAPUR),  
Superintendent Finance Regulations  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

Financial Commissioner Revenue (Haryana)  
All Administrative Secretaries to Govt., Haryana.

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No. 1270-1FR-75/25926

Dated, Chandigarh, the 24th July 1975.

Copies are forwarded to the Principal Secretaries/Secretaries/Private Secretaries to the Chief Minister/Minister/Minister of State. For information of the Chief Minister/Minister/Ministers of State.

Sd/-  
(RAM PARKASH KAPUR),  
Superintendent Finance Regulations  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

No.1270-1FR-75/25926

Dated, Chandigarh, the 24th July 1975.

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***These instructions have been superseded vide  
No. 2528-5FR(1)-76/14020, Dated 11.05.1977.***

**No. 2250-5FR-75/25425**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court &  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 31st July, 1975**

**Subject : Grant of bonus to Government employees on deputation to Public Sector Undertakings etc.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department Circular letter No. 4018-3FR-68/24961, dated the 11th October, 1968 on the subject noted above and to say that the question of making ex-gratia payment to senior officers including deputationist in Public Sector Undertaking in which not less than 51% of the paid up share capital is held by the Central Government/State Government and who are drawing salary of more than Rs. 1600/- p.m. has been reconsidered by the Government and it has been decided that, for purposes of computing the ex-gratia payment to such senior officers the total salary should be deemed to be Rs. 750/- p.m. regardless of the actual salary drawn by the officers subject to the following conditions that :-

- (a) the enterprise has been earning profits,
- (b) the payment is made from the employers share of the available surplus of 40% as per payment of Bonus Act (sixty percent of the available surplus, which becomes the 'allocable surplus' under Payment of Bonus Act, 1965 being reserved for utilization towards payment of bonus to employees drawing up to Rs. 1600/-.
- (c) for the purpose of computing (ex-gratia payment the salary is deemed to be Rs. 750/- p.m. irrespective of the actual salary drawn by the officers.
- (d) The deputationist who are drawing their grade pay with a deputation allowance may be given a fresh option either to continue on such deputation with a deputation allowance without being eligible for ex-gratia payment or to opt for the scales of pay of the post in the enterprises and be eligible for the ex-gratia payment. This option has to be exercised before 31.10.1975.

2. In regard to personnel drawing salary or wages above Rs. 750/- but not exceeding Rs. 1600/- p.m. no ex-gratia payments of the salary or wage above Rs. 750/- p.m. should be made for making payment of bonus under the Payment of Bonus Act and also for making ex-gratia payment, where such a payment is made in accordance with the instructions contained in Haryana Government letter referred to above, on the same lines as for bonus payable by public sector undertakings falling within the provisions of the Payment of Bonus Act, the stipulation

contained in Section 12 of the Act shall be observed, viz. where the salary or wage of an employee exceeds Rs. 750/- p.m., the bonus payable to such employee shall be calculated as if the salary or wage were Rs. 750/- p.m.

3. The instructions are not applicable to All India Services Officers.

Yours faithfully,

Sd/-

(PARTAP SINGH)

Deputy Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2250-5FR-75/

Dated, Chandigarh, the 31st July, 1975

A copy is forwarded to the Accountant General, Haryana, Chandigarh in continuation of Haryana Government letter No. 4018/24961, dated the 11th October, 1968, for information and necessary action.

Sd/-

(PARTAP SINGH)

Deputy Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to the :-

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana, for information and guidance in continuation of Finance Department letter No. 4018-3FR-68/24961, dated the 11th October, 1968.

Sd/-

(Ram Parkash Kapur)

Under Secretary, Finance Regulations  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioners, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 2250-5FR-75,

Dated, Chandigarh, the 31st July, 1975

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

Sd/-

(Ram Parkash Kapur)

Under Secretary, Finance Regulations  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 2250-5FR-75,

Dated, Chandigarh, the 31st July, 1975.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 1720-WM-(4)-77/27260, Dated 12.09.1977.***

**No. 6055-WM(5)-75/26569**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of the Departments,  
Commissioners of Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab and Haryana High Court and  
All the District & Sessions Judges in Haryana.

**Dated, Chandigarh, the 5th August, 1975.**

***Subject : Advance to Government servants for the celebration of Marriages.***

Sir,

I am directed to invite your attention to Finance Department letter No. 4641-WM(5)-75/18293, dated the 4th June, 1975 on the subject and to say that in future exact date of marriage should invariably be mentioned in every sanction issued by them, for the grant of marriage advanced to their officials/officers for which funds have been got earmarked by the Finance Department. Sanction issued by them without giving information in regards to the exact date of marriage will not be accepted by audit.

2. You are kindly requested to acknowledged receipt of this letter.

Yours faithfully,

*Sd/-*  
Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 6055-WM(5)-75/26570

Dated, Chandigarh, 5th August, 1975.

A copy is forwarded to the Accountant General, Haryana, for information with reference to his letter No./II/Marriage Adv./75-76/960, dated the 7th July, 1975. Action is regard to past cases is being taken separately.

*Sd/-*  
Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 6055-WM(5)-75/26571

Dated, Chandigarh, 5th August, 1975.

A Copy is forwarded to all Treasury Officers, in Haryana for information and necessary action in continuation of Finance Department Endst. No. 4641-WM-(I)-75/18254, dated the 4th June, 1975.

*Sd/-*  
Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to :-

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana for information.

*Sd/-*  
Under Secretary, Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 6055-WM(5)-75

Dated, Chandigarh, 5th August, 1975.

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***These instructions have been Revised vide  
No. 67-3FR-II-76/3162, Dated 28.01.1976.***

**No. 2139-3FR-75/27193**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners of Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in the Haryana State.

**Dated, Chandigarh, the 8th August, 1975.**

**Subject : Grant of Compensatory Allowance to Officials/Officers posted at places where conditions of living are difficult.**

Sir,

I am directed to invite a reference to composite Punjab Government, Finance Department letter No. 13556-3FR-I-63/797, dated the 27th January, 1964, on the above subject and to state that consequent upon the treatment of a portion of dearness allowance as 'Dearness pay' for the purpose of Compensatory Allowance from the 1st March, 1974, vide paragraph 4 of the Finance Department letter No. 1427-3FR-74/8959, dated the 12th March, 1974, the question of raising maximum pay limit of Rs. 850 laid down for the eligibility of compensatory allowance in second para of the composite Punjab Government letter referred to above has been under the consideration of Government for some-time past. It has now been decided to raise the above, mentioned pay limit of Rs. 850 to Rs. 970 (including dearness pay) with marginal adjustment upto Rs. 1020 i.e. those getting pay plus dearness pay exceeding Rs. 970 will be get compensatory allowance equal to the amount by which pay plus dearness pay falls short of Rs. 1020. The marginal adjustment in the case of local employees will be up to Rs. 995.00.

2. These orders will take effect from the 1st March, 1974.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2130-3FR-I-6/27194,

Dated, Chandigarh, the 8th August, 1975.

A copy is forwarded to the Accountant General Haryana, Chandigarh for information.

*Sd/-*

Deputy Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 2139-3FR-75/27195

Dated, Chandigarh, the 8th August, 1975.

A copy is forwarded to all the Treasury Officers and Assistant Treasury Officers in the State for information and necessary action.

*Sd/-*  
Superintendent Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

1. Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana for information and guidance.

*Sd/-*  
Superintendent Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Govt. Haryana.

D.O. No. 2139-3FR-75,

Dated, Chandigarh, the 8th August, 1975.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers of the State.

*Sd/-*  
Superintendent Finance (Regulations),  
for Commissioner & Secretary to Govt. Haryana,  
Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of Slate.

U.O. No. 2139-3FR-75,

Dated, Chandigarh, the 8th August, 1975.

\*\*\*\*\*



***These instructions have become obsolete.***

प्रतिलिपि यादी क्र० 993-एफडी(पैन)-75/27888, दिनांक 11/8/75 (11th August, 1975) प्रेषक आयुक्त एवं सचिव, हरियाणा सरकार, वित्त विभाग, सेवा में हरियाणा के सभी विभागाध्यक्षों दूसरों को इस पत्र की नकल।

**विषय :** पेंशन केसों का शीघ्र निपटान सिविल सेवा नियमावली वाल्यूम- I, पार्ट- I के नियम 3 अधीन सर्टिफिकेट देना।

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार वित्त विभाग के यादी पत्र क्र० 1507-एफडी(पैन)-74/40352, दिनांक 21/11/74 द्वारा जारी गई हिदायतों की ओर दिलाऊं जिनके अनुसार अधिकतम आयु सीमा में ढील देने के बारे में कार्यविधि दर्शायी गई थी और आवश्यक सर्टिफिकेट उन्हीं कर्मचारियों के मामलों में रिकार्ड किया जा सकता था जो 1/11/66 से पहले सरकारी सेवा में भर्ती हुये थे अथवा जो 7/6/75 से या तो सेवा निवृत्त हो चुके थे या सेवा निवृत्त होने थे।

2. इस संबंध में सरकार ने पुनः विचार किया है तथा यह निर्णय लिया है कि उपरोक्त सर्टिफिकेट उन सभी केसों में रिकार्ड कर दिया जाये जिनमें संबंधित कर्मचारी 1/11/66 से पहले सेवा में भर्ती हुए थे और जिनका वाछिंत रिकार्ड उपलब्ध नहीं हैं चाहे 7/6/75 के पश्चात ही रिटायर हो चुके हों अथवा होने हों।

3. आप से अनुरोध है कि उपरोक्त हिदायतों को इस हद तक संशोधित समझा जाये।

4. यह पत्र मुख्य सचिव, हरियाणा सरकार के अशा० क्र० 4744-जीएस-1-75, दिनांक 01/8 द्वारा सहमति प्राप्त करके जारी किया जा रहा है।

5. कृपया इस पत्र को पावती भेजें और इस कारण से रुके हुए सभी पेंशन केसों को बिना विलम्ब पूर्ण करके आडिट कार्यालय को भेज दिया जाये।

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***These instructions have been Revised vide No. 9479-M(3)77/23024, Dated 12.09.1977.***

**No. 4743-WM-(3)-75/27265**

From

Shri S.N. Bhanot, I.A.S.,  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
The Commissioners Ambala and Hisar Divisions and  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in the State,  
The Registrar, Punjab & Haryana High Court and  
All District & Session Judges in Haryana.

**Dated, Chandigarh, the 13th August, 1975**

***Subject : Advances to the Government servants for the purchase of motor cars/  
Scooter/motor cycles - charging of penal interest.***

Sir,

I am directed to invite your attention to note 3 below rule 10.21 read with rules 10.22 of the Punjab Financial Rules Vol. I which inter-alia enjoins that a Government servant who draws an advance for the purchase of a motor conveyance should purchase the conveyance within a period of one month of the drawal of advance. Instances have, however, come to the notice of the Finance Department in which the state Government employees who were sanctioned loan for the purchase of conveyances did not comply with the provisions of the above mentioned rules. To discourage this tendency, Government have decided that in such cases the full amount of the advance drawn should be got refunded immediately with a penal interest of 2½% over and above the normal rate of interest fixed by the Government from time to time for these loans. All such cases, in future, should be referred to the Finance Department.

2. The receipt of this letter may please be acknowledged.

*Sd/-*  
Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4743-WM-(3)-75/27266,

Dated, Chandigarh, the 13th August, 1975

A copy, alongwith two spare copies, is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action with reference to his letter No. TMI/17-1/75-76/KW-3/339, dated 2.6.1975.

*Sd/-*  
Under Secretary Finance (BR),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies forwarded to the :-

Financial Commissioners, Revenue, Haryana, and  
All Administrative Secretaries to Government, Haryana,  
for information and necessary action.

*Sd/-*

Under Secretary Finance (BR),  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Financial Commissioners, Revenue and  
All Administrative Secretaries to Government, Haryana.

U.O. No. 4743-WM-(3)-75/27266,

Dated, Chandigarh, the 13th August, 1975

\*\*\*\*\*

***These instructions have become obsolete.***

**Copy of F.D. No. 5151-3FR-75/23389 dt. 19th August, 1975**

***Subject : Rates of AC coach on Travelling in Own Car.***

I am directed to invite a reference to the Haryana Government Finance Department letter No. 109-3FR-75/786, dated the 9th January, 1975, on the subject cited above and to say that a question has arisen whether the concession of allowing the road mileage to the extent of ACC fare to an officer entitled to such rail accommodation, when performing a journey by his own Car between stations connected by rail, can be given regardless of the fact whether Air conditioned coach actually plies between those stations on the day(s) of journey or not and whether it is subject to a recovery of one paise per Kilometer. It is clarified that the above concession will be admissible only if the A.C.C. actually plies on the day(s) on which such journey is performed and will be subject to the recovery of one paise per Kilo-meter.

These orders will take effect from the date of issue.

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**No. 3893-7FR-75/30146**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Ambala and Hisar Divisions and  
All the Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 28th August, 1975**

**Subject : Medical Termination of Pregnancy Act, 1971 - Admissibility of Maternity Leave.**

Sir,

I am directed to say that in accordance with note 2 below rule 8.86 and 8.137(A) of Punjab Civil Services Rules, Vol. I, Part I, maternity leave can be granted to female Government servants in case of miscarriage, including abortion subject to the conditions mentioned therein.

2. It has now been decided that the abortion induced under the Medical Termination of Pregnancy Act, 1971, should also be considered as a case of abortion for the purpose of granting "Maternity Leave" under the said rules.

Yours faithfully,

*Sd/-*

(PARTAP SINGH)

Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 3893-7FR-75/30147

Dated, Chandigarh, the 28th August, 1975

A copy, alongwith two spare copies, is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*

(PARTAP SINGH)

Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

The Financial Commissioner Revenue, Haryana,  
All Administrative Secretaries to Government, Haryana  
for information and necessary action.

*Sd/-*

Superintendent Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 3893-7FR-75,

Dated, Chandigarh, the 28th August, 1975

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State Minister/Ministers/Ministers of State.

*Sd/-*  
Superintendent Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 3893-7FR-75,

Dated, Chandigarh, the 28th August, 1975.

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***These instructions have been Revised vide  
No. 1628-1B&C-77/11400, Dt. 20.04.1977.***

**D.O. No. 3884-1B&C-75/32598**

**A. Banerjee, I.A.S.**

Secretary to Government, Haryana,  
Finance Department.

**Dated, Chandigarh, the 16th September, 1975**

**Subject : Economy in Expenditure.**

Dear,

I am desired to refer to the subject noted above and to say that since August, 1973, the State Finance Department have been issuing instructions from time to time for effecting economy in Government expenditure. These instructions have covered a wide ranges of subjects like use of telephones, contingent expenditure on petrol, expenditure touring expenditure on new staff and scheme, use of stationery, purchase of furniture as well as expenditure on petrol. There is considerable scope for effecting economy if these instructions are enforced with great vigor and determination. The position has, however, been reviewed again and a copy of further decisions taken by Government, in this respect is enclosed. The action to be taken thereon by the various Administrative Departments has been indicated in brackets against each item. I am to request that immediate steps may be taken to implement these decisions may also be conveyed to the Public Undertakings with which you are concerned.

Yours sincerely,

*Sd/-*  
(A. Banerjee)

All Administrative Secretaries  
(By name)

Endst. No. 3884-1B&C-75/32599

Dated, Chandigarh, the 16th September, 1975

A copy is forwarded to :-

- (i) All Heads of Departments in Haryana;
- (ii) The Registrar Punjab and Haryana High Court;
- (iii) The Commissioners, Ambala and Hisar Divisions;
- (iv) All Deputy Commissioners, and District and Sessions judges in Haryana;  
for information and necessary action.

*Sd/-*  
Under Secretary, Finance (Budget)  
for Secretary to Government, Haryana,  
Finance Department.

**Decisions taken by Govt. to effect economy in expenditure of Govt. Departments/public enterprises.**

1. Expenditure on stationery should be reduced to the minimum and 25% cut may be imposed straightway on all the Departments. Each Office Superintendents will be responsible to effect this reduction. (Action in the matter is to be initiated by the Secretary, Printing and Stationery Department and a report is to be sent to the Finance Department within one month).
2. Heads of Departments/Secretaries should undertake a review of reports and returns which have been prescribed in their departments and ensure that only those which serve a useful purpose are retained. (Each Head of Department/Administrative Secretary will send report to the Finance Department in regard to the action taken in the matter within one month).
3. All inessential expenditure like institutional advertising and publicity activities undertaken as a measure of image-building by the different departments should be curtailed. All cases involving this expenditure should be cleared with the Chief Secretary. (Copies or the sanctions issued in this connection will be sent to the C.S. in the Political Branch).
4. Official functions like inaugural and opening ceremonies should organized on an austere scale and a financial limit, should in each case be set by the concerned authority for expenditure on such occasions.
5. State hospitality should be extended on a very selective basis.
6. It should be made obligatory for all departments to get Government Vehicles repaired only at the State Transport Department Workshop at Chandigarh and the working of this workshop should be streamlined and strengthened suitably. The State Transport Controller, will take necessary step to streamline and strengthen the working of the Workshop so that there is no problem to get the Govt. vehicles repaired there. A report on the action taken by him will be submitted to the Finance Department).
7. Every department should review its schemes involving grants-in-aid, subsidies, stipends etc. and all those schemes should be discontinued which are found unproductive/not furthering the cause for which they were started. (All Administrative Secretaries to review their schemes and send proposals to the Finance Department).
8. There is a tendency among Departments to most of the contingent expenditure during the closing months of the financial year, mainly to exhaust the allotment. Finance Department should monitor the pace of this expenditure. All spending departments should encourage economies in this regard. (Detailed instructions are being issued by the Finance Department separately).
9. Further recruitment of ministerial staff should be stopped forthwith and recruitment should be allowed only in essential case involving operational and technical staff. (Detailed instructions are being issued by the Finance Department separately).

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***These instructions have become obsolete.***

**No. 3559-1B&C-75/32826**

From

The Secretary to Government, Haryana,  
Finance Department.

To

The Chief Engineer, Irrigation Works, Haryana,  
The Chief Engineer, P.W.D. Branch, Haryana,  
The Chief Engineer, P.W.D., Public Health Branch Haryana,  
The Chief Conservator of Forests, Haryana.

**Dated, Chandigarh, the 18th September, 1975**

**Subject : Economy in Expenditure.**

Sir,

In continuation of Finance Department circular letter No. 5607-1B&C-74/28022, dated the 12th August, 1974 on the subject noted above. I am directed to enclose copy of D.O. No. 8(18)-PFII/75, dated the 24th July, 1975, from the Union Finance Secretary and to say that it has been decided to follow the instructions contained therein regarding whitewashing/color washing the interiors of building repairing and painting furniture etc. to reasonable standards of cleanliness and to keep offices presentable. Action may kindly be taken strictly in accordance with these instructions.

Yours faithfully,

Sd/-  
(BADRI NATH)  
Under Secretary Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.

No. 3559-1B&C-75/32827

Dated, the 18th September, 1975

A copy is forwarded to the Accountant General; Haryana for information in continuation of Finance Department Endst. No. 6507-1B&C-74/28023, dated the 12th August, 1974.

Sd/-  
(BADRI NATH)  
Under Secretary Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to the :-

1. Commissioner & Secretary to Govt., Haryana P.W.D. (B&R) Department,
2. Commissioner & Secretariat to Govt. Haryana, Irrigation and Power Department.

3. Commissioner & Secretary to Govt., Haryana, Forest Department.
4. Secretary to Govt. Haryana, P.W.D. (Public Health)  
for intimation in continuation of Finance Department U.O. No. 5607-1B&C-75,  
dated the 12th August, 1974.

*Sd/-*  
Under Secretary Finance (B),  
for Secretary to Government, Haryana,  
Finance Department.

To

1. Commissioner & Secretary to Govt., Haryana P.W.D. (B&R) Department.
2. Commissioner & Secretariat to Govt. Haryana, Irrigation and Power  
Department.
3. Commissioner & Secretary to Govt., Haryana, Forest Department.
4. Secretary to Govt. Haryana, P.W.D. (Public Health).

U.O. No. 3559-1B&C- 75

Dated, the 18th September, 1975

A copy is forwarded for information to the :-

1. The Under Secretary to Govt., Haryana, Finance (1) II Department (in FICW  
Branch),
2. The Under Secretary to Govt., Haryana, Finance(D)I Department(in FDIII  
Branch),  
in continuation of Finance Department U.O. No. 5607-1B&C-75, dated the 12th  
August, 1975.

*Sd/-*  
Under Secretary Finance(B),  
for Secretary to Government, Haryana,  
Finance Department.

To

1. The Under Secretary to Govt., Haryana, Finance(1) II  
Department (in FICW Br.)
2. The Under Secretary to Govt., Haryana, Finance(D) I  
Department (in FDIII/FD II Br.)

U.O. No. 3559-1B&C-75,

Dated, the 18th September, 1975.

**Contd...**  
**Encl.**

**D.O. No. 8(18)-PFII/75**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE,**  
**New Delhi, the 24th July, 1975.**

**R. N. Ray,**  
Finance Secretary

My dear,

You are aware that the Prime Minister in broadcasting on the 1st July, 1975 outlining a programme for economic progress" laid stress on continuance of the anti inflationary strategy. She mentioned, inter alia, about the new orders to cut inessential expenditure.

2. You are aware of the various economy measures enforced by Govt. and the significant reduction in un-essential Govt. spending achieved during the last two years. As far as the current financial year is concerned would invite your attention to this Ministry's O.M. No.5 (1-PFII/74, dated the 3rd April, 1975 regarding economy in expenditure-temporary ban on construction of non-functional buildings and O. M. No. 14(6)E(Coord)-/75, dated the 28th April, 1975, regarding economy in administrative and non-plan expenditure of Govt. In the context of the Prime Minister's 21 point programme, strict enforcement of the orders contained the above office Memoranda has to be ensured. However, in the light of experience it has been decided that the orders may be relaxed, where considered necessary, for whitewashing/colour washing the interiors of buildings, repairing and painting furniture etc. to achieve reasonable standards of cleanliness, and to keep offices etc. to be presentable. It has also been decided to provide adequate funds for traveling allowance to meet the cost of journeys within the country, necessary to maintain the required degree of supervision and to carry out inspections, for attaining high levels of efficiency.

3. I would request you to kindly bring the instructions contained in this ministry Office Member Memoranda referred to above to the notice of all concerned including all attached and subordinate offices and public sector undertakings under your administrative control for strict compliance. We shall be grateful if immediate action is taken accordingly.

4. Kindly acknowledge receipt.

Yours faithfully,

Sd/-  
(H.N.RAY)

Shri  
Secretary/Additional Secretary,  
Ministry of  
Department of  
New Delhi.

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***These instructions have been inserted in Rules and clarified vide No. 4/53/2009-2 Pension dated 17.3.2010***

Copy of letter **No. 5860-2FR/75/32988 dated 23rd September, 1975** from the Secretary to Govt., Haryana, Finance Department to All the Heads of Departments and other etc. etc.

**Subject : Counting of service paid from contingencies for retirement benefits of employees who have put in such service**

I am directed to invite a reference to rules 3.17 and 3.17-A of the Punjab Civil Services Rules, volume II, as application to the State of Haryana, according to which the service paid from contingencies does not count as qualifying service for pension. In some cases, employees paid from contingencies are employed in types of work requiring service of whole time workers and are paid on monthly rates of pay or daily rates computed and paid on monthly basis and on being found fit, brought, note regular Establishment. The question whether in such cases services paid from contingencies, should allowed to count for pension and if so to what extent, has been under the consideration of the State Govt. for some time past. It has now been decided that half of the service paid from contingencies will be allowed to count towards pension at the time of absorption in regular employment, subject to the following conditions :-

- (a) Service paid from contingencies should have been in job involving whole time employment and not part time for a portion of day:
- (b) Service paid from contingencies should be in a type of work or job for which regular posts should have been sanctioned e.g. Malis, Chowkidars, Khalasis etc.
- (c) The service should have been one for which the payments is made either from monthly or daily rates computed and paid on a monthly basis and which though not analogous to their regular scale of pay should bear some relation in the matter of pay to those being paid for similar jobs being performed by staff in regular establishments.
- (d) The service paid from contingencies should have been continuous and followed by absorption in regular employment without a break.

3. Subject to the above conditions being fulfilled the weightage for past service paid from contingencies will be limited to the period from 1.1.1973 onwards for which authentic records of service may be available.

4. Necessary amendment in the rules will be made in due course.

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***These instructions have been superseded vide  
No. 2528-5FR(1)-76/14020, Dated 11.5.1977.***

**No. 2269-5FR-75/34821**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All Heads of Departments,  
The Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court and  
All District and Sessions Judges, in Haryana.

**Dated, Chandigarh, the 30th September, 1975**

**Subject : Deputation of Government employees to Corporations etc. Terms and Conditions.**

Sir,

I am directed to invite a reference to Haryana Government, Finance Department circular letter No. 686-5FR-74/23055, dated the 28th June, 1974 on the above noted subject, and to state that in partial modification of the provisions of para 3(ii) thereof, the following decision has been taken in respect of House Rent Allowance :-

- (i) If the deputationist Officer/Official vacates the Government residence and shifts to the house owned by him or he hires private accommodation, he shall be allowed house rent allowance as admissible, from time to time, under the rules/instructions of State Government.
- (ii) If the deputationist Officer/Official continues to occupy a Government residence, he will be required to pay the rent thereof at the rate of 10% of his pay and the difference between this amount and the rent charged by the Government shall be paid by the foreign employer.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

No. 2269-5FR-75/34822

Dated, Chandigarh, the 30th September, 1975.

A Copy is forwarded to the Accountant General, Haryana, Chandigarh for information.

By Order

*Sd/-*  
Deputy Secretary Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioner, Revenue, Haryana,
- (ii) All Administrative Secretaries to Government, Haryana for information and guidance.

*Sd/-*  
(RAM PARKASH KAPOOR)  
Superintendent Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 2269-5FR-75

Dated, Chandigarh, the 30th September, 1975.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(RAM PARKASH KAPOOR)  
Superintendent Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 2269-5FR-75,

Dated, Chandigarh, the 30th September, 1975.

A copy is forwarded to the Controller, Printing and Stationery, Haryana, Chandigarh for information and necessary action.

2. He is requested to supply 500 spare copies of this circular letter.

*Sd/-*  
(RAM PARKASH KAPOOR)  
Superintendent Finance (R)  
for Secretary to Government, Haryana,  
Finance Department.

To

The Controller,  
Printing & Stationery, Haryana, Chandigarh.

U.O. No. 2269-5FR-75,

Dated, Chandigarh, the 30th September, 1975.

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***These instructions have become obsolete.***

**Subject : Payment of anticipatory pension to the retiring Gazetted Government servants.**

Will the Financial Commissioner, Revenue Haryana and All Administrative Secretaries to Government, Haryana, Kindly refer to the Haryana State Finance Department Unofficial reference No. 449-2FR-70, dated 25/26th March, 1970, on the subject noted above?

2. Their attention is invited to sub-para (I) of para of Haryana State Finance Department circular letter No. 548-FD-(Pen)-69/12275, dated the 14th May, 1969, which provide that the pension papers in respect of the Gazetted Officers will be prepared initially in time by Audit Office, instead of by the Department concerned as at present and unless anything is heard to the contrary, the sanction of the Administrative authority (Pension Sanction Authority) to the pension will be assumed by the Audit Office after three months have elapsed from the date of report by Audit to such an authority. These instructions further provide that the Audit Office will finalize the case in such a way that the pensioner is able to draw his pension immediately after his retirement.

Hithertofore, the Audit office has been authorizing anticipatory pension to the retiring Gazetted Government servants on the basis of sanction/provisional recommendations of the pension sanctioning authorities as was envisaged in the above said instructions. It has recently been pointed out by the Audit that the pension sanctioning authorities do not accord sanction in such cases in time and the purpose of giving immediate relief to the retirees remains unfulfilled. Under these circumstances, the Accountant General, Haryana, therefore, intends to invoke the provisions of Rule 9.17 of the Punjab Civil Services Rules, Volume-II in order to sanction the disbursement of anticipatory pension to the retired Gazetted Government Officers, without waiting for sanctions of the pension sanctioning authorities, as the same are not accorded in time. He is, however, being requested not to resort to such an action, as in the event of recoveries having been pointed out by the pension sanctioning authorities subsequently, it may not be possible for them to effect the same from the officers concerned. He is being informed that the pension sanctioning authorities have been requested to see that, in future, such sanctions are issued within the prescribed time, without fail.

3. They are accordingly, requested to ensure that no delays are made, in future, in according such sanctions and the above instructions are complied with strictly, failing which they would be responsible to make good the loss sustained by Government in the event of recoveries having not been effected from the officers concerned by the Audit.

4. The receipt of this communication may kindly be acknowledged.

Sd/-  
Deputy Secretary, Finance,  
for Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

**U.O. No. 1160FD-(Pen)-75/33495**

**Dated, Chandigarh, 8th/13th October, 1975.**

A copy is forwarded for information to the Accountant General, Haryana, with reference to his letter No. Pen.I/Gen-3/75-76/1418, dated the 6/9th September, 1975.

2. In the event the provisions of Rule 9.17 of the Punjab Civil Services Rules Vol.-II, are invoked by him, it will create an embarrassing situation for the State Government in case the recoveries against the retiring Gazetted Officers are pointed out by the pension sanctioning authorities concerned, after anticipatory pension have been sanctioned by him without the section/provisional recommendation of the letter.

3. It will be ensured that, in future, the sanctions in such cases will be accorded will in time, in any case within the prescribed period.

*Sd/-*

Deputy Secretary, Finance (P),  
for Secretary to Government, Haryana,  
Finance Department.

No. 1160FD-(Pen)-75/33496

Dated, Chandigarh, 8th/13th October, 1975.

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

1. All Heads of the Departments, Commissioners Ambala/Hisar Divisions, All Deputy Commissioners and Sub Divisional Officers in the State.
2. The Registrar, Punjab and Haryana High Court, Chandigarh and All District & Sessions Judges in the Haryana State;  
in so far as they are concerned.

*Sd/-*

Deputy Secretary, Finance (P),  
for Secretary to Government, Haryana,  
Finance Department.

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**IMMEDIATE****No. 3098-1B&C-75/35887**

From

The Commissioner & Secretary to Government,  
Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala and Hisar Divisions, and  
All Deputy Commissioners in Haryana,  
Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.**Dated, Chandigarh, the 15th October, 1975****Subject : Elimination of delay in the disposal of Govt. work.**

Sir,

I am directed to address you on the subject cited above and to say in the meeting of the Administrative Secretaries held with the Governor of Haryana on 15th July, 1975 in the Haryana Raj Bhawan to discuss the matter relating to the streamlining the administration one of the decisions taken was :-

“(h) There is need to change the existing system of Financial Control. At present the departments have to approach the Finance Department for obtaining concurrence even in respect of the proposals/Projects included in the budget. Once grants have been earmarked for a department, the Administrative Secretary should be free to spend the money in the best interest of the department and a second reference to the Finance Department should be obviated. Finance Department should study this proposal and suggest ways of implementing it”.

2. In the context of the above decision, I am to invite your attention to the detailed instructions issued with Finance Department circular letter No. 2706-1B&C-70/16038, Dated 6th June, 1970 wherein it was pointed out that the annual budget estimates should be prepared on the assumption that once these have been cleared by the Finance Department and approved by the Legislature further reference to the Finance Department will not be necessary within the framework of the same. This can only be achieved if a detailed pre-budget scrutiny is applied by the Finance Department to the annual estimates of the expenditure proposed by the departments. In particular, inclusion of plan schemes, in the budget estimates on a provisional basis needed to be avoided because a detailed scrutiny of the schemes after the budget had been passed by the Legislature led to delay in their execution. The delay in the execution of a scheme not only affected the achievements of a contemplated target but also sometimes increased the financial burden on the State Exchequer. The importance of the pre-Budget Scrutiny was, therefore, obvious which could only be possible if budget calendar was adhered to strictly. Attention in this respect is also invited to Finance Department circular letter No. 1500-B&C-69/16859, dated the 22nd May, 1969 wherein the departments were also given detailed guidelines for the preparation of budget estimates and were also impressed upon to observe these instructions and the date schedule for submission of the various returns to Finance Department strictly. It was specifically pointed therein that in case the schemes to included in the schedule of New Expenditure (Technically New Schemes) were not sent to the

Finance Department by the prescribed dates, these would be returned to the departments and their inclusion in the budget estimates would only be possible with the approval of the Council of Ministers. It was also pointed therein that the pre-budget scrutiny of the proposals was wholly dependent on the timely submission of the proposals and as such it was suggested that the Administrative Departments may arrange discussion with Finance Department officers concerned. for the clearance of the proposals which were not referred to Finance Department in time and were expected to be delayed for one or the other reasons. The departments were impressed upon to prepare the details of such schemes giving requisite justification in terms of not only expenditure but also activities/programmes and send the same to the Finance Department Officer concerned four days before the discussion to enable him to have all necessary background and views of the branch concerned. it has, however, been noticed that the above instructions are not being followed meticulously by the departments with the result that the pre-budget scrutiny of the department's proposals cannot be made right earnestly and the schemes are to be provided provisionally in the budget estimates to rush the passing of the budget by the State Legislature in time. In case, the instructions and the date calendar for the submission of various returns to the Finance Department is followed properly by the departments, a second reference to the Finance Department in this respect can be obviated and delay in the implementation of the schemes can be avoided because when the schemes are included in to budget estimates after proper scrutiny, financial sanctions are issued and the Administrative Departments can implement them by exercising the powers given to them.

3. It has also been observed that due attention is not paid to the powers delegated to the Administrative Departments under various financial rules and unnecessary references are made to the Finance Department in respect of the matter for which they themselves are competent to accord approval. This also leads to unnecessary delay. In case of new schemes which come under the ambit of para 2.29 of Budget Manual, the note of the Legislature is, of course, necessary by making provision in the Supplementary estimates and funds demanded for this purpose cannot be re-appropriated within the grant without the vote of the Legislature. I am, therefore, to request that the instructions referred to above may be faithfully observed in future and the schedule of dates given to the departments for the submission of the various returns is strictly adhered to. In case, certain departments feel that the existing powers for contingent expenditure/delegated to them are inadequate for the smooth working of their departmental activities, Finance Department will have no objection to consider their proposals for more delegations on merits which may be furnished to them in the concerned branch.

4. The receipt of the letter may please be acknowledged.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Endst. No. 3098-1B&C-75/35888

Dated, the 15th Oct. 1975

A copy is forwarded to the Accountant General, Haryana, for information and necessary action.

*Sd/-*

Deputy Secretary Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to Financial Commissioner and all the Administrative Secretaries to Govt. Haryana, for information.

They are requested to ensure that Heads of Departments under their Administrative control follow the instructions properly.

*Sd/-*  
Deputy Secretary Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner and  
all Administrative Secretaries to Govt., Haryana.

U.O. No. 3098-1B&C-75/35888

Dated, the 15th Oct. 1975

A copy is forwarded to all Branch Officers/Superintendents/Deputy Superintendents in the Finance Department For information and necessary action

*Sd/-*  
Deputy Secretary Finance (Budget),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Branch Officer/Superintendents/Deputy Superintendents  
in Finance Department.

U.O. No. 3098-1B&C-75/35888

Dated, the 15th Oct. 1975

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***These instructions have become obsolete.***

**IMMEDIATE**

**No. 4862-1B&C-75/36618**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Department in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh,  
The Commissioner Ambala and Hisar Divisions,  
All Deputy Commissioners and  
District and Sessions judges in Haryana.

**Dated, Chandigarh, the 17th October, 1975**

**Subject : Economy in expenditure on staff.**

I am directed to invite your attention to Finance Department Endst. No. 3884-1B&C-75/32599, dated the 16th September, 1975 with which a copy of the recent decisions of the State Government regarding economy in expenditure of Government departments/Public enterprises were conveyed to you. One of these decisions is that further recruitment of ministerial staff should be stopped forthwith and recruitment should be allowed only in essential cases involving operational and technical staff. Accordingly the, existing instructions on the subject have been reviewed and it has been decided that only in cases where requisition for the filling up of a vacant post has already been sent to Haryana Public Service Commission or Haryana subordinate Services selection Board, as the case may be, it may be filled up on receipt of their recommendations and the adhoc appointment, if made against the vacant post, terminated immediately. In cases where no requisition has been sent to Haryana Public service Commission /Haryana Subordinate Services Selection Board, the post will not be filled up by direct recruitment. I am, therefore, to request that the instructions issued vide the Finance Department circular letters No. 4204-1B&C-73/45124 dated the 26th November, 1973 and No. 451-1B&C-74/16667 dated the 14th May, 1974 may kindly be deemed to have been modified to the extent of the above decision. Further, the ban will not apply in the case of posts sanctioned for the newly created district of Sirsa.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 4862-1B&C-75/36619

Dated, Chandigarh, the 17th October, 1975

A copy is forwarded to the Financial Commissioner Revenue and all administrative Secretaries to Government Haryana, for information and necessary action.

*Sd/-*

(BADRI NATH)

Deputy Secretary Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue  
and all Administrative Secretaries to Govt., Haryana.

U.O. No. 4862-1B&C-75

Dated, Chandigarh, the 17th October, 1975

A copy is forwarded to all officers/Superintendents/Deputy Superintendents in Finance Department for information and necessary action.

*Sd/-*

Under Secretary Finance (B)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Officers/Superintendents/Deputy  
Superintendents in Finance Department.

U.O. No. 4862-1B&C-75

Dated, Chandigarh, the 17th October, 1975.

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***These instructions have been Revised vide  
No. 1172-3FR-1176/19688, Dated 07.06.1976.***

**No. 5859-3FR-75/36325**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments Stationed at Chandigarh, and  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 22nd October, 1975.**

**Subject : Chandigarh Compensatory Allowance.**

Sir,

I am directed to invite your attention to the Haryana Government, Finance Department instructions issued vide its circular letter No. 6283-3FR-74/37134, dated 22nd October, 1974, on the subject noted above, and to state that Government have been considering for some-time past the question of grant of Chandigarh Compensatory Allowance to all such Government employees who are working at Panchkula but residing at Chandigarh and also the employees of the Civil Aviation Department working at the Aerodrome near Chandigarh who are also residing at Chandigarh. It has been decided that such employees be granted this allowance @12½% of their basic pay plus dearness pay subject to a maximum of Rs. 75 p.m.

3. These orders will take effect from 1-2-75.

Yours faithfully,

*Sd/-*

Joint Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5859-3FR-75/36326,

Dated, Chandigarh, the 22nd October, 1975.

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information.

*Sd/-*

Joint Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretary to Government, Haryana, for information and guidance.

*Sd/-*

(DHARAM BIR)

Deputy Superintendent Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5859-3FR-75/,

Dated, Chandigarh, the 22nd October, 1975.

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Minister of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*

(DHARAM BIR)

Deputy Superintendent Finance Regulations,  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 5859-3FR-75

Dated, Chandigarh, the 22nd October, 1975.

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**FINANCE DEPARTMENT****Notification****The 28th October, 1975**

**No. 4455-FR-(PR)-75/36929.—** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules to amend the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969, namely :-

1. These rules may be called the Haryana Civil Services and Posts (Revised Scales of Pay) (Third Amendment) Rules, 1975.
2. These rules shall come into force with effect from 1st February, 1969.
3. In the Haryana Civil Services and Posts (Revised Scales of Pay) Rules, 1969 in the Supplementary Schedule I appended thereto :-

For Serial No. 3, and the existing entries against it at page 6, the following shall be substituted :-

1	2	3	4	5
3 (a)	Senior Drawing Instructor	250-15-355	350-15-440/20-500	
(b)	Senior Drawing Instructor	250-15-340/ 20-400	350-25-450/25-600	

A. BANERJEE  
Commissioner & Secretary to Government,  
Haryana, Finance Department.

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***These instructions have become obsolete.***

Copy of letter **No. 124-TAI/361-70, dated 28th January, 1972** from the Comptroller and Auditor General of India to the Secretary to the Government of Haryana, Planning and Finance Department, Chandigarh.

**Subject : Payment to Government servants - Recommendations of the Administrative Reforms Commission No. 5(3).**

I am directed to invite a reference to the Finance Department letter No. 11397-TA(SA)-70/5232, dated 21.7.70 on the subject noted above and to state that this instructions issued previously by this office in order to secure efficiency and uniformity of audit in relation to leave procedure has since been amended under C.S. No. 175, dated 6.1.72 in terms of the recommendation No. 5(3) of Administrative Reforms Commission in their report on Treasuries (copy enclosed). Necessary correction to the State Civil Services Rules, may now be carried out, if considered necessary in the light of this correction slip.

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**No. 6042-FR-75/37404,**

**Dated, Chandigarh, the 29th October, 1975**

Copies are forwarded to :-

All the Heads of Departments, Commissioners of Ambala and Hisar Divisions,  
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

The Registrar, Punjab & Haryana High Court and all District and Session  
Judges in Haryana.

for information and guidance, para 10 of Appendix 11 of Punjab C.S.R. Vol. I,  
Para II, may be corrected accordingly.

*Sd/-*

Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

**No. 6042-FR-75/37405,**

**Dated, Chandigarh, the 29th October, 1975**

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action with reference to his U.O. No. TAI/20-1/74-75/46, dated the 7th April, 1975.

*Sd/-*

Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana  
for information and guidance.

U.O. No. 6042-FR-75,

Dated, Chandigarh, the 29th October, 1975

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
Deputy Secretary Finance (Regulations),  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 6042-FR-75,

Dated, Chandigarh, the 29th October, 1975

**Draft correction slip to Comptroller and Auditor General's M.S.O. (Teh.) Volume I,  
First Edition Reprint.**

**C.S. No. 175, dated 6.1.72**

Page 285 Appendix 'A'

The first sentence of para 10 of this Appendix may be replaced by the following sentence :-

If a gazetted Government servant signs his bills himself he must either appear in person at the place of payment or furnish a life certificate signed by a responsible officer of Government or some other well known and trustworthy person, if the bill for leave salary is in respect of leave other than earned leave or leave on average pay (other than leave preparatory to retirement). (Authority : File 36L-TAII/70).

*Sd/-*  
(M. A. SOUNDARA RAJAN)  
Officer on Special Duty (T.A.)

**No. 125-TAII/361-70**  
**Office of the Comptroller and Audit General**  
**of India, New Delhi**

**Dated : 21.1.1972.**

An advance copy of the C.S. No. 175, dated 6.1.1972 to M.S.O. (Tech.) Volume I is forwarded for information to :-

1. All the Accountants General and their subordinate Offices.
2. The Chief Auditor of various Railways and their subordinate offices.
3. The Director, Defence Services and Offices subordinate to him.
4. The Chief Auditor of Commercial Accounts, Delhi/Bombay/Calcutta/Ranchi/Bangalore/Madras/Bhopal.
5. Member, Audit Board and Ex-Officio D.C.A. Bombay/Calcutta/New Delhi/ Bangalore.
6. The Director, J.A. & A.S. Staff College, Simla.
7. The Directors of Inspection I & II.
8. The Director of Audit, Indian Accounts, in U.K. London.
9. The Director of Audit, Indian Accounts, in U.S.A., Washington.
10. All Officers and Sections in this office.

*Sd/-*  
(S. RAJAGOPAL),  
Assistant Director (T.A.II).

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**No. 5387-3FR-75/36327**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department,

To

All Heads of Departments,  
Commissioner Ambala/Hisar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana, High Court and  
All District and Sessions Judges in the State.

**Dated, Chandigarh, the 31st October, 1975**

**Subject : Grant of Compensatory Allowance/House Rent Allowance during Extra ordinary Leave.**

Sir,

I am directed to invite a reference to the provisions of the rule 5.2(a) of Punjab Civil Services Volume I, Part I, which defines the term "Leave" for the purpose of grant of compensatory allowances. Further, note 3 below this rule lays down that "Leave" as defined in this rule includes "extra-ordinary Leave". A doubt has been raised whether compensatory allowances referred to in rule 5.3 and 5.5 *ibid* are admissible during the extra ordinary leave subject to the conditions laid down in rules 5.2, 5.3 and 5.5 of the Punjab Civil Services Vol. I Part I and a relevant Government instruction issued from time to time. The matter has been considered in the Finance Department and it is clarified that compensatory allowance and house rent allowance referred to above are admissible during extra-ordinary leave also at the rate admissible at the time of proceeding on leave, even though no leave salary is payable for this kind of leave. The admissibility, however, will be subject to the conditions laid down in rule 5.2, 5.3 and 5.5 *ibid* and relevant instructions/orders issued by the Government from time to time. This clarification is not applicable to dearness allowance and Additional Dearness Allowance which are not admissible during extraordinary leave as these are governed by separate instructions.

2. I am, therefore, to request you to kindly bring, these clarifications to the notice of all concerned for information/guidance.

Yours faithfully,

*Sd/-*

Joint Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 5387-3-FR-75/

Dated, Chandigarh, the 31st October, 1975

A copy is forward to the Accountant General Haryana, Chandigarh, for information.

*Sd/-*

Joint Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

A copy is forwarded to the :-

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana, for information and guidance.

*Sd/-*  
(DHARAM BIR)  
Deputy Superintendent Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 5387-3-FR-75,

Dated, Chandigarh, the 31st October, 1975,

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister, Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

*Sd/-*  
(DHARAM BIR)  
Deputy Superintendent Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 538-73-FR-75/

Dated, Chandigarh, the 31st October, 1975.

\*\*\*\*\*

**No. 10248-WM(I)-75/38303**

From

The Secretary to Government, Haryana,  
Finance Department.

To

All the Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and S.D.O.(C) in State,  
The Registrar, Punjab & Haryana High Court and  
all District and Session Judges in the State.

**Dated, Chandigarh, the 6th November, 1975**

**Subject : House Building Advance to Govt. Servants for the construction of houses in Urban Estates.**

Sir,

I am directed to refer to the subject noted above and to say that in Note 2 below rule 10.16(vii) of Punjab Financial Rules, Volume I, it has interalia been laid down that it should be seen that in case of a house building advance, the Govt. servant has an undisputed title to the land on which the house is proposed to be built and there is no legal obstacle to mortgage the same to the Government.

2. In the interest of development of Urban Estates where the cost of plot is to be paid in instalments, it has been decided that house building advance may also be sanctioned to the Govt. servants who after the initial payment towards the cost of plot have been put in its possession and the Estate Officer has permitted them to mortgage the plot to Govt. To this extent, the condition of unencumbered title of ownership as laid down in Note 2 ibid will not be insisted upon in such cases.

3. The form of mortgage for house building advance as set out in P.F.R. 15 should be slightly amended in such cases and following be substituted for the existing paragraph 2 of the said form :-

Where as the mortgager is absolutely seized and possessed of or otherwise will be entitled to the land hereditament and premises hereinafter described and expressed to be hereby conveyed, transferred and assured subject to the conditions laid down in the allotment letter No. \_\_\_\_\_ dated \_\_\_\_\_.

Yours faithfully,

Sd/-

Under Secretary Finance (BR),  
for Secretary to Government, Haryana,  
Finance Department.

No. 7883-WM(I)-75/38304

Dated, Chandigarh, the 6th November, 1975

A copy, alongwith two spare copies, is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
*for* Secretary to Government, Haryana,  
Finance Department.

A copy is forwarded to the :-

The Financial Commissioner Revenue, Haryana  
All Administrative Secretaries to Government, Haryana;  
for information and necessary action.

*Sd/-*  
Under Secretary Finance (BR),  
*for* Secretary to Government, Haryana,  
Finance Department.

To

The Financial Commissioner Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 7883-WM(I)-75

Dated, Chandigarh, the 6th November, 1975.

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**Subject : Declaration of Controlling Officers for the purpose of T.A. Bills.**

Will the :-

1. Financial Commissioner, Revenue Haryana and
2. All Administrative Secretaries to Government, Haryana,  
kindly refer to the subject noted above?

2. References have been received in the Finance Department that certain Officers should be enabled to draw their T.A. without countersignatures of their T.A. Bills by their superior officers. In this connection attention is invited to rule 2.107 of Punjab Civil Services Rules, Volume-III (T.A. Rules). This rule lays down that the competent authority shall declare what authority shall be the Controlling Officer for travelling purposes of each Government employee or class of Government employees. It, inter alia, further provides that this authority may, if it thinks fit, declare that any particular Government servant shall be his own Controlling Officer. The term Competent Authority means Administrative Department concerned acting in consultations with the Finance Department unless powers have been delegated to another authority. It, therefore, follows that orders under rule 2.107 *ibid* can be issued by the Administrative Department with the concurrence of the Finance Department. The matter of declaring Officers of certain ranks to be their own Controlling Officers has been considered in the Finance Department and it has been decided that if the Administrative Department think fit, they may declare under rule 2.107 *ibid* Officers of the rank of Deputy Secretaries and above as well as the Heads of Departments to be their own Controlling Officers for the purpose of travelling allowance and consent of the Finance Department may be presumed for this purpose.

*Sd/-*

Joint Secretary, Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Financial Commissioner, Revenue, Haryana.  
All Administrative Secretaries to Government, Haryana.

**U.O. No. 6863-3FR-75**

**Dated, Chandigarh, 19th November, 1975**

A copy is forwarded to the Chief Secretary to Government, Haryana for information and necessary action with reference to his note dated the 1st November, 1975.

*Sd/-*

Joint Secretary, Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Chief Secretary to Government, Haryana.

U.O. No. 6863-3FR-75

Dated, Chandigarh, 19th November, 1975.

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Copy of Govt. letter **No. 7056-7FR-75/40201, dated 19th November, 1975**, from the Commissioner & Secretary to Government, Haryana, Finance Department, to all Heads of Departments and etc. etc.

**Subject : Date of retirement of Haryana Government employees.**

I am directed to invite a reference to the provision contained in rule 3.26 of the Punjab Civil Services Rules, Vol. I Part-I according to which the date of compulsory retirement of a Government employee other than that of a Class IV employee is the date on which he attains the age of 58 years and in the case of Class IV employee, the date on which he attains the age of 60 years.

2. With a view to simplify the calculations and ensure speedy settlement of pension claims the Government have had under consideration the introduction of uniformity in the date of retirement. It has accordingly been decided that with effect from 1st October, 1975 the date of retirement of the employees of the Government of Haryana except these whose date of birth falls on the 1st day of the Month, will be the afternoon of last day of the month in which the date of their retirement falls instead of the actual date of their superannuation as at present. In the case of these employees whose date of birth falls on the first day of the month, the date of retirement will be the afternoon of the last day of the month preceding the month in which their date of birth falls.

3. The Governor of Haryana is also pleased to decide that in case of following categories of employees, the intervening period between the date of retirement or the date of expiry of the leave preparatory to retirement, as the case may be, and the date of retirement determined in accordance with the decision referred to in para 2 above, shall be treated as duty for all purposes and the employees concerned will be deemed to have retired with effect from afternoon of the date of retirement as determined in accordance with the policy now laid down:-

- (i) Government employees who have already retired from services on attaining the age of superannuation on or after the 1st October, 1975, but before the date of receipt of these orders.
- (ii) Government employees who had proceeded on leave preparatory to reparatory to retirement but would be retiring after the date of receipt of these orders.

4. Formal amendment of the relevant rules on the subject will be issued in due course.

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***These instructions have become obsolete.***

**No. 6961-3FR-75/41013**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners Ambala/Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

**Dated, Chandigarh, the 27th November, 1975.**

**Subject : Amendment to Note (1) below Rule 2.20 of Punjab Civil Services Rules Vol. III (T.A. Rules) - Grant of Road Mileage to officers traveling in their own cars.**

Sir,

In continuation of Haryana Government Finance Department letter No. 5151-3FR-75/28389, dated the 19th August, 1975, on the subject cited above, I am directed to state that the matter has been examined further and it has been decided that the above concession should also be afforded to the officers (entitled to travel in A.C.C. Coach) who travel by their own car even if the A.C.C.Coach does not ply during those days subject to the condition that the fare of A.C.C. or road mileage, whichever is less, shall be allowed.

Yours faithfully,

*Sd/-*

Joint Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 6961-3FR-75/41014,

Dated, Chandigarh, the 27th Nov., 1975.

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information in continuation of Finance Department ends. No. 5151-3FR-75/28289, dated 19.8.1975.

*Sd/-*

Joint Secretary Finance,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 6961-3FR-75/41015

Dated, Chandigarh, the 27th Nov., 1975.

A copy is forwarded to all the Treasury Officers and Assistant Treasury Officers in the State for information and necessary action, in continuation of Finance Department Endst.

No. 5151-3FR-75/28391, dated the 19th August, 1975.

*Sd/-*  
Deputy Superintendent Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

1. Financial Commissioner Revenue (Haryana),
2. All Administrative Secretaries to Government, Haryana for information and guidance in continuation of Finance Department U.O. No. 5151-3FR-75, dated the 19th August, 1975.

*Sd/-*  
Deputy Superintendent Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

1. Financial Commissioner Revenue (Haryana),
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 6961-3FR-75/410515

Dated, Chandigarh, the 27th Nov., 1975.

Copies are forwarded to the Principal Secretary/Sectaries/Private Secretaries to the Chief Minister/Ministers of state for information of the Chief Minister/Minister/Ministers of state for information of the Chief Minister /Minister/Minister of the state in continuation of Finance Department U.O. No. 5151-3FR-75, dated the 19th August, 1975.

*Sd/-*  
Deputy Superintendent Finance (R)  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Minister/Ministers of State.

U.O. No.. 6961-3FR-75

Dated, Chandigarh, the 27th Nov., 1975.

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***These instructions have been Revised vide  
No. 11/5/78-1FR-II, Dated 21.08.1978.***

**No. 6700-7FR-75/43778**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All the Heads of Departments,  
Commissioners of Ambala and Hisar Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court and  
All District and Session Judges in Haryana

**Dated, Chandigarh, the 22nd December, 1975**

**Subject : Cash equivalent of leave salary to be paid to the family of a Government employee who dies while in service - Applicability to re-employed pensioners.**

Sir,

I am directed to address you on the subject noted above and to say that rule 8.122(6) of Punjab Civil Services Rules Vol. I Part I as inserted vide F.D.'s notification No. 5562-7FR-75/30973, dated the 10th September, 1975 provides that where a Government employee dies while in service, the cash equivalent of leave salary that the deceased employee would have not, had he gone on earned leave that would have been due and admissible to him but for the death on the date immediately following the date of death, subject to maximum of leave salary for 120 days, shall be paid to his family subject to reduction on account of pension and pension equivalent of other retirement benefits. It has now been decided to extend the provision in question to re-employed pensioners also. In such cases no deduction on account of pension equivalent of death-cum-retirement gratuity need be made from the cash equivalent in respect of leave earned during re-employment which has to be calculated as per note below Rule 8.140 of Punjab C.S.R. Vol. I Part I, i.e. on the basis of pay drawn by them during the period of re-employment (exclusive of pension and pension equivalent of other retirement benefits). This exemption from the deduction has been considered necessary because of the peculiar situation in such cases, viz., that the cash equivalent plus pension equivalent of Death-cum retirement gratuity would be less the amount the officer would have got (as leave salary plus pension and pension equivalent of other retirement benefits), had he availed of leave just before death and also of the fact generally no pensionary benefit accrues to a re-employed pensioner in respect of period of his re-employment. However in other cases where the cash equivalent is in respect of leave earned before retirement which was refused in public interest and could not be availed of due to re-employment just after retirement (which shall be passed on payment drawn just before retirement), the deduction on account of pension equivalent of Death-cum-retirement gratuity will have to be made in accordance with rule 8.122(6) *ibid*.

2. The question of substituting the words pension equivalent death-cum-retirement gratuity for the words pension and pension equivalent of other retirement benefits Rules

8.122(6) *ibid* is also under consideration of the Government.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance (R)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department

No. 6700-7FR-75/43779,

Dated, Chandigarh, the 22nd December, 1975

A copy is forwarded to the Accountant General, Haryana Chandigarh, for information and necessary action.

By Order

*Sd/-*  
Deputy Secretary Finance (R)  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department

Copies are forwarded to the :-

Financial Commissioner, Revenue, Haryana,  
All Administrative Secretaries to Government, Haryana  
for information and guidance.

*Sd/-*  
(Ram Parkash)  
Superintendent, Finance Regulations  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department

To

Financial Commissioner, Revenue, Haryana,  
All Administrative Secretaries to Government, Haryana.

U.O. No. 6700-7FR-75,

Dated, Chandigarh, the 22nd December, 1975

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of state.

*Sd/-*  
(Ram Parkash)  
Superintendent, Finance Regulations  
*for* Commissioner & Secretary to Government,  
Haryana, Finance Department

To

The Principal Secretary/Secretaries/Private Secretaries to the  
Chief Minister/Ministers/Ministers of State.

U.O. No. 6700-7FR-75,

Dated, Chandigarh, the 22nd December, 1975.

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***These instructions have been revised vide  
No. 13/5(1)/78-5FR-I, Dated 28.12.1981.***

**No. 3351-5FR-75/31300**

From

The Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

All Heads of Departments,  
Commissioners, Ambala and Hisar Divisions,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State,  
The Registrar, Punjab & Haryana High Court and  
All District and Sessions Judges in the State.

**Dated, Chandigarh, the 22nd December, 1975**

**Subject : Payment of leave salary to Government servants on foreign service in India.**

Sir,

I am directed to address you on the subject noted above and say that under the existing system of payment of leave salary to Government servants on foreign service in India, the Audit Office is required to certify the admissibility of leave, determine the leave salary payable to the Government servants and to authorise the payment of leave salary in the case of Gazetted Officers and intimate the amount of leave salary to the Head of the Office of his parent department in the case of non-gazetted Government servants for drawal and disbursement. This procedure involves the issue of a last pay certificate by the foreign employer when the Government servant proceeds on leave to enable him to draw leave salary from the Treasury and again issue of a last pay certificate by the Treasury/Head of the office after disbursement of the leave salary to enable the Government servant to draw his salary on re-joining duty. Any delay at any stage results in delay in payment of leave salary to Government servants on foreign service.

2. Government have considered the matter carefully and it has been decided that the Foreign employer, henceforth, will maintain a leave account of the Government servant concerned. An extract of the leave account can be supplied to him by the Audit office in the case of Gazetted officers and by the Head of the Office in the case of non-gazetted officers. The Foreign employer will determine the leave admissible to the Government servant concerned and sanction it under intimation to the Audit office in the case of Gazetted Govt. servant and the Head of the office in the case of non-gazetted servant as the case may be. The foreign employer will then make payment of the leave salary to the officer concerned. Thereafter, he may claim half yearly reimbursement of leave salary so paid from the Audit office/Head of the office as the case may be. For this purpose he may send his claims duly supported with details of the employees on foreign service, nature and period of leave sanctioned, rate of leave salary and amount of leave salary paid to the Audit office in the case of Gazetted officers and to the Head of the parent Department in the case of non-gazetted officers. The half yearly reimbursement suggested may be in respect of the period from 1st April to 30th September and 1st October to 31st March. The Audit office or the Head of the department should verify the claims preferred by the foreign employer and arrange to reimburse the amount through Bank Draft within a month of the receipt of the claim.

3. In the case of non-gazetted employees the Head of Department will draw the amount

reimbursable to the foreign employer on the pay bills and will attach an attested copy of the demand statement and other particulars supplied by the foreign employer in support of his re-imburement claim.

4. These orders will take effect from 1st April, 1975
5. Its receipt may please be acknowledged.

Yours faithfully,

Sd/-  
(PIUS PANDARWANI)  
Deputy Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

No. 3351-5FR-75/31301,

Dated, Chandigarh, the 22.12.75

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

Sd/-  
(PIUS PANDARWANI)  
Deputy Secretary Finance Regulations,  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

Copies are forwarded to the :-

- (i) Financial Commissioner, Haryana,
- (ii) All Administrative Secretaries to Government Haryana, for information and guidance.

Sd/-  
(Ram Parkash Kapur)  
Superintendent Finance Regulations  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

- (i) Financial Commissioner, Haryana,
- (ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 3351-5FR-75,

Dated, Chandigarh, the 22.12.75

Copies are forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State.

Sd/-  
(Ram Parkash Kapur)  
Superintendent Finance Regulations  
for Commissioner & Secretary to Government,  
Haryana, Finance Department.

To

The Principal Secretary/Secretary/Private Secretaries to the  
Chief Minister/Ministers of State.

U.O. No. 3351-5FR-75,

Dated, Chandigarh, the 22.12.75.

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