

***These instructions have been Clarified vide  
No. 4/30/2005-2Pension, Dt. 19.05.2010.***

**No. 4/30/05-2Pension**

From

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

To

All the Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd January, 2006**

**Subject :** **Grant of Dearness Relief on Family Pension to the employees employed on compassionate ground in lieu of death of the employee.**

Sir,

I am directed to refer to this department letter No. 1/3(42)99-IIFR-II dated 31.1.2001 on the subject cited above and to say that the matter regarding grant of Dearness Relief on Family Pension to the employees appointed on compassionate ground in lieu of death of the employee has been under consideration on the request of such employees. Now the Government has decided to allow the benefit of Dearness Relief on the Family Pension to the employees employed on compassionate grounds in lieu of death of an employee with immediate effect (from the date of approval of the proposal i.e. 12.12.2005).

2. It has also been decided that like other pensioners/family pensioners, Dearness Relief equivalent to 50% will be treated as Dearness Pension w.e.f. 12.12.2005 i.e. from the date of sanction of Dearness Relief to such family pensioners.

3. These instructions may be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

Under Secretary, Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 5/50/05-3Pension**

From

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

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar Punjab & Haryana High Court, Chandigarh,  
The Accountant General (A&E), Haryana.

**Dated, Chandigarh, the 30th December, 2005/2nd January, 2006****Subject : Pension payment to Joint Bank Accounts with Spouse.**

Sir,

I am directed to refer you on the subject cited above and to say that the matter regarding grant of facility of Joint Pension Account with the Spouse of the pensioner on Government of India pattern has been under consideration of State Government. It has now been decided to allow opening of pension account to be operated jointly by the pensioner with his/her spouse. This account will be with his or her spouse in whose favour an authorization for family pension exists in the Pension Payment Order (PPO). The Joint account of the pensioner will be operated subject to the following terms and conditions :-

1. Once pension has been credited to a pensioner's Bank Account there would no further liability of the Government/Bank.
2. As pension is payable only during the life of a pensioner, his/her death shall be intimated to the bank at the earliest. This is to be done within one month of the demise so that the bank does not continue crediting monthly pension to the Joint account even after the death of the pensioner. If, however, any amount has been wrongly credited to the joint account it shall be recoverable from the account and or any other account held by the pensioner/spouse either individually or jointly. The legal heirs, successors, executors, etc. shall also be liable to refund any amount which has been wrongly credited to this account.

Existing pensioners desiring to get their pension credited to the Joint Account are required to submit an application to the branch bank from where they are drawing their pension in the prescribed form. The existing scheme shall stand modified to the extent indicated above.

Yours faithfully,

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

The Chief Secretary to Government, Haryana.  
All the Financial Commissioners & Administrative Secretaries to Govt.,  
Haryana;  
for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Government Haryana.  
All the Financial Commissioners & Administrative Secretaries to Government  
Haryana.

U.O. No. 5/50/05-3Pension

Dated, Chandigarh, the 30-12-05

Endst. No. 5/50/05-3Pension

Dated, Chandigarh, the 30-12-05

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers in  
Haryana for information & necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 5/50/05-3Pension

Dated, Chandigarh, the 30-12-05

A copy is forwarded to the President, Haryana Government Pensioner's  
Association (Regd.) House No. 3163 Sector 23-D, Chandigarh with ref: to his representation  
dated 22nd Sept. 2005.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been Revised partly vide  
No. 5/11/93-1FR, Dated 19.07.2006.***

**No. 5/11/93-1FR**

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Chandigarh, the 11th January, 2006**

To

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

**Subject : Revision of rate of conveyance allowance to Blind and Orthopaedically Handicapped Haryana Govt. employees.**

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 5/11/93-1FR-II, dated 7th July, 2000 on the subject noted above and to say that the question of revising the limit of conveyance allowance to blind and orthopaedically handicapped employees in the State has been engaging the attention of Govt. for sometimes in the past. After careful consideration, it has now been decided to enhance the limit of conveyance allowance from 5% of the basic pay subject to a maximum of Rs. 250/- p.m. to 5% of the basic pay subject to a maximum of Rs. 600/- p.m. on the following conditions.

1. The allowance shall not be admissible to those employees who have been provided with the facility of Govt. transport, or where the transport facility is available on subsidized rates.
2. The allowance shall not be admissible to those employees who have been provided with the facility of staff car for commuting between office and residence.

This decision shall take effect from 01-01-2006.

Yours faithfully,

*Sd/-*

(Rajender Kumar Kataria)

Joint Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 5/11/93-1FR

Dated, Chandigarh, the 11th January, 2006

A copy alongwith 50 spare copies are forwarded to the Accountant General (A&E) and Audit, Haryana, Chandigarh for information and necessary action.

*Sd/-*

(Rajender Kumar Kataria)

Joint Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries to Government, Haryana and all Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*  
(Rajender Kumar Kataria)  
Joint Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Govt., Haryana.

Endst. No. 5/11/93-1FR

Dated, Chandigarh, the 11th January, 2006

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary-I&II/OSD I&II/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers, Haryana for the information of Chief Minister/Deputy Chief Minister/Ministers, Haryana.

*Sd/-*  
(Rajender Kumar Kataria)  
Joint Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary-I&II/OSD-I & II/  
Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/  
Deputy Chief Minister/Ministers, Haryana.

Endst. No. 5/11/93-1FR

Dated, Chandigarh, the 11th January, 2006

\*\*\*\*\*

***These instructions have been modified vide  
No. 12/5/2004/Asstt/HBPE (FD), dated 28.04.2009.***

**No. 12/5/2004/Asstt/HBPE (FD)**

From

The Member Secretary,  
Haryana Bureau of Public Enterprises,  
Finance Department, New Sectt. Building,  
Sector-17, Chandigarh.

To

The Managing Directors/Chief Administrators  
of all the Corporations/Boards/Co-operative Institutions.

**Dated, Chandigarh, the 12th January, 2006**

***Subject : Procedure to be adopted by the State Public Enterprises for contesting the court cases.***

Sir,

I am directed to invite your attention to the instructions issued by Haryana Bureau of Public Enterprises (HBPE) vide letter No. 1/1/99/Asstt/HBPE, dated 5.2.99 and various other instructions issued by the State Government from time to time regarding defence of court cases and to say that the State Government instructions on the subject are not being followed meticulously by the various Public Enterprises. Resultantly the Government has to face embarrassment in the courts besides being burdened with heavy financial loss. After due consideration, it has been decided that in court cases, the procedure as given hereunder should be followed :-

- (i) In case the written statement is required to be approved from Finance Department/HBPE, it must be approved at the level of Managing Director before the same is sent to the HBPE.
- (ii) The written statement must be sent to the HBPE at least 15 days before the date of hearing in a particular case otherwise the concerned Public Enterprise should seek adjournment in the case.
- (iii) The concerned Public Enterprise must ensure that the official/officer well conversant with the case is deputed to the HBPE well in time alongwith related material such as service rules etc. for the purpose of examining the draft written statements.
- (iv) Where a draft written statement is approved by the HBPE, the same must be carefully gone through with due care and used by the Public Enterprises as the basis for preparation of the reply in other similar cases
- (v) In some written statements prepared by the Public Enterprises the claim of the petitioners are conceded. This is erroneous because on one hand the

Public Enterprise is trying to contest the case on the basis of the provisions of service rules/Government instructions whereas on the other hand it is conceding the claim of the petitioner in the written statement. It is, therefore, advised to prepare the draft written statement carefully on the basis of the facts of the case and the provisions of service rules/instructions.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*  
Research Officer  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

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

*Sd/-*  
Research Officer  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

To

All the Financial Commissioner & Administrative  
Secretaries to Government, Haryana.

U.O. No. 12/5/2004/Asstt/HBPE (FD)

Dated, Chandigarh, the 12th January, 2006.

\*\*\*\*\*

***These instructions have further been clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 19.12.2007.***

From

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

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.

**Dated, Chandigarh, the 16th January, 2006**

**Subject : Computerization of Pension Functions – System Automation Initiative (SAI) Project.**

Reference to the subject mentioned above.

Please find enclosed herewith a copy of letter No. Pen-I/HCLT/SAI/05-06/2141 dated 10.10.95 from Accountant General Haryana alongwith Annexure-A. It is directed that necessary information as desired by the Accountant General Haryana may be sent direct to him with a copy of the information to the Finance Department.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the :-

All the Financial Commissioners & Principal Secretaries to Govt., Haryana;  
All the Administrative Secretaries to Govt., Haryana  
for information and necessary action.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Govt., Haryana.

**U.O. No. 5/60/05-3Pension**

Dated, Chandigarh, the 16-1-06

Endst. No. 5/60/05-3Pension

Dated, Chandigarh, the 16-1-06

A copy is forwarded to Accountant General Haryana for information w.r.t. his letter No. HCLT/SAI/05-06/2141 dated 10.10.05.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Contd...  
Encl.**



**OFFICE OF THE ACCOUNTANT GENERAL (A&E) HARYANA  
LEKHA BHAWAN PLOT NOS. 4 & 5 SECTOR 33-B  
CHANDIGARH-1600200**

**Ref. No. Pen-1/HCLT/SAI/05-06/2141  
Dated 10th October, 2005**

To

The Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department, Chandigarh.

**Subject : Computerisation of Pension functions – System Automation Initiative (SAI) Project.**

Sir,

At present the work relating to authorisation of pensionary benefits of Haryana Govt. employees is being done under the Fox-Pro system. This office is going to change the system module on Oracle. The work for the development of new software system for pension package is being developed by A.G. Maharashtra through M/s HCL Technologies Ltd. The work has been commenced w.e.f. 7.7.2005 with the system study. Certain information for new pension package has been desired by the office of A.G. Maharashtra for onward submission to M/s HCL Technologies Ltd. The Finance Department is requested that following proposal may please be adopted and information make available immediately—

1. A specimen of Departmental Data Sheet designed for new system is enclosed for adoption and circulation among all the Pension Sanctioning Authorities in the State of Haryana, All the Pension Sanctioning Authorities may please be directed to instruct the all concerned that while forwarding pension cases to A.G. office, the departmental data sheet duly filed in and signed may be attached in the prescribed format with each Pension case invariably. Suitable instructions may be issued to the concerned authorities to start attaching the departmental data sheet with pension cases by the office concerned immediately.
2. A list of Pension Sanctioning Authorities indicating their designation and addresses may be supplied Names of Distt Treasuries and Sub Treasuries under each Distt. Treasury may also be intimated. A list of various corresponding pay scales sanctioned by Haryana Govt. alongwith details of designation to which the scales pertains applicable may also be made available.

An early and favourable action will be highly appreciated.

Yours faithfully,

Sd/-  
Dy. Accountant General (P).

**Annexure – A — Departmental Data Sheet**

10 digits DDO Code \_\_\_\_\_ Class of pension \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_

Designation \_\_\_\_\_ Group/Class \_\_\_\_\_

(a) Address Before Retirement

(b) Address After, Retirement

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department \_\_\_\_\_

Place/District of Retirement \_\_\_\_\_

DDO Retired from \_\_\_\_\_

T.O. for Pension \_\_\_\_\_ T.O. for DCRG \_\_\_\_\_

Bank Details :

(a) Bank Name \_\_\_\_\_

(b) Bank Branch \_\_\_\_\_

(c) Bank A/c. No. \_\_\_\_\_

G.P.F. Account No. allotted by A.G. Office \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Appointment \_\_\_\_\_

Date of commencement of Pensionable service \_\_\_\_\_ Date of Retirement/Death \_\_\_\_\_

Date of Medical Certificate invalidating Government servant \_\_\_\_\_

Date of lodging FIR in absconding cases \_\_\_\_\_

Period of Foreign Service : \_\_\_\_\_

Whether contributions received for the above period : \_\_\_\_\_ + \_\_\_\_\_

Length of Military Service, if any \_\_\_\_\_

Amount of Military Pension/Gratuity, if any : \_\_\_\_\_

	Years	Months	Days
Gross Service			
Non-Qualifying Service			
Weightage			
Net Qualifying Service			

Average Emoluments		Last Pay drawn	
Non-Practicing Allowance		DA/DP	
Other Allowances		Total of pay & other allowances.	

Signature of the Competent Authority

\*\*\*\*\*

**MOST IMMEDIATE  
DATE BOUND**

From

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

To

The Director, Treasury & Accounts, Haryana.

**Memo No. 28/52/2005-1B&C**

**Dated, Chandigarh, the 20th January, 2006**

**Subject : Levy of Banking Cash Transactions Tax (BCTT) on cash withdrawal by the Government Departments.**

Reference subject noted above.

The Government of India has introduced levy of a new Tax @ 0.1% on banking transactions, called BCTT, with effect from 1.6.2005, under which :-

- (i) Withdrawal of cash exceeding a specified limit on any single day from an account other than Savings Bank Account from any scheduled bank, and
- (ii) Receipt of cash exceeding a specified limit from any scheduled bank on any single day on encashment of one or more term deposits whether on maturity or otherwise, are taxable.

2. The B.C.T.T. is also payable by offices/establishment of Central/State Government. Accordingly, all the offices/establishment under Haryana Govt. are liable to pay the B.C.T.T. on the amount of cash withdrawal, if the amount exceeds Rs. One lakh in a single day from a single account. The Controller General of Accounts, G.O.I. (CGA) has clarified that the deduction of the B.C.T.T. from cheque amount itself is not in order. The C.G.A. has further advised that in order to recover the B.C.T.T. from Govt. Departments, agency banks should directly debit the tax to Govt. Accounts through payment scroll instead of deducting the tax from cheque amount.

3. After consultation with Accountant General, Haryana, the State Government has decided that Treasury and Accounts Department would make budget provisions for debiting the BCTT in the Revised Estimates 2005-06 through Supplementary Estimates for 3 months and for the next financial year 2006-2007 after obtaining approval of the Accountant General, Haryana in the following manner :-

Major Head	2054-Treasuries & Accounts Admn.
Sub Major Head	51-NA
Minor Head	502-Expenditure Awaiting Transfer (EAT)
Sub Head	99-Banking cash transaction Tax (BCTT)
Detailed Head	51-NA
Object Head	89-Misc.

The Grant Controlling authority will be the Finance Department and Monitoring of expenditure viz-a-viz Budget provision will be done/made by Director Treasuries & Accounts department as non-plan (voted) expenditure. The Treasury Officers will prepare daily a payment voucher equal to the amount shown in the Bank scroll for debit in this account and will assign a separate voucher No. This will be included in the list of payment and schedule of payment of the concerned Treasury under the above head of account. The DDO will be the agency Bank.

4. This will be a temporary arrangement till the final decision is taken by CGA/C&AG of Indian in this regard.

5. It is requested that further action as envisaged above may please be taken urgently and all the Treasury Officers be advised to adopt the above procedure for accounting the BCTT payments received from the bank through payment scrolls by issuing detailed instructions in this regard.

6. The system/procedure adopted by the Treasury Officers at present for booking the BCTT expenditure under Head "8658-Suspense" may be stopped henceforth.

*Sd/-*

Under Secretary Budget (Finance)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 28/52/2005-1B&C,

Dated 20.1.2006

A copy is forwarded to Accountant General (A&E/Audit), Haryana w.r.t. his letter No. TM (T)/(BCTT)/2005-06/1030-31 dated 19.12.2005 for information.

*Sd/-*

Under Secretary Budget (Finance)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 28/52/2005-1B&C,

Dated 20.1.2006

A copy is forwarded to All Heads of Department in Haryana State for information.

*Sd/-*

Under Secretary Budget (Finance)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to Special Secretary Finance (DK)/Under Secretary, Finance (ISM)/Superintendent, F.G. II with the request that action to get the proposed budget structure approved from A.G. Haryana and to make budget provision in consultation with Director, T&A may be taken urgently and to incorporate in the R.E. 2005-2006/BE/2006-07 accordingly.

*Sd/-*

Under Secretary Budget (Finance)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

Special Secretary Finance (DK)  
Under Secretary, Finance (ISM)  
Superintendent, F.G. II.

U.O. No. 28/52/2005-1B&C,

Dated 20.1.2006

\*\*\*\*\*

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

**Subject :** Supply of information regarding cadre without any promotion for more than 25 years.

**(Copy of F.D. Hr. No. 1/16/05-3PR(FD) dated 31st January, 2006)**

Reference on the subject cited above.

2. It is observed that there is stagnation in some cadres with no promotional avenue even after 25 years of service. You are requested to supply information regarding such cadre/cadres who are without any promotion even after 25 years of service and number of employees in each cadre. The pay scale of such employees be also intimated alongwith detail of promotional post if any and also pay scale of promotional post.

It is, therefore, requested to supply the requisite information relating to your department to Finance Department at the earliest possible.

\*\*\*\*\*

**HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT  
(GENERAL SERVICES)**

**Notification**

**The 3rd February, 2006**

**No. G.S.R.2/Const/Art.187,309 and 318/2006.**— In exercise of the powers conferred by the proviso to article 309 and clause (b) of article 318, read with clause (3) of article 187 of the Constitution of India, the Governor of Haryana after consultation with the Speaker of the Haryana Legislative Assembly, hereby makes the following rules further to amend the Punjab Government Employees (Conduct) Rules, 1966, in their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Government Employees (Conduct) Haryana Amendment Rules, 2006.
2. In the Punjab Government Employees (Conduct) Rules, 1966, after rule 13-A. the following rule shall be added namely :-  
  
“13-B. Every Government employee after his marriage shall furnish a declaration to his Head of Department that he has not taken any dowry. The declaration shall be signed by his wife, father and father-in-law.”

**MEENAXI ANAND CHAUDHRY**  
Chief Secretary to Government, Haryana.

\*\*\*\*\*

**Subject : Sanction of expenditure by the Administrative Departments**

Will all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government Haryana, kindly refer to the Finance Department's instructions issued vide U.O. No. 5/7/2005-1B&C, dated 9.5.2005 on the subject noted above ?

2. Finance Department has already delegated powers vide instructions bearing even number dated 9-5-2005 (in Para 2), referred to above to the Administrative Departments to sanction following type of expenditure at their own level without referring the same to the Finance Department but due permission/approval of the appropriate authority in the Administrative Department may be obtained before incurring such expenditure as under :-

2. In those cases where the awards, compensation or any payment as ordered by Hon'ble Punjab & Haryana High Court & Hon'ble Supreme Court are to be implemented subject to the condition that :-
  - (i) Opinion of LR has been obtained according to which it is not a fit case for filing an appeal.
  - (ii) There is adequate provision for the same in the budget estimates of the department.
  - (iii) Due responsibility is fixed by the department for any lapse.

3. However, later on para 2 (i) of above stated instructions dated 9.5.2005 were modified vide instructions bearing even number dated 20.7.2005 as under :-

"Para 2 (i) may be substituted as "(i) Opinion of Advocate General/LR Haryana has been obtained according to which it is not a fit case for filing an appeal."

4. Now the matter for further delegating the powers had been under the consideration of the Finance Department. It has now been decided to delegate the powers further to sanction the following type of expenditure at the level of Administrative Department, for speedy disposal without referring the same to Finance Department where the awards, compensation or any payment as per decisions of District Courts/Lower Courts, Environment Court, Labour Courts, MACT, Arbitration and Tribunals are to be implemented, subject to the following conditions :-

- (i) That the order/Judgement has reached finality and there is no scope for further following the legal procedure in the matter.
- (ii) Opinion of L.R./Advocate General has been obtained according to which it is not a fit Case for filing an appeal.
- (iii) There is an adequate provision for the same in the budget estimates of the department.
- (iv) Due responsibility is fixed by the department for any lapse leading to financial implications in the matter.
- (v) The final decision in such cases would be taken at the level not less than the Administrative Secretary of the department concerned.

Sd/-

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

**U.O. No. 5/7/2005-1B&C**

**Dated 7th February, 2006**

Endst. No. 5/7/2005-1B&C

Dated 7.2.2006

A copy is forwarded to Accountant General (A&E/Audit), Haryana with 50 spare copies for information.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Heads of Departments for information and necessary action.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 5/7/2005-1B&C

Dated 7.02.2006

A copy is forwarded to the following :-

All Special/Joint Secretaries Finance.  
All Under Secretaries/Superintendents in Finance Department (Expenditure  
Control Branches)  
PS/FM  
PS/FS  
In-charge Computer Cell F.D.  
Record Section with 20 spare copies  
for information and necessary action.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 5/7/2005-1B&C

Dated 7.2.2006

\*\*\*\*\*

**No. 8/6/06-4Pension**

From

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

To

All Head of Departments in Haryana State,  
The Registrar, Punjab & Haryana High Court,  
The Commissioners, Hisar, Ambala, Rohtak & Gurgaon Divisions, and  
All Deputy Commissioners in the State.

**Dated, Chandigarh, the 9th February, 2006**

**Subject : Voluntary Retirement.**

Sir,

I am directed to invite your attention on the subject cited above and to say that it has been observed that some Govt. employees apply for voluntary retirement without completion of the minimum qualifying service for pension i.e. 20 years under Rule 5.32-B of CSR Vol. II or without completing the age of 50/55 years as prescribed in Rule 3.26(e) of C.S.R. Vol. I Part-I. In many cases the request of voluntary retirement is acceded by the competent authority and orders are issued without examining the requirement of rules for voluntary retirement. Thereafter, such employees are not found eligible for pensionary benefits and consequently the same are denied by the Department. However, the Hon'ble High Court has observed in some cases that once the application for voluntary retirement has been accepted by the Department/Government, it is not open to the authority to say subsequently that pension is not admissible since the condition of qualifying service is not fulfilled. Therefore, in such cases relief is granted by the Hon'ble Court and the Department is also left with no alternative but to allow the pensionary benefits.

In view of the above position it is impressed upon you that while accepting the request for voluntary retirement it should be verified in advance whether the official/Officer fulfills the criteria for voluntary retirement either under Rule 5.32-B of CSR Vol. II or under rule 3.26(e) of CSR Vol. I Part-I and if the conditions for voluntary retirement are not fulfilled, the request for voluntary retirement should be turned down in such cases at that stage itself. However, the Govt. employee is free to tender resignation any time at his own will by losing the retirement benefits.

The above instructions may be brought to the notice of all concerned for compliance.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 8/6/06-4Pension

Dated, Chandigarh, the 9th February, 2006

A copy is forwarded to the Accountant General (A&E)(Audit), Haryana,

Chandigarh for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Copy is forwarded to :-

The Chief Secretary to Govt. Haryana.  
All Financial Commissioners & Administrative Secretaries to Govt.,  
Haryana;  
for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt. Haryana,  
All Financial Commissioners & Administrative Secretaries to Govt. Haryana,  
for information and necessary action.

U.O. No. 8/6/06-4Pension

Dated, Chandigarh, the 9th February, 2006

Endst. No. 8/6/06-4 Pension

Dated, Chandigarh, the 9th February, 2006

A copy is forwarded to all Branch Officers/Superintendents in the Finance Department for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 34/2/94-WM(3)**

From

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

To

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

**Dated, Chandigarh, the 10th February, 2006**

**Subject : Rate of interest to be charged on House Building/Motor Car/Scooter/ Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Govt. employee for the financial year 2005-2006.**

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2005-2006 at the rates given below :-

1	Cycle Advance	7% Per annum
2.	Motor Car/Motor Cycle/Scooter/Moped Advance	8% Per annum
3.	House Building Advance	8% Per annum
4.	Marriage Advance	8% Per annum
5.	Computer Advance	8% Per annum

2. Further, it has also been decided that wherever loans have been/are sanctioned/granted for the second time in respect of House Building Advance/Motor Car/Motor Cycle/Scooter/Moped/Marriage and Computer, the rate of interest shall be @ 9% per annum in all such cases.

3. In case of mis-utilisation of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest.

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

Yours faithfully,  
Sd/-

(Surinder Mohan),

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 34/2/94-WM(3)

Dated, Chandigarh, the 10th February, 2006

A copy is forwarded to the Accountant General (Audit & A&E), Haryana, Chandigarh with 50 spare copies for information and necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 10th February, 2006

No. 34/2/94-WM(3)

Dated, Chandigarh, the 10th February, 2006

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

State Election Commissioner, Haryana.  
Resident Commissioner, Government of Haryana, Haryana Bhawan,  
New Delhi.  
Secretary to Governor, Haryana.  
Secretary, Haryana Vidhan Sabha.  
Vice Chancellors of Universities and Directors of Medical Colleges in  
Haryana State.  
Managing Directors of Various Boards/Corporations in Haryana  
Records/F.D. with 20 copies.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Officer on Special Duty I&II/Media Advisor/Advisor! Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries for the information to Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/Officers on Special Duty I & II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Dy. Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy./Parliamentary Secretaries/Deputy Chairman Planning Board Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 10th February, 2006

Copy of this is also available on the website which can be down loaded from the site, [www.haryana.nic.in](http://www.haryana.nic.in).

\*\*\*\*\*

**No. 34/2/94-WM(3)**

From

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

To

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

**Dated, Chandigarh, the 10th February, 2006**

**Subject : Rate of interest on deposits in the General Provident Fund and other similar funds for the financial year 2005-2006**

Sir,

I am directed to refer to subject noted above and to say that it has been decided to fix the rate of interest at 8% (Eight percent) per annum on deposits in the General Provident Fund w.e.f. 1st April, 2005 and also on the accumulations as stood on 31st March, 2005. This rate of interest will remain in force during the financial year 2005-06.

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

Yours faithfully,

Sd/-  
(Surinder Mohan),  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

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

**MOST IMMEDIATE**

**No. 20/1/2002/6B&C**

From

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

To

All Heads of Departments.

**Dated, Chandigarh, the 22nd February, 2006**

**Subject : Reconciliation of department figures of expenditure & receipts with those of Accountant General, Haryana at the end of December, 2005.**

Sir,

I am directed to invite your attention towards the Finance Department letter No. 20/1/2002/6B&C, dated 19.12.2005 on the subject noted above vide which you are requested that the reconciliation work pertaining to D.D.Os under your control must be initiated and completed immediately under intimation to Finance Department. The Accountant General (A&E) Haryana has again brought to the notice of Finance Department that some of the Department (List enclosed) have yet not initiated the reconciliation work under 5 major heads.

2. Reconciliation of Receipt & Expenditure figures with those of A.G(A&E)office is extremely essential for the error free maintenance and efficient management of state finance. It is, therefore, again requested that the reconciliation work pertaining to D.D.Os under your control must be initiated and completed immediately under intimation to the Finance Department (in B&C Br.)

3. Monthly progress report may also be sent by 10th of each month.

**This may please be treated as most urgent.**

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 20/1/2002/6B&C

Dated, Chandigarh, the 22nd February, 2006

A copy is forwarded to Sr. Dy. Accountant General (A&E) Haryana w.r.t. his letter No. Appn. Acs/ROE, 2005-06/747, dated 31.1.2006 for information.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



A copy is forwarded to the Superintendent, Ways & Means Br. for information and necessary action.

*Sd/-*  
Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To  
The Superintendent, Ways & Means Br.

No. 20/1/2002/6B&C

Dated, Chandigarh, the 22nd February, 2006

**Department which have not reconciled their Receipt and Expenditure figures under the following Heads of Accounts from 4/2005.**

<b>Sr. No.</b>	<b>Major Head</b>	<b>Controlling Officer</b>
1.	Financial Commissioner, (Finance).	0021 Taxes on Income other than Corp. Tax
2.	Director, Small Saving, Haryana.	2047-Other Fiscal Services.
3.	Accountant General, Haryana.	2049-Interest payment
4.	All Heads of Departments.	0049-Interest Receipts.
5.	Different Cooperation & Federations.	0050-Dividends and Profits.

\*\*\*\*\*

**IMMEDIATE**

**No. 9/3/2006-6B&C**

From

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

To

All Heads of Departments

**Dated, Chandigarh, the 22nd February, 2006**

**Subject : Annual Program of Commercial Audit Wing.**

Sir,

I am directed to invite your attention towards the Accountant General, Haryana's letter No. CA-1/HR/For-Cast/Programme/2005-06/762, dated 17/1/2006 (copy enclosed) on the subject noted above vide which it has been requested that it may please be apprised of the position whether new Offices running on commercial lines, which have not been audited or provided, in the annual program.

It is, therefore, requested that the information asked for if any may please be sent to the Accountant General, Haryana under intimation to this office.

It may please be treated as most urgent.

*Sd/-*  
Superintendent Budget and Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**OFFICE OF THE  
ACCOUNTANT GENERAL (AUDIT)  
HARYANA,  
PLOT NO. 5, SECTOR 33-B,  
DAKSHIN MARG, CHANDIGARH-160020.**

**NO. CA-1/HR/FOR-CAST/PROGRAMME/2005-06/762**

**DATE : 17-01-2006**

To

The Principal Secretary to Government of Haryana,  
Finance Department, Chandigarh.

**Subject : Annual Programme of Commercial Audit Wing.**

Sir,

I am directed to forward a list of various Offices/Departments/Corporation of Government of Haryana running on commercial lines which are to be audited by Audit Department during the year 2006-07. It will be highly appreciated, if suggestions for including any other Department/Office/Corporation for audit during 2006-07 are communicated to this office.

2. You are requested to ensure that Offices which have been provided for local audit programme exist and no office has been closed down. This office may please be apprised of the new Offices running on commercial lines, which have not been audited or provided, in the annual programme.

3. The heads of the Department may please be directed to send the information regarding closure of existing offices/opening of new offices invariably to this office.

Thanking you.

Yours faithfully,

Sd/-

Sr. Dy. Accountant General (Comml.)

### **Companies and Corporations**

1. Haryana Agro Industries Corporation Limited, Chandigarh.
2. Haryana State Industrial Development Corporation Limited, Chandigarh.
3. Haryana Small Scale Industries and Export Corporation Limited, Chandigarh.
4. Haryana Scheduled Castes Finance and Development Corporation Limited, Chandigarh.
5. Haryana Mineral Limited, Narnaul.
6. Haryana Tourism Corporation Limited, Chandigarh.
7. Haryana Land Reclamation and Development Corporation Limited, Chandigarh.
8. Haryana Seeds Development Corporation Limited, Panchkula.
9. Haryana Backward Classes and Economically Weaker Section Kalyan Nigam Corporation Limited, Chandigarh.
10. Haryana Handloom and Handicraft Corporation Limited, Chandigarh.
11. Haryana Electronics Development Corporation Limited, Chandigarh.
12. Haryana Women Development Corporation Limited, Chandigarh.
13. Haryana Roadways Engineering Corporation Limited, Gurgaon.
14. Haryana Forest Development Corporation Limited, Panchkula.
15. Hartron Informatics Limited, Chandigarh.
16. Haryana Police Housing Corporation Limited, Panchkula.
17. Punjab State Iron Limited. Chandigarh.
18. Haryana Concast Limited, Hisar.
19. Haryana State Minor Irrigation and Tubewell Corporation Limited, Chandigarh.
20. Haryana Tanneries Limited, Chandigarh.

### **Statutory Corporations**

1. Haryana Financial Corporation, Chandigarh.
2. Haryana Warehousing Corporation, Panchkula.

### **Miscellaneous Department**

1. Director, Supplies and Disposal, Haryana, Chandigarh.
2. Central Jail (Factory), Ambala.
3. Haryana Vetty and Vaccine Institute (Niological Production Section), Hisar.
4. Controller, Printing and Stationery Haryana, Chandigarh.
5. Director, Food and Supplies Haryana, Chandigarh.

**Transport Department**

1.	State Transport Commissioner, Haryana, Chandigarh
2.	Checking of Motor Transport Reserve Figures of Haryana Roadways Departments
3.	Haryana Roadways, Ambala
4.	Haryana Roadways, Chandigarh
5.	Haryana Roadways, Hisar
6.	Haryana Roadways, Rohtak
7.	Haryana Roadways, Karnal
8.	Haryana Roadways. Gurgaon
9.	Haryana Roadways, Jind
10.	Haryana Roadways, Rewari
11.	Haryana Roadways, Bhiwani
12.	Haryana Roadways, Kaithal
13.	Haryana Roadways, Sirsa
14.	Haryana Roadways. Sonipat
15.	Haryana Roadways. Yamuna Nagar
16.	Haryana Roadways, Faridabad
17.	Haryana Roadways, Delhi
18.	Haryana Roadways, Fatehabad
19.	Haryana Roadways. Kurukshetra
20.	Haryana Roadways, Panipat
21.	Haryana Roadways, Jhajjar
22.	Haryana Roadways, Narnaul
23.	Flying Squad Officer, ISBT Delhi
24.	Haryana Roadways (Central Workshop), Karnal
25.	Haryana Roadways (Central Workshop), Hisar.

**Statement of Offices/Departments/Government Companies/Corporations, Audit of which is to be conducted during 2006-07.**

<b>Sr. No.</b>	<b>Name of Units</b>	<b>Stations</b>
1.	Seed Depot. Scheme	Ambala
2.	Seed Depot. Scheme	Rohtak
3.	Seed Depot. Scheme	Narnaul
4.	Seed Depot. Scheme	Jind
5.	Seed Depot. Scheme	Karnal
6.	Seed Depot. Scheme	Gurgaon
7.	Seed Depot. Scheme	Hisar
8.	Seed Depot. Scheme	Kurukshetra
9.	Seed Depot. Scheme	Sonipat
10.	Seed Depot. Scheme	Sirsa
11.	Seed Depot. Scheme	Bhiwani
12.	Seed Depot. Scheme	Faridabad
13.	Director of Agriculture Seed Depot. Scheme, Chandigarh.	Chandigarh
14.	Director of Agriculture Purchase and Distribution of Pesticides (Proforma Accounts).	

\*\*\*\*\*

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

From

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

To

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

**Memo No. 8/12/2005-5PR(FD)**

**Dated, Chandigarh, the 2nd March, 2006**

**Subject : Filing of SLPs against the orders of Hon'ble High Court in ACP matter.**

Please refer to the Finance Department's U.O. No. 8/12/05-5PR(FD) dated 3-1-2006 on the subject cited above.

2. After careful examination of the issue, it is observed that all the departments were advised in the meeting held in the Finance Department to collect counter affidavit filed by the respondents from standing counsel and to file rejoinder in the Hon'ble Apex Court after approval of Finance Department, whereas, the said action has not been taken by the department concerned. Therefore, you are requested to collect counter affidavit and file rejoinder urgently in the Hon'ble Apex Court after approval of Finance Department So that these cases could be disposed of by the Hon'ble Apex Court. As per information available on internet a bunch of SLPs is listed for hearing on 27-3-2006.

Sd/-

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 38/110/93-WM(5)**

From

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

To

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

**Dated, Chandigarh, the 6th March, 2006**

**Subject : Grant of Loans and Advances to Government Servants for the celebration of marriage.**

Sir,

I am directed to invite your attention to the Finance Department's circular letter of Even No. dated the 6th May, 2005 on the subject noted above vide which instructions were issued that the applications for the grant of marriage advance be sent, complete in all respect, to the Finance Department (Ways & Means Branch) at least two months before the actual date of marriage but applications are being received just before marriage or even after the marriage. It has also been noticed that while submitting applications some of the employees do not mention the date of submission of applications. This has resulted into avoidable hardship not only to the employee concerned but also to the Finance Department. It is, therefore, reiterated that the applications for the grant of marriage advance should be expeditiously examined and sent to the Finance Department within the stipulated period in which it should be ensured that the employee concerned has submitted application complete in all respect, including the date of submission of application.

A photo-copy of forwarding letter/recommendation of the Head of Office/District Officer (in respect of field staff) should also invariable be sent by the Head of the Department to the Finance Department.

2. These instructions may kindly be brought to the notice of All Drawing and Disbursing Officers under your control for strict compliance.
3. Receipt of these instructions may be acknowledged.

Yours faithfully,

*Sd/-*  
(Surinder Mohan),  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



No. 38/110/93-WM(5)

Dated, Chandigarh, the 6th March, 2006

A copy is forwarded to the Accountant General (Audit & A&E), Haryana, Chandigarh with 50 spare copies for information and necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government, Haryana.

U.O. No. 38/110/93-WM(5)

Dated, Chandigarh, the 6th March, 2006

No. 38/110/93-WM(5)

Dated, Chandigarh, the 6th March, 2006

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

State Election Commissioner, Haryana.  
Resident Commissioner, Government of Haryana, Haryana Bhawan,  
New Delhi.  
Secretary to Governor, Haryana.  
Secretary, Haryana Vidhan Sabha.  
Vice Chancellor of Universities and Director of Medical Colleges in  
Haryana State.  
Managing Director of Various Boards/Corporations in Haryana.  
Incharge, Computer Cell, Finance Department.  
Records/F.D. with 20 copies.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Officer on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries for the information to Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II /Officers on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman Planning Board, Haryana.

U.O. No. 38/110/93-WM(5)

Dated, Chandigarh, the 6th March, 2006

Copy of this is also available on the website which can be down loaded from the site, [www.haryana.nic.in](http://www.haryana.nic.in)

\*\*\*\*\*

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

**MOST IMMEDIATE****No. 20/1/2002/6B&C**

From

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

To

All Heads of Departments.

**Dated, Chandigarh, the 7th March, 2006*****Subject : Reconciliation of department figures of expenditure & receipts with those of Accountant General, Haryana at the end of January, 2006.***

Sir,

I am directed to invite your attention towards the Finance Department's letter of even number dated 22.2.2006 on the subject noted above vide which you were requested that the reconciliation work pertaining to D.D.Os under your control must be initiated and completed immediately under intimation to Finance Department. The Accountant General (A&E) Haryana has again brought to the notice of Finance Department that some of the Department (List enclosed) have yet not initiated the reconciliation work under 5 major heads.

2. Reconciliation of Receipt & Expenditure figures with those of A.C (A&E) office is extremely essential for the error free maintenance and efficient management of state finances. It is, therefore, again requested that the reconciliation work pertaining to D.D.Os under your control must be initiated and completed immediately under intimation to the Finance Department (in B&C Br.)

3. Monthly progress report may also be sent by 10th of each month.

**This may please be treated as most urgent.***Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 20/1/2002/6B&amp;C

Dated, Chandigarh, the 7th March, 2006

A copy is forwarded to Sr. Dy. Accountant General (A&E) Haryana w.r.t. his letter No. TM(C)/Recon./2005-06/912-15, dated 16.2.2006 for information.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Superintendent, Ways & Means Br. for information and necessary action.

*Sd/-*  
Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Superintendent Way & Means Br.

No. 20/1/2002/6B&C

Dated, Chandigarh, the 7th March, 2006

**Department which have not reconciled their Receipt and Expenditure figures under the following Heads of Accounts from 4/2005.**

Sr. No.	Major Head	Controlling Officer
1.	Financial Commissioner, (Finance)	0021 Taxes on Income other than Corp. Tax
2.	Director, Small Saving, Haryana.	2047-Other Fiscal Services.
3.	Accountant General, Haryana	2049-Interest payment.
4.	All Heads of Departments.	0049-Interest Receipts.

\*\*\*\*\*

***These instructions have been Reiterated  
from time to time.***

**No. 1/12/91-WM(7)**

From

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

To

All the Heads of Departments in Haryana,  
All the commissioner of Divisions in Haryana.

**Dated, Chandigarh, the 7th March, 2006**

**Subject : Reconciliation of figures under the Major Head-0049-Interest Receipts”.**

Sir,

I am directed to invite your attention towards Finance Departments letter No. 1/12/91-7WM Dated 10.3.2005 on the subject cited above whereby they were requested to depute concerned official of their department to the O/o A.G. (A&E), Haryana to complete the reconciliation work within a week positively and in future it may be ensured that reconciliation work must be completed by the 7th day of 2nd following month to which the accounts pertain.

2. Loans and Advances are sanctioned/dispensed by the Heads of Departments on the advice of the Finance Department (Ways & Means Branch) and the recovery of interest on loans and advances are booked under the Major Head “0049-Interest Receipts”. The Accountant General, Haryana has pointed out that reconciliation work under Major Head “0049-Interest Receipts” has not yet been started by the departments. They are, therefore, requested again to get the reconciliation work completed within a week under intimation to Finance Department positively.

Yours faithfully,

*Sd/-*

Superintendent Ways and Means,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/12/91-WM(7)

Dated, Chandigarh, the 7/3/2006

A copy is forwarded to the Accountant General, Haryana, (A&E), Sector 33, Chandigarh w.r.t. his letter No. Appn.Acs/ROE-2005-06/747 dated 31.1.2006 for information and necessary action.

*Sd/-*

Superintendent Ways and Means,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 10/15/97-1PR(FD)**

From

The Commissioner & Principal Secretary to Govt.,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 9th March, 2006****Subject : Revision of pay scales.**

Sir,

I am directed to refer to Haryana Government Notification No. GSR3/Const/309/1998, dated 7th January, 1998 and No. GSR.4/Const/Art/309/1998, dated 7.1.1998 vide which the pay scales of State Government employees were revised w.e.f. 1.1.1996 and to Finance Department letter No. 1/65/98-3PR(FD), dated 7.8.98, letter No. 10/15/97-1PR(FD), dated 28.4.2003 and No. 10/15/97-1PR(FD), dated 30.12.2003 vide which the pay scales of some categories of employees were further revised.

2. Some departments had been requesting the Finance Department to remove the anomalies in the pay scales of certain categories of employees. Having examined the proposals received from the departments, the Government in Finance Department has observed that there exists no anomaly in the proposal of the departments but taking a stock of the recommendations of the HPOC, it has been decided to grant pay scale/special pay to the Haryana Govt. employees as under :-

Sr. No.	Name of Department	Name of Post	Modified Scale/ Spl. Pay	Effective from
(i)	Printing & Stationery Department	Revisor	3050-4590	1-1-1996
(ii)	Raj Bhavan	Roshan Lal, Daftri till he performs additional duties & remain attached with Cashier Raj Bhawan.	SP. 50/-PM	29-11-2005

3. The pay of the employee whose pay scale has been modified is to be fixed in accordance with the normal rules laid down in the Punjab Civil Services Rules Vol. I, Part-I, the rules prescribed vide extra ordinary gazette notification No. GSR3/Const/309/1998, dated 7th January, 1998 and No. GSR.4/Const/Art/309/1998, dated 7.1.1998 and the instructions issued on the subject from time to time.

Yours faithfully,

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 10/15/97-1PR(FD)

Dated, Chandigarh, the 9th March, 2006.

A copy for information is forwarding to the following :-

The Accountant General (A&E and Audit Haryana Chandigarh.  
The Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Administrative  
Secretaries to Government Haryana.

U.O. No. 10/15/97-1PR(FD)

Dated, Chandigarh, the 9th March, 2006.

A copy is forwarded to the PSCM/Dy. PSCM-I&II/OSD/Sr. Secretaries/Secretaries/  
Private Secretaries to Chief Minister/Ministers of State/Chief Parliamentary Secretary and  
Parliamentary Secretary for the information of the Chief Minister/Ministers of State/Chief  
Parliamentary Secretary and Parliamentary Secretary.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The PSCM/Dy. PSCM-I&II/OSD/Sr. Secys./Secretaries/  
Private Secretaries to Chief Minister/Ministers of State/  
Chief Parliamentary Secy. and Parliamentary Secretaries.

U.O. No. 10/15/97-1PR(FD)

Dated, Chandigarh, the 9th March, 2006.

\*\*\*\*\*

**No. 10/15/97-1PR(FD)**

From

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

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,

The Registrar Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th March, 2006**

**Subject : Revision of pay scales.**

Sir,

I am directed to refer to Haryana Government Notification No. GSR3/Const/309/1998, dated 7th January, 1998 and No. GSR.4/Const/Art/309/1998, dated 07.01.1998 vide which the pay scales of State Government employees were revised w.e.f. 01.01.1996 and to Finance Department letter No. 1/65/98-3PR(FD), dated 7.8.98, letter No. 10/15/97-1PR(FD), dated 28.04.2003 and No. 10/15/97-1PR(FD), dated 30.12.2003 vide which the pay scales of some categories of employees were further revised.

2. Some departments had been requesting the Finance Department to remove the anomalies in the pay scales of certain categories of employees. Having examined the proposals received from the departments, the Government in Finance Department has observed that there exists no anomaly in the proposal of the departments but taking a stock of the recommendations of the HPOC, it has been decided to grant pay scale/Special pay of the Haryana Govt. employees as under :-

Sr. No.	Name of Department	Name of Post	Modified Scale/ Spl pay	Effective from
(i)	Printing & Stationery Department	Revisor	3050-4590	01.01.1996
(ii)	Raj Bhavan	Roshan Lal, Daftri till he performs additional duties & remain attached with Cashier Raj Bhawan.	SP. 50/-PM	29-11-2005

3. The pay of the employee whose pay scale has been modified is to be fixed in accordance with the normal rules laid down in the Punjab Civil Services Rules Vol. I, Part-I, the rules prescribed vide extra ordinary gazette notification No. GSR3/Const 309/1998, dated 7th January, 1998 and No. GSR.4/Const/Art/309/1998, dated 07.01.1998 and the instructions issued on the subject from time to time.

Yours faithfully,

Sd/-

Under Secretary Finance (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*



**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 12th March, 2006**

**No. 2/1(4)-87-4FR.—** In exercise of the powers conferred by clause (2) of article 283 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Financial Rules, Volume I, in their application to the State of Haryana, namely :-

1. These rule may be called the Punjab Financial Volume I (Haryana First Amendment) Rules, 2006.
2. In the Punjab Financial Rules, Volume-I, for rule 19.6, the following rule shall be substituted, namely :-

"19.6 Contingencies, stores, fees, compensation, remuneration etc. (Rules 8.3 and 15.2) :-

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1.	To sanction non-recurring expenditure, not otherwise provided for in this rule.	Administrative Departments	Full powers.
		Heads of Departments	Upto Rs. 1,00,000/- in each case.
		Controlling Officers	Upto Rs. 40,000/- in each case.
		Heads of offices	Upto Rs. 10,000/- in each case.
2.	To sanction recurring expenditure not otherwise provided for in this rule.	Administrative Departments	Full Powers.
		Heads of Departments	Upto Rs. 50,000/- in each case.
		Controlling Officers	Upto Rs. 20,000/- in each case
		Heads of offices	Upto Rs. 5,000/- in each case.
3.	(i) To sanction purchase of Computers including personal computers and accessories.	Administrative Departments in consultation with I.T. Department	Upto Rs. 50,000/- for each computer.
	(ii) Hire and maintenance of computers of all kinds.	Administrative Departments in consultation with I.T. Department.	Full Powers.
4.	To sanction charges for Electricity, gas, water, telephone, postage stamps and taxes levied by statutory body or any other authority.	Heads of offices	Full Powers.
5.	To sanction purchase and repairs of fixtures and furniture.	Heads of Departments	Full powers
		Heads of offices	Upto Rs. 1000/- in each case.
6.	To sanction payment of	Administrative Department.	Full powers

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
	Freight, demurrage and warfage charges.	Heads of Departments.	Upto Rs. 5,000/- in each case
		Controlling Officers	Upto Rs. 2,000/- in each case.
		Heads of offices.	Rs. 500/- in each case Subject to the conditions that the charges are not levied due to the negligence of any official.
7.	To sanction hire charges of electric fans, heaters, coolers etc.	Heads of Offices	Full powers.
8.	To sanction the payment of rent for building or land for (i) ordinary office accommodation. (ii) Godowns (iii) residential purpose etc.	Administrative Department	Upto Rs. 20,000/- for (i) and (ii) and upto Rs. 10,000/- per mensem in each individual case for (iii)
		Heads of Departments	Upto Rs. 10,000/- per month for the office accommodation and Rs. 2000/- per month for land.
		Controlling officers	Upto Rs. 2000/- per month for office accommodation.
		Heads of offices	Upto Rs. 1,000/- per month for office accommodation. Subject to the conditions that the certificate of non-availability and reasonableness of accommodation is obtained from B&R Department and the agreement with the owner is also executed for five years.
9.	To sanction the Legal Charges for defence of Govt. employee's in criminal proceedings instituted against them while discharging the official duties.	Administrative Department for employees of Group "A" and "B" Service.	Full powers subject to the condition that the actual cost of the Defence shall be reimbursed with the concurrence of Law and Legislative Department.
		Heads of Department for employees of Group "C" and "D" service.	-do-
10.	To reimburse the legal expenses to a Govt. employee whose conduct has been the subject of enquiry for expenditure on account of :- (i) Defence witnesses, and	Administrative Department for employees of Group "A" and "B" service and Heads of Departments for employees of Group "C" and "D" service.	Full powers in the case of witness : (a) Payment of expenses to non-official witnesses summoned for the prosecution or defence, should be made according to the rates specified in Chapter 5-C of Volume-I of the High Court Rules and orders in respect of witnesses attending Civil Courts. (b) Govt. employees summoned as witnesses should be given the usual certificates of attendance

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
			<p>to enable them to draw their normal traveling allowance and the daily allowance to which they are entitled in accordance with the provisions of the Punjab Civil Services Rules, Volume-III, Travelling Allowance Rules;</p> <p>(c) the expenditure on non-official witnesses should be debited to the same head of account to which the pay of the delinquent Officer/Official concerned is debitable;</p> <p>(d) payment to non-official witnesses should be made out of the contingent grants of the offices/departments concerned;</p> <p>(e) the charges of those witnesses only should be paid whom the commission or Inquiry Officer declares to be necessary witnesses.</p>
	(ii) Fees of Counsel	Administrative Departments for employees of Group "A" and "B" service.	Upto Rs. 5,000/-.
		Heads of Departments for employees of Group "C" and "D" service.	Upto Rs. 3,000/- (a) When the Govt. employee is allowed to be represented by a counsel, reimbursement of the fees of the counsel should be allowed in cases where the delinquent officer/officials is successful in clearing himself.
11.	To sanction expenditure in connection with civil suits instituted with the sanction of the Controlling Authority as defined in the Haryana Law Department Manual.	Heads of Offices.	Full powers.
12.	To grant Compensation to Govt. employees under Workmen's Compensation Act.	Heads of Departments	Full Powers subject to the advice of Legal Remembrance being obtained first.
13.	To grant cash rewards to meet funeral and other unavoidable expenses to the relations of all Govt. employees of group "D" service, who are killed or died of injury received as a	Heads of Offices	Full powers subject to the maximum of Rs. 5,000/- in each case. <i>Note:-</i> The term "special risk" is defined in rule 8.26(7) and (8) of Punjab Civil Services

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
	result of special risk of office in the performance of their duties.		Rules Volume-II
14.	To engage upto four hours part time sweeper, water man gardener etc. chargeable to Contingencies.	Heads of Departments	Full powers at the rates fixed by Deputy Commissioner as per policy of Government of Haryana.
15.	To sanction expenditure for setting departmental examination papers and evaluation of answer books.	Heads of Departments	(i) Rs. 500/- for setting of one paper. (ii) Rs. 10/- for evaluation of each answer book. (iii) Rs. 10/- for practical and viva-voce examination for each candidate.
16.	To sanction expenditure to guest faculty for delivering lecture in :-		
	(i) State Institute.	Head of Institute.	Rs. 500/- per session plus Rs. 50/- conveyance charges per day.
	(ii) Other Institutes.	Head of Institute.	Rs. 200/- per session plus Rs. 50/- conveyance charges per day.  Session means duration of lecture ranging from one hour to one and half hours.
17.	To sanction expenditure for :- Purchase of books, periodicals and newspaper (only three in numbers) required for official use only.	Heads of Departments	Full powers.
18.	(a) To sanction expenditure on New Telephone connections including accessories for the offices and also at the residence of entitled officers approved by the Telephone Board Haryana.	Heads of Departments	Full powers.
	(b) To sanction expenditure or temporary installation of telephone in emergent cases only.	Heads of Departments	Full powers subject to the condition the temporary installation should not exceed three months.
19.	To sanction expenditure on direct purchase of stores	Administrative Department	Upto Rs. 1,00,000/- in each case.
		Heads of Departments	Upto Rs. 75,000/- for anyone item

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
	from the local market after exhausting all the approved sources of supply mentioned in Appendix 17 of the Punjab Financial Rules, Volume-II and the rate contract arranged by the Director, Supplies and Disposals Haryana, if available		during a financial year in respect of each Head of offices under his control.
Controlling Officers		Upto Rs. 25,000/- for any one item during a financial year in respect of each Head of offices under his control.	
Heads of Offices		Upto Rs. 7,000/- for any one item on each occasion subject to the condition that the aggregate purchases relating to such an item during the course of financial year do not exceed the amount of Rs. 15,000/-.	
20.	To sanction expenditure on direct purchases of stores from the local market in emergent circumstances, when it is not possible to exhaust the approved sources of supply.	Administrative Departments.	Upto Rs. 30,000/- in each case.
Heads of Departments		Upto Rs. 20,000/- in each case.	
Controlling Officers		Upto Rs. 10,000/- in each case.	
Heads of Offices		Upto Rs. 2,000/- in each case	
		Provided emergency is clearly explained in the sanctioning order while exercising these powers.	
21.	To sanction expenditure on purchase of type-writers, fax-machine, dedicated intercom equipments, electronic stencil cutter, Dictaphones, copying machine, duplicator, duplicating machine, franking machine, addressographs, filing and indexing system, etc. for themselves and offices subordinate to them.	Heads of Departments.	Full powers subject to the scale fixed by the Government and conditions in the Printing and Stationery Manual and to the provisions that replacement of machines is done after consideration by the Board and that condemnation process is completed within 60 days of the receipt of the request for condemnation otherwise the department will presume that the request has been accepted by the Board. After the rate contract has been finalised and circulated by the Controller, Printing and Stationery, the purchases will be effected direct by the department itself
22.	To sanction expenditure on repairs of Government vehicle(s)	Heads of Departments	Full Powers
Heads of Offices.		Upto Rs. 10,000/- at one time subject to the condition that the repair be carried out from authorised dealer of Company as approved by the Govt., Building and Road Workshop or Haryana	

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
			Roadways Workshop.
23.	To sanction expenditure on purchase of vehicle(s).	Administrative Departments	Full powers subject to the condition that the purchase be affected through Director, Supplies & Disposals.
<b>1. ADMINISTRATION OF JUSTICE DEPARTMENT</b>			
		<p>(i) Advocate General Haryana.</p> <p>(ii) Law and Legislative Department</p> <p>(iii) Prosecution Department.</p> <p>(iv) Jail Department.</p>	
24.	To sanction expenditure on payment of fees to conduct civil miscellaneous and land acquisition cases to:-	<b>Civil Cases</b>	
	<p>(i) Advocate General</p> <p>(ii) Legal Remembrancer</p> <p>(iii) Assistant i.e. private Counsel, assisting to the Advocate General.</p> <p>(iv) Private Legal Practitioners engaged to plead on behalf of Government.</p>	Administration of Justice	<p>Full powers :-</p> <p>(i) As per terms and condition of appointment of Advocate General, Haryana.</p> <p>(ii) As per terms and issued by the Government in a particular case.</p> <p>(iii) Rs. 500/- in one case an in bunch cases Rs. 250/- per additional case subject to maximum of Rs. 5,000/-</p> <p>(iv) Rs. 5,000/- in one case and in bunch cases Rs. 1,000/- per additional case subject to a maximum of Rs. 11,000/-</p>
25.	To sanction expenditure on payment of fees from the provision placed at the disposal of Advocate General in the following cases:-		
	(i) Fees to the Advocate General, Assistant to the Advocate General and in cases in which the subject matter of the suit is incapable of being assessed in money value or when the scale of fees laid	Legal Remembrancer	For Advocate General Rs. 1500/- per hearing subject to maximum of Rs. 11,000/-.
		Advocate General	For Assistant to Advocate General Rs. 500/- per hearing and subject to maximum of Rs. 5,000/-

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
	<p>down in the Law Department Manual proves to be insufficient.</p> <p>(ii) Fees as Counsel for Government</p>	<p>Legal Remembrancer or the Advocate General as the case may be</p>	<p>Upto Rs. 500/- for each effective hearing, if adjourned then Rs. 200/- subject to a maximum of Rs. 5000/- in a case.</p> <p>Deputy Commissioner to Countersign fee bills as per rules laid down in the Haryana Law Department Manual as per conditions and extent mentioned above.</p>
26.	<p>(1) To sanction expenditure on payment of fees to conduct criminal, quasi-criminal cases :-</p> <p>(a) Advocate General for appearing in any court other than High Court.</p> <p>(2) To sanction expenditure on payment of fees from the provision placed at the disposal of Advocate General to private legal practitioners in the following cases:- Fees for.—</p>	<p><b>Criminal Cases</b></p> <p>Administration of Justice</p>	<p>(a) as per terms and conditions of appointment of Advocate General, Haryana.</p>
	(i) Representing the Government in the High Court.	Advocate General	Upto Rs. 500/- for each effective hearing subject to a maximum of Rs. 5000/- in a case.
	(ii) defending a poor accused in the High Court.	Advocate General	Upto Rs. 500/- for each effective hearing subject to maximum of Rs. 5000/- in a case on production of certificate signed by judge hearing the case.
	(iii) Fees for conducting a Govt. case by Private Counsel engaged as Public Prosecutor in subordinate Courts or when engaged by the Sessions Judge to defend a poor accused.	Legal Remembrancer	<p>Upto Rs. 500/- for each effective hearing, if adjourned then Rs. 200/- subject to a maximum of Rs. 5000/- in a case.</p> <p>Deputy Commissioners to countersign fee bills, as per rules laid down in the Haryana Law Department Manual and as per conditions and extent mentioned above.</p>
27.	To sanction expenditure for payment of fees to the	Resident Commissioner,	Full Powers.

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
	Panel Advocates engaged for conducting cases in the Supreme Court/Delhi High Court or Delhi Courts.	Haryana Bhawan.	As per rates fixed by the Government and the payment of these fee bills is to be made by the Advocate General Haryana. The advocate on panel shall be paid fees as fixed by the Govt. from time to time. However, willingness of the advocate(s) may be obtained in advance in writing to this effect and advocate be empanelled only thereafter.
<b>JAIL DEPARTMENT</b>			
28	To grant rewards to any person not employed in Jail Deptt. for recapture of escaped prisoners.	Director General of Prisons	Upto Rs. 1,000/- in each case.
29.	To grant rewards to any persons not employed in the Jail Department for furnishing valuable information within Jail premises.	Director General of Prisons Superintendent Central/District Jail	Upto Rs. 250/- in each case. Upto Rs. 100 in each case subject to maximum of Rs. 500/- in a year.
30.	To sanction expenditure on purchase of tool and plant implements.	(i) Director General of Prisons. (ii) Superintendent Central/ District Jail. (iii) Superintendent Sub - Jail.	Full powers Upto Rs. 1500/- for anyone item. Upto Rs. 1000/- for anyone item.
31.	To sanction expenditure on local purchase of dietary articles, such as wheat, gram, pulses, fire wood, vegetable ghee, oils etc. from Govt. approved sources.	Administrative Department. Director General of Prisons. Superintendent Central/ District Jail. Superintendent Sub Jail.	Full powers. Upto Rs. 2,00,000/- for anyone item. Upto Rs. 15,000/- for anyone item. Upto Rs. 5000/- for anyone item.
32.	To sanction expenditure on local purchase of dietary articles, such as wheat, gram, pulses, fire wood, vegetable ghee, oils etc. from local market in emergent cases after observing all codal provisions	Administrative Department Director General of Prisons. Superintendent Central/ District Jail Superintendent Sub Jail.	Full powers. Upto Rs. 50,000/- for anyone item. Upto Rs. 10,000/- for anyone item Upto Rs. 2,000/- for anyone item.
<b>(2) ANIMAL HUSBANDRY DEPARTMENT</b>			
33.	To sanction expenditure on purchases of animal(s) through the permanent livestock purchase committee.	Director, Animal Husbandry.	Full powers.



Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
<b>(3) EDUCATION DEPARTMENT</b>			
34.	To sanction expenditure on purchase of books.	(i) Heads of Higher and High School/Heads of Educational Institutions.	Full powers for libraries of institutions under their charge; provided that the books are approved by the Education Department.
		(ii) District Education Officers/Principal of Government Colleges.	For libraries of educational institution under their respective control provided that in the case of books the cost of which excluding postage exceeds Rs. 750/- per book, the sanction of Director School/Higher Education is obtained.
		(iii) Librarian, Central/ State Library and District Library.	Upto Rs. 750/- per book (excluding postage).
35.	To sanction expenditure on purchase of chemicals and scientific instruments of standard description locally out of science grant which do not require special inspection and testing provided the articles are not be procured from the medical stores.	Principals of Government Colleges.	Upto Rs. 5,000/- for each item.
36.	To sanction expenditure on purchase of chalks from the open market in emergent circumstances without making enquiry or consultation from approved sources of supply.	(i) Sub Divisional Education Officers for Middle Schools.	Upto Rs. 5,000/- at one time.
		(ii) Block Education Officers for Primary Schools.	Upto Rs. 1,000/- at one time.
		(iii) Heads of High Senior Secondary Schools.	Upto Rs. 500/- at one time.
<b>(3) EXCISE AND TAXATION DEPARTMENT</b>			
37.	To grant rewards to informer (a public person) for giving a substantial information in Excise and Tax evasion cases.	Administrative Department.	Upto Rs. 20,000/- in anyone case.
		Excise and Taxation Commissioner.	Maximum of Rs. 5,000/- in anyone case.
		Deputy Excise and Taxation Commissioner.	Rs. 1,000/- in anyone case.
<b>(5) FOREST DEPARTMENT</b>			
38.	To sanction expenditure on works items classified as revenue expenditure.	Divisional Forest Officers.	Full Powers.
39.	To grant rewards to informer (a public person) in Forest	Conservator of Forest	Full powers subject to the condition that each case shall not exceed

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
	theft cases.		Rs. 1000/-
		Divisional Forest Officer.	Upto Rs. 1,000/- in each case and provided that the total amount of the reward does not exceed one-fourth of the estimated value of the property confiscated plus the amount of any fine imposed and further subject to maximum amount of Rs. 10,000/- in a year.
40.	To sanction "Capital expenditure" on purchase of stores, tools, plant, rest-house furniture, tents etc.	Administrative Department	Full powers.
		Principal Chief Conservator of Forest	Upto Rs. 2,00,000/- in each case.
		Chief Conservator of Forest	Upto Rs. 1,00,000/- in each case.
		Conservator of Forest.	Upto Rs. 50,000/- in each case.
		Divisional Forest Officers.	Upto Rs. 20,000/- in each case.
41.	To sanction expenditure on purchase of Stores and material under all Plan Schemes relating to the Forest Department	Principal Chief Conservator of Forests.	Full powers.
		Chief Conservator of Forest.	Upto Rs. 1,00,000/- in each case.
		Conservator of Forest.	Upto Rs. 50,000/- in each case.
		Divisional Forest Officers	Upto Rs. 20,000/- in each case.
			Provided that the purchases are effected through the Director, Supplies and Disposals.
<b>(6) FISHERIES DEPARTMENT</b>			
42.	To grant a reward to informer (a public person) for detecting poachers in fish sanctuaries.	Director of Fisheries.	Full powers upto Rs. 500/- in each case.
		Deputy Director of Fisheries.	Upto Rs. 500/- in each case subject to maximum of Rs. 10,000/- in a year.
		Fisheries Development Officer.	Upto Rs. 500/- in each case subject to maximum of Rs. 5,000/- in a year.
43.	To sanction expenditure on maintenance of fish seed farms.	Administrator Department.	Full powers.
		Director, Fisheries.	Upto Rs. 25,000/- per work
		Deputy Director Fisheries	Upto Rs. 10,000/- per work
		Fisheries Development Officer.	Upto Rs. 5,000/- per work.
<b>(7) GENERAL ADMINISTRATION DEPARTMENT</b>			
44.	To sanction expenditure on payment of remuneration of	Administrative Department.	Full Powers

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
	persons other than Government employees employed in connection with the examinations held by the Haryana Public Service Commission and Haryana State Subordinate Staff Selection Commission.	Chairman of the Haryana Public Service Commission/ Haryana State Subordinate Staff Selection Commission.	Upto the maximum of Rs. 5000/- in each individual case during a financial year.
45.	To sanction expenditure on purchase of medicines for Raj Bhawan Dispensary from the open market.	Secretary to Governor, Haryana.	Full powers, subject to conditions that purchases are made in an economical manner after inviting quotations and accepting the lowest one.
46.	To sanction expenditure on purchase of domestic animal, clothing, uniforms, belts, badges and clothing to Class-IV employees other than employees paid from contingencies in Raj Bhawan.	Secretary to Governor, Haryana	Full powers.
47.	To sanction non-recurring expenditure chargeable to contingencies of the Civil Secretariat not otherwise provided for.	Under Secretary (General) to Govt. Haryana Secretariat Establishment.	Upto a maximum of Rs. 2,000/- for anyone time.
<b>(8) HEALTH DEPARTMENT</b>			
48.	To sanction the payment of reward to a public persons(s) who apprehend and bring back to the Mental Hospital any mental patient, who has escaped there from	Director General Health Services Haryana and Director Principal Medical College, Rohtak.	Full powers subject to maximum of Rs. 250/- for each patient.
49.	To sanction expenditure on recreation of mental patients.	Director General, Health Services, Director Principal Medical College, Rohtak.	Upto maximum of Rs. 10,000/- per annum.
50.	To sanction expenditure on purchase of medicines locally in case of exceptional illness/ natural calamities to meet the extra-ordinary demand.	Director General, Health Services, and Director Principal, Medical College, Rohtak.	Upto Rs. 20,000/- for anyone occasion.
		Civil Surgeon/Principal Medical Officer/Zonal Malaria Officer.	Upto Rs. 10,000/- for anyone occasion,
		Senior Medical Officer/ Block Medical Officer.	Upto Rs. 5,000/- for anyone occasion.
		Medical Officer Incharge Community Health Centre/ Primary Health Centre.	Upto Rs. 2,000/- for anyone occasion.

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
51.	To sanction non-recurring expenditure chargeable to contingencies (to purchase medical stores equipment and medicines through prescribed sources) where no special power is prescribed in these rules.	(i) Director General Health Services and Director Principal, Medical College, Rohtak.	Upto Rs. 1,00,000/- for anyone occasion.
(ii) Civil Surgeon/Principal Medical Officer/Zonal Malaria Officer.		Upto Rs. 50,000/- for anyone occasion.	
(iii) Senior Medical Officer/ Medical Superintendent		Upto Rs. 10,000/- for anyone occasion.	
(iv) Medical Officer Incharge Civil Hospital/ Community Health Centre/Primary Health Centre.		Upto Rs. 2,000/- for anyone occasion.	
			The purchase be effected in most economical manner after following codal provisions and provision prescribed in Manual of Supplies and Disposal Department.
52.	To sanction expenditure on petty repairs, additions, alterations & maintenance of Health Institutions situated in Government buildings.	Administrative Department.	Full powers.
Director General Health Services and Director Principal, Medical College, Rohtak.		Upto Rs. 50,000/- for each work.	
Civil Surgeon/Principal Medical Officer/Zonal Medical Officer and Medical Supdt.		Upto Rs. 30,000/- for each work.	
Senior Medical Officer/ Block Medical Officer.		Upto Rs. 10,000/- for each work.	
Medical Officer In charge Community Health Centre/ Primary Health Centre.		Upto Rs. 2,000/- for each work.	
		Subject to the condition that the work will be got executed from the local agency after ascertaining reasonability of rates and after observing the necessary technical formalities and codal provisions.	
<b>(9) INDUSTRIES DEPARTMENT</b>			
53.	To sanction expenditure on purchase of stores & material under scheme(s) pertaining to development of small scale industries.	Director, Industries	Full powers for each scheme, provided that the purchases are effected through the Director, Supplies and Disposals.

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
<b>(10) POLICE DEPARTMENT</b>			
54.	To grant rewards to informers (a public person) for giving substantial information which may lead to identification arrest of culprit.	Director General of Police Inspector General of Police (Range) Deputy Inspector General of Police (Range) Superintendent of Police and Principal Police Training College, Madhuban	Full powers subject to police rules. Upto Rs. 5,000/- subject to police rules. Upto Rs. 2,000/- subject to police rules. Upto Rs. 1,000/- subject to police rules
55.	To sanction expenditure on purchases of spectacles for the use of men serving in the fingers Print Bureau at Madhuban.	Director General of Police. Director Finger Print Bureau	Upto Rs. 5,000/- for anyone item. Upto Rs. 1,000/- for anyone item.
56.	To sanction expenditure on local purchase of non standard ammuniton for training.	Director General of Police. Deputy Inspector General of Police	Full Powers. Upto Rs. 5,000/- for any one item.
57.	To accept for adjustment by book transfer the bills relating to expenditure incurred by the Railway Administration in connection with the arrangements made for the protection of the President of India during his tours by railways in areas under the jurisdiction of Haryana Government.	Director General of Police.	Full powers.
58.	To sanction the payment of rent of building for which the Railways Department can charge rent in accordance with Para 1946, 1957 and 1958 of Indian Railway Code for Engineering Department of 1961.	(i) Director General of Police (ii) Deputy Inspector General of Traffic Police Haryana. (iii) Superintendent of Railway Police.	Full powers. Upto Rs. 2,000/- per month. Upto Rs. 750 per month.
59.	To purchase medicine locally in case of exceptional illness and in order to meet extraordinary demands of Police Hospital Dispensary.	Inspector General/ Deputy Inspector General, Haryana Armed Police, Deputy Inspector General of Police, Director, Police Training College, Madhuban.	Upto Rs. 10,000/- for anyone occasion.

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
		Superintendent of Police Commandant, Haryana Armed Police, Principal Police Training College, Madhuban.	Upto Rs. 2,000/- for any one occasion.
<b>(11) PRINTING &amp; STATIONERY DEPARTMENT</b>			
60.	To sanction expenditure on account of emergent requisition for printing at private presses in excess of the actual cost of work.	Controller, Printing and Stationery	Upto Rs. 5,000/- in a financial year subject to the provisions of the Printing and Stationery Manual.
61.	To sanction expenditure on account of emergent requisition for printing and binding work executed at private presses payable from the minor heads "printing at private" presses or Lithography, as the case may be.	Controller, Printing and Stationery.	Full Powers.
<b>(12) PUBLIC RELATION DEPARTMENT</b>			
62.	To sanction expenditure for payment of fees to persons other than Government employees for articles dramas, skits and songs prepared by them for contribution to the press or for the departmental dramas & Bhajan parties.	Administrative Department.	Upto Rs. 1,000/-in each case.
		Director, Public Relations Haryana	Upto Rs. 500/- in each case.
63.	To sanction expenditure for payment to individual's contribution for writing of articles, manuscripts for books and pamphlets of painting photographs transparencies and art design to departmental publications.	Administrative Department	Upto Rs. 1,000/- in each case.
		Director Public Relations Haryana.	Upto Rs. 500/- in each case.
<b>(13) REVENUE DEPARTMENT (STAMPS)</b>			
64.	To grant reward to a public person who has definitely contributed to the conviction of any offender under the Indian Stamp Act 1899, or the Court Fees Act, 1870.	Financial Commissioner (Revenue).	Full powers.
		Collectors	Upto to Rs. 1,000/- in any one case.

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
<b>14. TRANSPORT DEPARTMENT</b>			
65.	To sanction expenditure on the purchase of petrol, mobile oil and lubricants.	General Manager Haryana, Roadways	Full powers.
66.	To sanction expenditure on repairs, servicing and other contingencies, including purchase of minor tools.	Transport Commissioner.	Full powers.
		Deputy Transport Controller (Technical)	Rs. 2,000/- on each item subject to maximum Rs. 30,000/- in a month.
		General Manager Haryana Roadways	Rs. 1,000/- on each item subject to maximum Rs. 25,000/- in a month.
67.	To sanction expenditure on simple meals and refreshments to be served to the staff working beyond normal duty hours in connection with plying of bus service on important fairs.	General Manager Haryana Roadways	Rs. 150/- at a time and Rs. 20/- per head for those employees who have actually worked but are not entitled for over time.
68.	To sanction expenditure on advertisement and publicity.	Transport Commissioner	Full powers.
		Deputy Transport Controller (Tech.)	Upto Rs. 5,000/- per annum.
		General Manager Haryana Roadways	Upto Rs. 2,000/- per annum.
69.	To sanction expenditure on purchase of buses complete with bodies.	Transport Commissioner	Full powers subject to the condition that the purchase be effected through Director, Supplies and Disposal.
70.	To sanction expenditure on purchase of plants and machinery.	Transport Commissioner	Full powers.
		Deputy Transport Controller (Tech.)	Upto Rs. 10,000/- on each item subject to total of Rs. 30,000/- in a month.
		General Manager Haryana Roadways	Up to Rs. 1,000/- on each item subject to a total of Rs. 10,000 in a month.  Provided that the purchases are made through Director Supplies and Disposals.
71.	To sanction expenditure on repairs of buses involved in minor accident.	Transport Commissioner.	Full powers.
		General Manager Haryana Roadways	Upto Rs. 2,000/- in each case.
72.	To sanction expenditure on claims for compensation	Transport Commissioner.	Full powers Provided that all cases which

Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
	arising out of accidents awarded by the court of law.		reveal negligence on the part of individuals should be communicated to the Accountant General through the Finance Department and advice of Legal Remembrancer is obtained before making any payment.
73	To sanction expenditure on claims of compensations arising out of accidents in cases other the court award.	Administrative Department	Upto Rs. 25,000/- in each case.
		Transport Commissioner	Upto Rs. 5,000/- in each case.
		General Manager Haryana Roadways	Upto Rs. 1,000/- in each case. Provided that all cases which reveal negligence on the part of any individual should be communicated to the Accountant General through the Finance Department and advice of Legal Remembrance is obtained before making any payment.
74.	To sanction expenditure for MACT cases settled in:- (i) Lok Adalat in High Court or at Distt. Level.	Administrative Department.	Full Powers.
		Transport Commissioner.	Upto Rs. 5 Lakh
		General Manager Haryana Roadways	Upto 1.50 Lakh
75.	To sanction expenditure on purchase tyres and tubes.	General Manager, Haryana Roadways	Full powers subject to the conditions that :- (i) Purchase is made at the rates fixed by Director, Supplies and Disposals. (ii) Purchase of tyres and tube should not exceed the requirement of one quarter at a time; (iii) that the number of kilometers by tyres or tubes replaced are to be intimated to the Transport Commissioner for checking in his office.
76.	To sanction expenditure for supply of uniform to driver, conductors and other staff, who are required to wear the uniform.	Heads of Departments and Offices.	Full Powers. Subject to the rates and rules prescribed by the Supplies and Disposals Department.
<b>(15) WOMEN AND CHILD DEVELOPMENT DEPARTMENT</b>			
77.	To sanction expenditure on purchase of Food Commodities under the supplementary nutrition programme Integration Child	(i) Heads of Departments	Full Powers.



Sr. No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
	Development Services.		
		(ii) All Deputy Commissioners and Additional Deputy Commissioners	Full powers.

- Note :**
- (1) These powers shall be exercised within budget provision as provided in Chapter XVII and financial sanction of the competent authority as provided in Chapter XVIII of Punjab Financial Rules Volume-I.
  - (2) Commissioners of Divisions and Deputy Commissioners shall exercise the powers of Heads of Departments and Controlling Officers respectively.
  - (3) The powers delegated to the subordinate authorities can also be exercised by higher authority as mentioned in Note below rule 19.4.
  - (4) The year means a financial year i.e. beginning on the 1st of April and ending on the 31st March following".

BHASKAR CHATTERJEE  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1 (4)-87-4FR

Dated, Chandigarh, the 12th March, 2006.

A copy for information is forwarded to :-

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

*Sd/-*  
(B. B. Kaushik)  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1 (4)-87-4FR

Dated, Chandigarh, the 12th March, 2006.

A copy is forwarded to Accountant General (A&E and Audit), Haryana, Chandigarh for information with reference their No. TM (T)/Amendment/2004-05/781-782 dated 3-8-2004 and No. CC/PFR/04-05/492-93 dated 2-9-2004.

*Sd/-*  
(B. B. Kaushik)  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1 (4)-87-4FR

Dated, Chandigarh, the 12th March, 2006.

A copy alongwith an attested copy is forwarded to the Controller Printing & Stationery, Haryana for information and necessary action.

2. He is requested that this notification be got printed in the Haryana Government Gezette and 500 spare copies be supplied to Government to for record.

*Sd/-*  
(B. B. Kaushik)  
Deputy Secretary Finance,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy for information & necessary action is forwarded to :-

1. All the Financial Commissioner & Principal Secretaries to Govt., Haryana.
2. All Administrative Secretaries to Govt. of Haryana.

*Sd/-*  
(B. B. Kaushik)  
Deputy Secretary Finance,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/1 (4)-87-4FR

Dated, Chandigarh, the 12th March, 2006.

\*\*\*\*\*

***These instructions have been Reiterated  
from time to time.***

**MOST IMMEDIATE**  
**DATE BOUND**

**No. 1/12/91-WM(7)**

From

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

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.

**Dated, Chandigarh, the 22nd March, 2006**

**Subject : Reconciliation of figures under the Major Head-“0049-Interest Receipts.”**

Sir,

I am directed to invite your attention to the Finance Department's letter No. 1/12/91-WM(7), dated 7.3.06 and 14.3.06 on the subject noted above whereby you were requested that departmental figures of receipts on account of loans and interests thereon should be regularly reconciled with the receipt figures of Accountant General, Haryana. Loans and Advances are given to all the Heads of Departments by the Finance Department (Ways and Means Branch) and recovery of interest on these loans and advances are booked under the Head “0049-Interest Receipt”. The Accountant General, Haryana has again pointed out that reconciliation work under above cited major head has not yet been started by the departments for the year 2005-06. You are, therefore, requested to depute the concerned official of your department to the office of Accountant General, Haryana and ensure that the reconciliation work is completed within one week positively under intimation to Finance Department. The reconciliation work must be completed by the 7th day of the second following month to which accounts pertain.

Yours faithfully,

*Sd/-*

Superintendent Ways and Means,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been Reiterated vide  
No. 14/1/2009-2B&C, Dated 18.02.2009.***

**No. 14/1/2006-2B&C**

From

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Heads of Department in Haryana,  
Registrar, Punjab and Haryana High Court,  
All Divisional Commissioner and D.Cs. in Haryana,  
Managing Directors of all Boards and Corporations in Haryana,  
Registrar, Maharishi Dayanand University Rohtak, Kurukshetra  
University Kurukshetra, Haryana, Agriculture University Hisar  
& Guru Jambheshwar University, Hisar.

**Dated, Chandigarh, the 27th March, 2006**

**Subject : Regarding Budget Availability at Haryana's Official Web site  
[www.haryana.gov.in](http://www.haryana.gov.in).**

Sir,

I am directed to address you on the subject noted above and to inform that the complete Non-Plan, Plan and Receipt Budget of the Haryana Govt. for the year 2006-07 is available on Haryana's Official Web site [www.haryana.nic.in](http://www.haryana.nic.in).

Any Department can view its Budget by selecting the appropriate option, i.e. Non-Plan/Plan/Receipt and then Summary/Detail etc. Major head wise budget is displayed on the screen. Even the printout of the same can be taken for future reference.

Head of Departments/Drawing and Disbursement Officers should avail this facility as and when required.

Yours faithfully,

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 14/1/2006-2B&C

Dated, Chandigarh, the 27th March, 2006

Copies are forwarded to the following :-

Accountant General, Haryana (A & E), Chandigarh,  
Accountant General Haryana (Audit), Chandigarh,  
for information and necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries to Govt. Haryana and all Administrative Secretaries to Govt. of Haryana for information and necessary action.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries  
to Government, Haryana and  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 14/1/2006-2B&C

Dated, Chandigarh, the 27th March, 2006

A copy is forwarded to all the Branch Officers/Superintendents in the Finance Department.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Branch Officers/Supdts. of Finance Department.

U.O. No. 14/1/2006-2B&C

Dated, Chandigarh, the 27th March, 2006.

\*\*\*\*\*

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

**No. 1/42/99-4PR(FD)**

From

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

To

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

**Dated, Chandigarh, the 29th March, 2006**

**Subject :** Information regarding grant of Pay Scales to the Senior Research Officers/  
Research Officers/Assistant Research Officers and Statistical Assistants  
(Other than ESA Haryana) working in Haryana.

Sir,

I am directed to invite your attention on the subject cited above and to request you to intimate the number of posts designated as Senior Research Officers/Research Officers/ Assistant Research Officers and Statistical Assistants alongwith detail of their pay scales with special pay if any, qualifications, promotional avenues and nature of duties performed by them as available in your department.

Sd/-  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 46/1/2006-WM(6)**

From

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

To

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

**Dated, Chandigarh, the 17th April, 2006**

**Subject : Grant of interest free advance to Government employees for the purchase of wheat during the year 2006-2007.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of Rs. 5000/- (Rs. Five thousand only) to all Class-IV Govt., employees in the State who wish to buy wheat for their own/their families consumption during the year 2006-2007. The advance will be recoverable in monthly instalments to be fixed by the Departments concerned so as to effect its full recovery before the close of the financial year 2006-2007 i.e. full loan should be recovered before 31.3.2007.

2. The advance will be admissible to permanent/temporary regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanee before the close of the financial year 2006-07.

3. The following conditions should be observed in sanctioning this loan :-

- (i) A certificate may be obtained within one month of the drawal of the advance from the loanee to the effect that he has utilized the loan for the purchase of wheat.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2006.
- (iv) The recovery of the first instalment of the advance should preferably be made from the pay for the month of May, 2006.
- (v) The advance should not be granted to those Class-IV employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged, contractual and daily wages employees.
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each pay bill in the proforma enclosed. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officers which should be reconciled with the office of the Accountant General, Haryana (A&E) every month.

5. The expenditure incurred on the grant of wheat advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.06.2006 positively in the enclosed Performa.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants etc-800-Other Advances (99)-Advances for purchase of Food grains 50-Advances (Non-Plan). The recoveries made may be credited to the corresponding receipt head i.e. "7610- Loans to Govt. Servants etc. 800-Other Advances-(99)-Advance for Purchase of Foodgrains-50-Advances (Receipt).

Yours faithfully,

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

A copy is forwarded to the Accountant General (A&E) and Audit, Haryana, Chandigarh with 20 spare copies for information and necessary action.

2. The expenditure will be debited against grant No. 25 under Major Head "7610- Loans to Govt. Servants-etc.800-Other advances-(99)-Advances for purchases of Foodgrains-50 Advances (Non-Plan)".

3. Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers of Haryana at Chandigarh/Delhi and in Haryana with the request to entertain sanctions up to the date given in the letter i.e. 31.5.2006 may please be strictly followed and no bill be passed after 31.5.2006. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.



Copies are forwarded to :-

The Financial Commissioner & Principal Secretary to Govt. Haryana, Revenue Department.

All the Financial Commissioner & Principal Secretaries/Administration Secretaries to Govt. Haryana;  
for information and necessary action.

*Sd/-*

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

To

The Financial Commissioner & Principal Secretary to Govt., Haryana,  
Revenue Department.

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I&II/Officer on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secys. to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/for the information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/  
Officer on Special Duty I&II/Media Advisor/Advisor/Senior  
Secretaries/Secretaries/Private Secretaries to the Chief Minister/  
Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary  
Secretary/Parliamentary Secretaries/Deputy Chairman,  
Planning Board, Haryana.

U.O. No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

No. 46/1/2006/WM(6)

Dated, Chandigarh, the 17th April, 2006

A Copy is forwarded to the following for information & action, where necessary to the :-

Managing Directors of all Boards/Corporation in Haryana.  
Vice Chancellors of all the Universities/Director Medical College in Haryana.  
Computer-in-Charge, Computer Cell, Finance Department Haryana.  
Record Section, Finance Department with 50 spare Copies.

*Sd/-*

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

**PROFORMA**

Name of Department	Name of Office	Drawing and Disbursing Officer	Amt. of wheat adv. to employees
1	2	3	4

**SCHEDULE OF RECOVERIES**

S. No.	Name & Designation of employees	Total amount of advance	Recoveries upto last month	Amount of advance recovered in this bill	Total amount recovered upto date	Balance	Remarks
1	2	3	4	5	6	7	8

\*\*\*\*\*

**No. 4/2/98-1FR/1544**  
**GOVERNMENT OF HARYANA**  
**FINANCE DEPARTMENT**  
**Chandigarh, the 24th April, 2006**

To

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

**Subject : Payment of Dearness Allowance – Revised rates effective from 01.01.2006**

Sir,

I am directed to refer to this department circular letter No. 4/2/98-1FR/3808, dated 27th October, 2005 regarding the subject noted above and to say that the Governor of Haryana is pleased to decide that the Dearness Allowance payable to Haryana Government employees shall be enhanced from the existing rates of 21% to 24% of the pay w.e.f. 1st January, 2006.

2. The other provisions regarding payment of dearness allowance contained in FD's letter No. 4/2/98-1FR-II/623, dated 30-4-1999 and for those employees who opted to retain pre-revised scales in their case provisions contained in para 2 of letter No. 4/2/98-1FR/654, dated 23rd June, 2000 shall continue to be applicable while regulating Dearness Allowance under these orders. However, with effect from 01-04-2004, Dearness Allowance will be computed on the basis of Basic Pay, Dearness Pay and NPA.

3. The arrears on account of enhancement in Dearness Allowance from 1st January, 2006 to 30th April, 2006 in respect of all Government employees shall be credited to their General Provident Fund Account. However, it will be paid in cash from 1st May, 2006 *i.e.* for the month of May, 2006 paid in June, 2006.

4. Copy of this order is also available on website which can be downloaded from the site "[www.haryana.nic.in](http://www.haryana.nic.in)".

Yours faithfully,

*Sd/-*  
(B. B. Kaushik)  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**Subject : Administrative approval of Rough Cost estimates for construction/ maintenance of Government buildings by the Administrative Departments.**

Will the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Govt., Haryana kindly refer to U.O. No. 5/6/2005-5B&C, dated 9-5-2005 vide which the Finance Department has delegated powers to the Administrative Departments to sanction expenditure under the approved plan schemes.

2. Of and on some Administrative Departments are sending of Rough Cost/Revised Cost estimates for constructions/repair/maintenance of Government buildings for approval to Finance Department. In order to improve further efficiency and speedy disposal of administrative approval of estimates for the construction/repair/maintenance of Government buildings of various departments, Finance Department has now decided that hence forth such approval of the estimates of buildings works of plan/non-plan expenditure would be given by Administrative Department as per delegation of power in the department at their own level without referring the same to the Finance Department. However, due permission/approval of appropriate authority may be obtained before incurring such expenditure. The following points need to be taken care of :-

- (i) The scheme/project is included in the priority list of projects to be under taken during the year.
- (ii) Expenditure is incurred within the budget line of the department.
- (iii) Ceilings fixed by the Planning Department for the year are adhered to.
- (iv) All technical/financial procedure is followed by the Executing Agency, Head of Department and the Administrative Department.
- (v) The approval of estimates would be granted by authority not below the level of Administrative Secretary of the department concerned.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government Haryana,

**U.O. No. 28/17/06-5B&C**

**Dated 25th April, 2006**

Endst. No. 28/17/06-5B&C

Dated 25th April, 2006

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

Accountant General (A&E/Audit), Haryana.  
All the Heads of Departments, Haryana.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL DISTRIBUTION**

- (i) All the Officers/Deputy Secretaries/Under Secretaries/Superintendents of the Finance Department (Expenditure Control Branches only)
- (ii) Incharge Computer Cell.

\*\*\*\*\*

***These instructions have further been clarified vide  
No. 1/52/2005-2Pension, Dated 15.09.2006 and  
No. 1/52/2005-2Pension, Dated 20.07.2009.***

**No. 1/52/05-2Pension**

From

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

To

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

**Dated, Chandigarh, the 26th April, 2006**

**Subject : Counting of Non Practicing Allowance for pensionary benefits.**

Sir,

I am directed to refer you on the subject cited above and to say that the matter regarding counting of Non Practicing Allowance for pensionary benefits has been under consideration of the State Government. Now after due consideration it has been decided that for H.C.M.S. Doctors retiring hence forth (w.e.f. 18.4.2006 onwards) the Non Practicing Allowance will be treated as part of pay within the meaning of Rule 6.19-C of Punjab CSR Volume-II and will count for pensionary benefits.

2. In the case of HCMS Doctors who have already retired between 7.12.2001 to 17.4.2006 the Non Practicing Allowance will be counted for revision of pension notionally and the actual benefit will be admissible prospectively i.e. from 18.4.2006 onwards.

3. These instructions may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 2006

A copy is forwarded to the Accountant General, Haryana (i) (A&E), (ii) (Audit), Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 2006

A copy is forwarded to the Home Secretary, Chandigarh Administration Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to.-

All the Financial Commissioners in Haryana, and  
All the Commissioners & Administrative Secretaries to Govt. Haryana;  
for information.

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana, and  
All the Commissioners & Administrative Secretaries to Govt., Haryana.

U.O. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 2006

A copy is forwarded to the Principal Secretary to the Chief Minister, Haryana for information.

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary to the Chief Minister, Haryana.

U.O. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 2006

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

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Senior Secretaries/Secretaries/Private Secretaries to the  
Ministers, Ministers of State, Chief Parliamentary Secretary and  
Parliamentary Secretaries, Haryana.

U.O. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 2006

\*\*\*\*\*

**Subject : Incurring of expenditure under plan budget.**

Will all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Govt., Haryana kindly refer to this department's U.O. No. 5/6/2005-5B&C dated 09-05-2005 on the subject noted above?

2. All the Administrative Departments were delegated the powers to sanction/incur expenditure under the approved plan schemes in phased manner on certain conditions as mentioned in letter referred to above. It is again reiterated that the expenditure of the year be phased out in four quarters viz, 1st Quarter 20%, 2nd Quarter 20%, 3rd Quarter 30% and 4th Quarter 30% on the conditions mentioned in said instructions dated 9-5-2005. The Administrative Secretaries may ensure that the funds reach the concerned field officers in time so that the pace of development is well maintained.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

**U.O. No. 5/6/2005-5B&C**

**Dated 26th April, 2006**

Endst. No. 5/6/2005-5B&C

Dated 26th April, 2006

A copy is forwarded to all the Heads of Departments for information and necessary action.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL DISTRIBUTION**

PS/FM  
PS/CS  
PS/FCF  
PS/FC Coordination  
Computer Cell, F.D.  
Records, F.D. (20 copies)

\*\*\*\*\*

***These instructions have further been clarified vide  
No. 1/52/2005-2Pension, Dated 15.09.2006 and  
No. 1/52/2005-2Pension, Dated 20.07.2009.***

**No. 1/52/05-2Pension**

From

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

To

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

**Dated, Chandigarh, the 26th April, 2006**

**Subject : Counting of Non-Practicing Allowance for pensionary benefits.**

Sir,

I am directed to refer you on the subject cited above and to say that the matter regarding counting of Non-Practicing Allowance for pensionary benefits has been under consideration of the State Government. Now after due consideration it has been decided that for H.C.M.S. Doctors retiring hence forth (w.e.f. 18.4.2006 onwards) the Non-Practicing Allowance will be treated as part of pay within the meaning of Rule 6.19-C of Punjab CSR Volume-II and will count for pensionary benefits.

2. In the case of HCMS Doctors who have already retired between 7.12.2001 to 17.4.2006 the Non-Practicing Allowance will be counted for revision of pension notionally and the actual benefit will be admissible prospectively i.e. from 18.4.2006 onwards.

3. These instructions may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

*Sd/-*  
Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 06

A copy is forwarded to the Accountant General, Haryana (i) (A&E), (ii) (Audit), Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



Endst. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 06

A copy is forwarded to the Home Secretary, Chandigarh Administration Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioners in Haryana, and  
All the Commissioners & Administrative Secretaries to Govt., Haryana;  
for information.

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners in Haryana, and  
All the Commissioners & Administrative Secretaries to Govt., Haryana.

U.O. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 06

A copy is forwarded to the Principal Secretary to the Chief Minister, Haryana for information.

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary to the Chief Minister, Haryana,

U.O. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 06

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

*Sd/-*

Under Secretary Finance (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Senior Secretaries/Secretaries/Private Secys. to the  
Ministers, Ministers of State, Chief Parliamentary Secy. and  
Parliamentary Secys., Haryana,

U.O. No. 1/52/05-2Pension,

Dated, Chandigarh, the 26th April, 06

\*\*\*\*\*

***These instructions have been Revised vide  
No. 4/2/2009-5FR, Dated 15.01.2009.***

**No. 4/6/82-4FR**

From

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

To

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

**Dated, Chandigarh, the 1st May, 2006**

**Subject : Grant of Special allowance to all Safai Karamcharis working in various Departments/Public Undertaking Municipal Committees in the State.**

Sir,

I am directed to refer to the Finance Department's instructions bearing No. 4/6/79- 3FR-II dated 9th July, 1979, and No. 3/2/1PR(FD)-80 dated 6th October, 1980 on the subject cited above and to say that the Government of Haryana is pleased to decide to enhance the special allowance of all Safai Karamcharies working in various Departments/Public Undertaking/Municipal Committees in the State from the existing rate of Rs. 65/- to Rs. 265/- per month w.e.f. 01.05.2006.

Yours faithfully,

Sd/-  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 4/6/82-4FR

Dated, Chandigarh, the 1st May 2006

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

The Accountant General (A&E and Audit) Haryana, Chandigarh.  
The Member Secretary, Haryana Bureau of Public Enterprises.  
The Director, Treasury & Accounts, Haryana.  
All the Treasury Officers/Assistant Treasury Officers in Haryana.

Sd/-  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioner & Principal Secretaries to Government,  
Haryana.

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

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Govt., Haryana.

U.O. No. 4/6/82-4FR

Dated, Chandigarh, the 1st May, 2006

A Copy is forwarded to the Principal Secretary/Additional Principal Secretary I&II/OSD I&II/Senior Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers/State Minister/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for information of Chief Minister/Deputy Chief Minister/Minister/State Minister. Chief Parliamentary Secretary/Parliamentary Secretaries Haryana.

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/OSD I & II/  
Senior Secys./Secretaries/Private Secretaries to Chief Minister/Deputy  
Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy./  
Parliamentary Secretaries, Haryana.

U.O. No. 4/6/82-4FR

Dated, Chandigarh, the 1st May, 2006

\*\*\*\*\*

***These instructions have been modified partly vide  
No. 5/7/2005-1B&C, Dt. 25.09.2006.***

**Subject : Sanction of Expenditure by the Administrative Departments.**

Will all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Govt. Haryana kindly refer to U.O. No. 5/7/2005-1B&C dated 9-5-2005 & 20-7-2005 on the subject noted above?

2. As per present policy of the Government, the medical reimbursement claims in which treatment is taken from any reputed/specialized Hospitals outside the approved list of hospitals are sent to the Finance Department for approval/relaxation. In order to improve efficiency and speedy disposal of cases, it has been decided by the Finance Department to allow the Administrative Department to sanction the medial reimbursement bills in which treatment is taken from any reputed hospital outside the approval list at their own level without referring the same to the Finance Department subject to the following conditions :-

- (i) Due permission/approval of the appropriate authority in Administrative Department may be obtained before incurring such expenditure.
- (ii) There is adequate budget provision.
- (iii) The verification/recommendation of the Government in the Health department should be obtained.

3. It is requested that these instructions may be brought to the notice of all concerned for compliance.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secy. to  
Administrative Secretaries to Govt., Haryana.

**U.O. No. 5/7/2005-1B&C**

**Dated 3rd May, 2006**

No. 5/7/2005-1B&C

Dated 3rd May, 2006

A copy is forwarded to All Head of Departments for information and necessary action.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 5/7/2005-1B&C

Dated 3-5-2006

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

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all Officers/Superintendents/In-Charge Computer Cell or the Finance Department (Expenditure Control branches) for information and necessary action.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Officers/Superintendents of the Finance Department  
(Expenditure Control Branches)  
In-Charge Computer Cell, Finance Department.

No. 5/7/2005-1B&C

Dated 3-5-2006

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 9th May, 2006**

**No. 4/4(2)2003-2FR.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to regulate the General Provident Fund, namely :-

**Short title and commencement.** 1. (1) These rules may be called the Haryana General Provident Fund Rules, 2006.  
(2) They shall come into force on the date of their publication in the Official Gazette.

**Application and effect of rules.** 2. (1) Except as otherwise provided, these rules shall apply to all the categories of Government employees who are under the administrative control of the Haryana Government and whose pay is debitable to the Consolidated Fund of the State of Haryana, namely :-

- (i) members of State Service, Group A to D;
- (ii) members of State Service belonging to Haryana Public Service Commission and Haryana Legislative Assembly;
- (iii) any other Government employee or class of Government employees to whom the competent authority may by general or special order, make these rules applicable.

(2) These rules shall not apply to the following categories :-

- (i) employees working on contract basis;
- (ii) employees working on ad-hoc basis;
- (iii) work-charged employees;
- (iv) daily wages employees;
- (v) employees working as apprentices;
- (vi) any other category of Government employee to whom the competent authority may by general or special order, direct that these rules shall not apply to them.

(3) Nothing in these rules shall be deemed to have the effect of terminating the existence of the General Provident Fund as heretofore, or of constituting any new fund.

**Definitions.** 3. (1) In these rules unless the context otherwise requires,-

- (i) “**Accountant General**” means the Head of Office of Accountant General (Accounts and Establishment) representing the Comptroller and Auditor General of India, who maintains the accounts of the Haryana State and exercises audit functions in relation to those accounts on behalf of the Comptroller and Auditor General of India;

- (ii) **“Administrative Department”** means a department of the Haryana Government, other than the Finance Department;
- (iii) **“Child”** means a legitimate child and includes an adopted child, where adoption is recognized by the personal law governing the subscriber or a ward under the Guardians and Wards Act, 1890. In a case in which a person has given a child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognized as conferring the status of a natural child, such a child should, for the purpose of these rules, be considered as excluded from the family of the natural father;
- (iv) **“competent authority”** in relation to the exercise of any power under these rules means the Administrative Department concerned of Government acting in consultation with the Finance Department or any other authority to which such powers may be delegated by or under these rules. A list of such authorities is given in Annexure-I;
- (v) **“dependent”** means any of the relatives of a subscriber in a fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son’s widow and child and where no parent of subscriber is alive then paternal grand-parent;
- (vi) **“family”** means,-
  - (a) in the case of a male subscriber, the wife (or wives where permissible under personal law), children, widow (or widows where permissible under personal law) and children of a deceased son(s) of the subscriber and also includes parents, unmarried sisters and minor brothers of an unmarried subscriber:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber’s family in matters to which these rules relate, unless the subscriber subsequently intimates by express notice in writing to the Accountant General that she shall continue to be so regarded;

- (b) **In the case of a female subscriber**, the husband and the children of a subscriber, widow (or widows where permissible under personal law) and children of a deceased son(s) of a subscriber and also includes parents, unmarried sisters and minor brothers of an unmarried subscriber:

Provided that if a subscriber by notice in writing to the Accountant General expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber’s family in matters to which these rules relate, unless the subscriber subsequently cancels by express notice in writing to the Accountant General through her Head of Office.

- (vii) **“Finance Department”** means the Finance Department of the Haryana Government.
  - (viii) **“first appointment”** means the appointment of a person not at the time of appointment holding any appointment under Government, even though he may have previously held such an appointment.
  - (ix) **“foreign service”** means service in which a Government employee receives his pay with the sanction of Government from any source other than the Consolidated Fund of India or the Consolidated Fund of State.
  - (x) **“Fund”** means “The General Provident Fund of Haryana Government employees.”
  - (xi) **“Government”** means the Haryana Government in the Administrative Department.
  - (xii) **“Head of Department”** means the authority declared to be as such by the Government in consultation with the Finance Department.
  - (xiii) **“Head of Office”** means the authority declared to be as such by Government/Head of Department.
  - (xiv) **“leave”** means any kind of leave recognized by the Civil Services Rules applicable to Haryana Government employees.
  - (xv) **“leave salary”** means the monthly amount paid in lieu of pay to a Government employee while on leave.
  - (xvi) **“nominee”** means the person(s) conferred upon the right to receive the amount at credit in the account of the subscriber after his death.
  - (xvii) **“Pay”** means basic pay drawn monthly in the scale by the subscriber. It also includes dearness pay, special pay and personal pay.
  - (xviii) **“quitting service”** means and includes retirement, dismissal, removal, resignation, retrenchment from service, disappearance, death and absorption to bodies under the control of Central/ State Government(s).
  - (xix) **“subscriber”** means the member of the Fund.
  - (xx) **“subsistence allowance”** means a monthly allowance paid to a Government employee under suspension who is not in receipt of pay or leave salary.
  - (xxi) **“Year”** means a financial year i.e. commencing on 1st April of any year and ending on 31st March of the succeeding year.
- (2) Words and expressions used in these rules but not defined shall have the same meaning as assigned to them respectively in the Provident Funds Act, 1925 (Act XIX of 1925), as reproduced in Appendix A.

**Constitution of the fund.** 4. (1) The fund shall be maintained in India in rupees.



- (2) All sums paid into the Fund under these rules shall be credited in the books of Government to an account named "The General Provident Fund of Haryana Government employees". Sums of which payment has not been taken within six months after they become payable under these rules shall be transferred to "Deposits" at the end of the year and treated under the ordinary rules relating to deposits.

**Conditions of eligibility.**

5. (1) All temporary Government employees (including all probationers and all re-employed pensioners) and all permanent Government employees shall subscribe to the Fund. Probationers shall be treated as temporary Government employees for the purpose of this rule. They shall subscribe to the fund immediately on joining service after obtaining General Provident Fund account number. The subscription shall commence from the month following the month during which the General Provident Fund account number is received in the office. A subscriber, who is re-employed without break other than on contract basis shall continue to subscribe to his existing Fund account immediately after re-employment.
- (2) In the case of an employee appointed on transfer or otherwise to a post under Haryana Government from service of another State Government or from the Central Government shall subscribe to the Fund on joining the post in the Haryana Government after obtaining the General Provident Fund account number. The amount already standing to his credit in the previous employment may be transferred to the new General Provident Fund account number by his previous employer with the written consent of the employee concerned.
- (3) In the case of an employee appointed on transfer or otherwise to a post under Haryana Government from service of Boards and Corporations controlled by Haryana/other State Government or Central Government shall subscribe to the Fund on joining the post in the Haryana Government after obtaining the General Provident Fund account number. The amount already standing to his credit in the previous employment may be transferred to the new General Provident Fund account number by his previous employer with the written consent of the employee concerned.
- (4) In the case of an employee of Haryana Government is transferred/absorbed to a post under Central Government/any other State Government or Boards and Corporations controlled by them, the amount already standing to his credit in the General Provident Fund Account of Haryana State may be transferred to the new employer with the consent of the new employer and employee concerned.
- (5) In the case of an employee of Haryana Government is absorbed to a post under Boards and Corporations controlled by Haryana State, the amount standing to his credit in the General Provident Fund account of Haryana State shall be transferred to the concerned Board and Corporation with the consent of the new employer and employee concerned.

**Allotment of General Provident Fund account number.**

6. (1) Every Government employee on joining in the Haryana State shall require to submit an application for admission to General Provident Fund in triplicate in the prescribed application form No. P.F.1 (Annexure A).

- (2) The application form as mentioned in sub-rule (1) shall accompany the nomination form in triplicate in P.F.2 (Annexure B).
- (3) The Head of Office shall forward the application along with nomination form in duplicate to the Accountant General for allotment of General Provident Fund account number and acceptance of nomination.
- (4) The Accountant General shall allot the General Provident Fund account number and also return the second copy of application form indicating General Provident Fund account number thereon along with nomination form duly accepted to the Head of Office.
- (5) The Head of Office, on receipt of the General Provident Fund account number shall record the same on the first page of the employee's service book. Necessary entry of contents of nomination shall also be recorded in the service book.

**Nomination.**

7. (1) A subscriber shall, at the time of joining the Fund, send to the Accountant General through the Head of Office, a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death, before that amount has become payable or having become payable, has not been paid:

Provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family;

Provided further that a nomination made by a Muhammadan subscriber in favour of his adopted child should not be accepted, as adoption is not recognized in Muhammadan Law.

- (2) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time;
- (3) Every nomination shall be made in Form No. P.F.2 (Annexure B).
- (4) A subscriber may at any time cancel/revise a nomination by sending a notice in writing to the Accountant General, through Head of Office, keeping in view the conditions mentioned in sub-rule (1) above. The subscriber shall, along with such notice or separately, send a fresh nomination, through Head of Office, in accordance with the provisions of this rule. If the subscriber fails to furnish a fresh nomination and the General Provident Fund deposit becomes payable as a result of death of the subscriber, the payment shall be made in accordance with the rules of the Fund as if no valid nomination subsists.
- (5) A subscriber may provide in a nomination, -
  - (a) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass on to such other person or persons as may be specified in the nomination provided that such other person or persons shall, if the subscriber has other members of his family, be such other

member or members. Where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.

- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein:

Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family:

Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (5) or the proviso thereto, the subscriber shall send to the Accountant General through his Head of Office, a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provision of this rule.
- (7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, takes effect on the date on which it is received by the Head of Office.
- (8) Nomination made while in service can be revised even after retirement by the subscriber so long as the amount remains unpaid:

Provided that the revised nomination is made in accordance with the provisions of the relevant rules.

- (9) Nominee facing trial for the murder of the subscriber may be denied payment till the decision of the court. If on the conclusion of the criminal proceedings, the person concerned is acquitted of the charge of murdering or abetting in the murder of the subscriber, his share shall be paid to him. If the nominee is convicted for the murder or abetting in the murder of the subscriber, he shall stand debarred from receiving his share which shall be payable to other nominees or eligible members of the family or legal heir(s) of the subscriber, as per provisions of these rules.
- (10) The payment of Fund money in accordance with the nomination earns a valid discharge for the Government but if any court of law decrees that payment should be made to persons other than the nominee(s), before actual payment has been made to the nominee(s), the orders of the court shall be complied with.
- (11) If a subscriber dies having no family member and valid nomination then the payment shall be made to the claimant on production of succession certificate from the court of law.

- Subscriber's account.** 8. An account shall be opened in the name of each subscriber in the office of the Accountant General, in which shall be shown—
- (i) his subscriptions;
  - (ii) interest, as provided by rule-12, on subscriptions;
  - (iii) advances and withdrawals from the Fund; and
  - (iv) recoveries of advances.
- Conditions of subscription.** 9. (1) A subscriber shall subscribe monthly to the Fund except during the period of suspension:
- Provided that a subscriber may, at his option, not subscribe during leave which either does not carry any leave salary or carries leave salary equal to or less than half pay:
- Provided further that a subscriber on reinstatement with full pay and allowances after a period passed under suspension shall be required to pay the arrear of subscription in one instalment from his arrears.
- (2) The subscriber shall intimate to his Head of Office regarding his election not to subscribe during the leave referred to in the first proviso of sub-rule (1). Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.
  - (3) The option of a subscriber intimated under sub-rule (2) above shall be final.
  - (4) When a subscriber is transferred to foreign service or sent on deputation within India or out of India, he shall remain subject to the rules of the Fund in the same manner as if he were not so transferred or sent on deputation.
  - (5) If any subscriber, who is transferred from one establishment to another establishment within the State he shall continue to subscribe to the same General Provident Fund account number.
  - (6) The subscription to Fund shall be stopped six months prior to retirement on superannuation.
- Rates of subscription.** 10. (1) The amount of subscription shall be fixed each year by the subscriber himself, subject to the following conditions:-
- (a) it shall be expressed in whole rupees;
  - (b) it may be any sum, so expressed not less than 8% of his pay, leave salary equal to full pay and not more than his pay, leave salary equal to full pay.
- (2) The subscription as mentioned in sub-rule (1) will be fixed by the subscriber and intimated to the Head of Office by taking into consideration the following conditions :-
- (a) in the case of a subscriber who was in Government service on the 31st March of the preceding year, the pay, leave salary equal to full pay on that day;

- (b) if the subscriber was on leave other than on full pay on the said date and elected not to subscribe during such leave or was under suspension on the said date, his pay shall be the pay to which he was entitled on the first day after his return to duty;
- (c) if the subscriber was on deputation out of India on the said date, his pay shall be the pay to which he would have been entitled had he been on duty in India;
- (d) if the subscriber who was not in Government service on the 31st March of the preceding year, the pay to which he is entitled on the day he joins the Fund;
- (e) if the subscriber joined the Fund for the first time, his pay shall be the pay to which he was entitled on the date of joining the Fund;
- (f) if the subscriber was on foreign service on the 31st March of the preceding year, by the amount credited by him into the treasury on account of subscription for the month of April in the current year.

(3) The amount of subscription so fixed shall not be varied due to increase or decrease in pay during the financial year subject to the condition that the subscriber will be at liberty to —

- (a) reduce the subscription once at any time during the course of the year;
- (b) enhance the subscription twice during the course of the year:

Provided that when the amount of subscription is increased, it shall not be more than the pay or leave salary on full pay and when it is reduced, it shall not be less than the minimum subscription prescribed in sub-rule (1).

- (4) If the subscriber is on duty for part of a month and on leave other than on full pay for the remainder of that month then the subscription shall not be made for that month.
- (5) If a subscriber dies during the course of a month, no subscription shall be made for that month.

**Realisation of subscription.**

- 11. (1) When pay of the subscriber is drawn from a Government treasury in India, recovery of subscription shall be made from his pay bills.
- (2) In the case of a subscriber on foreign service to a body corporate, owned or controlled by Central or State Government, the subscription shall be recovered and forwarded to the Accountant General by such body through Demand Draft or Treasury Challan.

**Interest.**

- 12. (1) Subject to the provisions of sub-rule (6), Government shall pay to the credit of the account of a subscriber interest at such rate as may be determined for each year according to the method prescribed from time to time by the Government.
- (2) Interest shall be credited with effect from the last day in each year in the following manner :-
  - (i) on the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year =

interest for twelve months;

- (ii) on sums withdrawn during the current year = interest from the beginning of the current year upto the last day of the month preceding the month of withdrawal;
- (iii) on all sums credited to subscriber's account after the last day of the preceding year = interest from the date of deposit up to the end of the current year;
- (iv) the total amount of interest shall be rounded to the nearest whole rupee, 50 paise counting as the next higher rupee.

An illustration in this regard is given at Annexure 'J' for ready reference.

- (3) When the amount standing at the credit of subscriber has become payable, interest shall thereupon be credited under sub-rule (2) from the beginning of the current year upto the date on which the amount standing at the credit of the subscriber became payable.
- (4) The date of deposit shall, in the case of a recovery from pay, be deemed to be the first day of the month in which it is recovered and in the case of an amount forwarded by the subscriber/borrowing agency shall be deemed to be the first day of the month of receipt, if it is deposited in the Treasury or received by the Accountant General upto the tenth day of that month, but if it is received after the tenth day of that month then the first day of the succeeding month:

Provided that when the amount standing to the credit of a subscriber has become payable, interest shall thereupon be credited under this rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing to the credit of the subscriber became payable:

Provided further that in the case of an amount forwarded to the Accountant General of a subscriber on deputation by such body, the date of deposit shall be deemed to be the first day of the month, if it is received by the Accountant General upto the 10th of that month:

Provided further that where the pay for a month is drawn and disbursed on the last working day of the same month, the date of deposit shall, in the case of recovery of his subscription, be deemed to be the first day of the succeeding month.

Provided further that the lump sum subscription recovered from a subscriber on his reinstatement with full pay and allowances, after a period passed under suspension, will be treated the subscription of the month in which it has been deposited in Treasury.

- (5) Payment of interest on the fund balance upto the period of six months after the month of quitting service may be made by the Accountant General. For this purpose the period of six months should be counted after excluding the immediately succeeding month i.e. to say, when a subscriber's last day of quitting service is in the month of May, the period of six months should be computed from July to December and

not from June to November. The interest shall be allowed upto the preceding month if the authority is issued upto 15th of the month and the interest shall also be payable for that month in case the authority is issued after 15th and the same shall be made payable on or after the first of the succeeding month. The interest beyond a period of six months shall be authorized as under :-

- (a) The Administrative Department upto a period of two years after fully satisfying that the delay in payment was occasioned by the circumstances beyond the control of the subscriber or the person to whom such payment was to be made and in every such case the administrative delay involved in the matter shall be fully investigated by an officer not below the rank of Group A and action, if any required, be taken.
  - (b) The Finance Department upto any period after fully satisfying that the delay in payment was occasioned by the circumstances beyond the control of the subscriber or the person to whom such payment was to be made and in every such case the administrative delay involved in the matter shall be fully investigated by an officer not below the rank of Group A and action, if any required, be taken.
  - (c) However, if a Court orders that the interest be paid to the subscriber for the delayed period of payment and the court orders have attained finality or it has been opined by the competent legal authority that the case is not fit for appeal, the payment of interest may, after recording the reasons in writing, be made to the subscriber and action, if any required, taken as per clauses (a) and (b) of this sub-rule to avoid further accumulation and payment of interest.
- (6) Interest shall not be credited to the account of a subscriber if he informs the Accountant General through his Head of Office that he does not wish to receive it; but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.
  - (7) In case a subscriber is found to have drawn from the Fund an amount in excess of the amount standing to his credit on the date of the drawal, the overdrawn amount, irrespective of whether the over drawal occurred in the course of an advance or a withdrawal or the final payment from the Fund, shall be repaid by him with interest thereon in lump sum and in default, be ordered to be recovered, by deduction in lump sum, from the pay of the subscriber. If the total amount to be recovered is more than half of the subscriber's pay, recoveries shall be made in monthly instalments not exceeding 1/3rd of his pay till the entire amount together with interest is recovered. The overdrawn amount along with interest in the case of final payment shall be recovered from the pending dues of the employee, gratuity or leave encashment, if unpaid, otherwise consent of the retiree may be obtained for recovery from his pension. If the consent is not given by the retiree then recovery shall be effected through the court of law, if necessary. The rate of interest to be charged for this sub-rule on overdrawn amount would be 2½% over and above the normal rate of interest admissible on General Provident Fund amount for the relevant year(s). The interest realized on the overdrawn amount shall be credited to Government account, under distinct sub-

head "Interest on over draws from Fund", under the Head, "0049-Interest Receipt of State Government-800-other Receipts." Besides responsibility should be fixed and action taken against the erring officials certifying excess amount in General Provident Fund subscription etc. However, if the General Provident Fund statement issued by the Accountant General shows excess amount in the credit of the Government employee, the matter may be brought to the notice of Accountant General by concerned department.

- (8) When a subscriber is dismissed/removed from the service of Government but has appealed against his dismissal/removal, the balance at his credit in the Fund shall not be paid to him until final orders confirming the decision are passed on his appeal. Interest shall, however, be paid upto the preceding month in which such orders have been passed but the date of quitting the service shall be reckoned, the day on which the final orders are passed.
- (9) No interest shall be allowed on the amount recovered on account of the subscriptions to the Fund in excess of the maximum limit prescribed in these rules.
- (10) In respect of persons found absconding/disappearing leaving the family, the family may be paid interest upto six months succeeding the month in which a report has been obtained by the family from the Police Department that the employee has not been traced after all efforts made by the Police:

Provided that the family/nominee submits application in the prescribed form for final payment of General Provident Fund amount within one month from the date of receipt of the said report from the Police Department. If the family/nominee does not submit the application within one month or submit incomplete application in any respect then the family/nominee shall not be entitled to the interest for the delayed period (the fraction of a month shall be construed as full month) of submission of application for final payment.

- (11) When a subscriber retires on the last day of a month, the period of six months should be counted after excluding the immediately succeeding month, i.e. to say, for instance, when a subscriber's last day of service is the 31st of May, the period of six months should be computed from July to December and not from June to November.
- (12) In the case of subscriber, who dies in the forenoon on the last day of a month before retirement, he should be deemed to have quit the service the following day as according to financial rules the pay and allowance can be drawn for the day of the Government employee's death even though he may have died in the forenoon of that day. Therefore, in all such cases the period of six months should be reckoned from the second month following the month in which the subscriber dies:

Provided that the family/nominee submits application in the prescribed form for final payment of General Provident Fund amount within one month from the date of the death of the Government employee. If the family/nominee does not submit the application within one month or submit incomplete application in any respect then the



family/nominee shall not be entitled to the interest for the delayed period (the fraction of a month shall be construed as full month) of submission of application for final payment.

- (13) In case of quitting service, the final General Provident Fund balance of the subscriber along with interest is to be paid in accordance with the provisions of sub-rule (5) of this rule but the subscriber shall have to apply for final payment in the prescribed form within one month of quitting service. The final payment shall be made to the subscriber within two months from the date of submission of application complete in all respects to the Accountant General and the interest shall be admissible upto the preceding month in which the final payment is made. If the subscriber does not submit the application within one month from the date of quitting service or submit incomplete application then he will not be entitled to the interest for the delayed period (the fraction of month shall be construed as full month) of submission of application for final payment.
- (14) In case of retirement on superannuation or other than on superannuation, the final General Provident Fund balance of the subscriber is to be paid in accordance with the provisions of sub-rule (5) of this rule but the subscriber shall have to apply for the final payment in the prescribed form within one month from the date of retirement. The final payment shall be made to the subscriber within two months from the date of submission of application complete in all respects to the Accountant General and the interest shall be admissible upto the preceding month in which the final payment is made. If the subscriber does not submit the application within one month from the date of retirement or submit incomplete application in any respect then he will not be entitled to the interest for the delayed period (the fraction of month shall be construed as full month) of submission of application for final payment. These provisions will also apply to the subscriber retiring on superannuation, who applies for the final payment after the date of retirement.

**General principles for the grant of advance.**

13. (1) The Fund is designed solely for the protection of a subscriber's family against his sudden death, or, if he survives until retirement, to provide both him and the family with additional resources in old age. Anything, which interferes with a subscriber's normal accumulations, detracts from these purposes and tends to defeat the true object of the fund. Rule 15 merely permits an advance and wholly exceptional departure from the real purposes of the scheme, and unless it is strictly interpreted, there is a danger that subscribers will come to regard the Fund as an ordinary banking account, the existence of which absolves them from the necessity of providing for the normal incidents of life with the prudence which a private individual would exercise. The inevitable result, if this tendency is countenanced, will be to discourage thrift, and to leave the subscriber with a depleted account at the time when it ought to be most helpful to him or his family. Sanctioning authorities ought, therefore, to have no hesitation in resisting any attempt to use the Fund as a cheap loan account, and in enforcing the altogether exceptional character of rule 15 as a provision to meet urgent needs which would not ordinarily have been anticipated. Every prudent married man, for example, should be prepared to meet a certain demand upon his resources on account of

doctor's bills, and it is only when the burden is exceptionally prolonged, or the necessity usually grave and sudden, that he ought to think of making use of the Fund for this object.

- (2) For the same reasons, a careful scrutiny should be applied to requests for advance on account of betrothal, marriage or funeral expenses. Even where ceremonial expenditure is by religious custom obligatory, its extent should nevertheless be limited by the resources of the family, and no subscriber should be enabled to enhance such expenditure on the strength of deposits in the fund. An advance from the Fund can legitimately be made for obligatory ceremonial expenditure where no other resources exist but not in order to raise such expenditure to a more pretentious scale.
- (3) All sanctioning authorities, while sanctioning advance from Fund shall take into consideration the date of retirement of subscriber and fix the number of instalments, in such a manner that it is possible to recover the entire amount of the advance before six months of actual retirement. No advance shall be sanctioned in the remaining period of six months of retirement.

***Drawal from fund.***

14. Drawal from Fund may be admissible in the shape of advances, withdrawals and final payment explained as under :-

- (i) **“advance”** means the amount sanctioned to a subscriber as a refundable advance for any of the purposes mentioned in rule 15 and as per conditions mentioned in rule 16 and the amount so advanced to be refunded in monthly instalments as fixed by the sanctioning authority.
- (ii) **“withdrawal”** means the amount sanctioned to a subscriber as non-refundable advance for any of the purposes mentioned in rule 18 and as per conditions mentioned in rule 19 to rule 23. The amount so sanctioned is not required to be refunded by the subscriber.
- (iii) **“final payment”** means the amount finally payable to a subscriber as a final settlement of accumulations standing in the accounts of the subscriber as mentioned in rule 24 i.e. on quitting service, on retirement or on death while in service or disappearance.

***Purposes for grant of advance.***

15. The Head of Office is appropriate sanctioning authority as shown in Annexure I to sanction the advance for the following purposes :-

- (1) to pay expenses in connection with the illness, confinement or a disability, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him;
- (2) to meet the cost of higher education including where necessary, the travelling expenses of the subscriber and member of his family or any person actually dependent on him in the following cases :-
  - (a) for education outside India for academic, technical, professional or vocational course beyond the High School stage; and
  - (b) for any medical, engineering or other technical or specialized course in India beyond the High School stage, provided that the

course of study is not less than two years;

(c) for attending coaching courses conducted by Government or by an approved institute for entry into professional courses, administrative or defence services in Government of India or in any State Government.

- (3) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage, the subscriber has to incur once in life in connection with betrothal, marriages, funerals or other ceremonies of the members of his family or any person actually dependent on him. The marriage also includes self marriage of the subscriber; and shall not include any personal religious ceremonies performed occasionally such as Jagran, Akhand paath, Ramayana Paath, Birthday and Marriage anniversary etc.
- (4) to meet the cost of legal proceedings instituted by or against the subscriber, any member of his family or any person actually dependent on him;
- (5) to meet the cost of the subscriber's defence where he engages a legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part;
- (6) to purchase house-hold items such as television, video cassette recorder/video cassette player, washing machines, cooking range, geysers, solar heater, solar energy generation set, invertors and computers etc.

**Conditions for sanction of advance.**

16. (1) The subscriber may be sanctioned an amount not exceeding six months' pay or 50% of credit in the Fund, whichever is less, for the purposes mentioned at clauses (1) to (5) and six months of pay or 50% of credit in the Fund or actual cost of items not exceeding Rs. 20,000/-, whichever is least, for the purpose mentioned at clause (6) in rule 15.
- (2) The subscriber shall be sanctioned only one advance at a time, from the Fund, for any of the purposes as given in rule-15.
- (3) In case the first advance has not been availed of to the extent of permissible limits, the second advance may be granted after the expiry of a period of six months from the date of withdrawal of first advance by the same sanctioning authority to the extent of difference of amount of admissibility and sanction of first advance.
- (4) Further advance shall not be granted unless and until repayment of the last instalment of any previous advance is effected.
- (5) All persons on deputation/foreign service from or to State Government Departments shall continue to be governed by the rules of their respective parent department during the period of deputation. Therefore, the respective parent department will be the sanctioning authority for the grant of advance under this rule.
- (6) The advance shall not be admissible to the subscriber simultaneously for the same purpose for which he has obtained withdrawal under rule 18.

- (7) The subscriber may be granted advance from the Fund even after incurring of expenditure, if he applies for grant of advance within a reasonable time of two months.
- (8) The advance may be sanctioned to a Government employee under suspension or on extraordinary leave. The admissibility of amount of advance shall be calculated on the basis of pay, the Government employee was drawing immediately before suspension/extraordinary leave.
- (9) The advance for education purpose will be admissible to the subscriber for approved institutions or institutions run by the State Government including Government of India or any other State Government/Union Territory for the approved courses as mentioned in Appendix B.
- (10) The advance shall not be sanctioned for the marriage of child/children before their attaining the age of 21 years in the case of son and 18 years in the case of daughter or any other female dependent.
- (11) The advance shall not be sanctioned to the subscriber for the purpose mentioned in clause (4) of rule 15, who institutes legal proceedings against the Government in any court of law.
- (12) The subscriber, who has submitted the application for final withdrawal and the same has been forwarded to Accountant General and further applies for any advance from the Fund for the purposes mentioned in clauses (1) to (6) of rule 15, shall be sanctioned advance only on receipt of prior concurrence from the Accountant General, who will arrange the same, as soon as possible.
- (13) The subscriber shall utilize the advance within one month and also submit the utilization certificate accordingly. In case of non-submission of utilization certificate or misutilization of advance, action shall be taken as per provisions of rule 26.
- (14) The advance in the case of Head of Office shall be sanctioned by the next higher authority.

**Recovery of advance(s).**

17. (1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than twelve and more than thirty-six. However, the subscriber may opt for recovery of advance in less than twelve instalments. The sanctioning authority may fix the number of instalments in such a manner that the advance is fully recovered six months prior to the date of retirement of the subscriber.
- (2) Recovery shall commence from the month following the month in which the advance was drawn and the same will be credited in the subscriber's account. The subscriber may at his option repay more than one instalment in a month.
- (3) Recovery shall not be made except with the subscriber's written consent while he is in receipt of subsistence allowance. However, the same may be recovered in lump sum from his arrears on his reinstatement, if he is paid full pay and allowances.
- (4) The recovery shall not be made from the subscriber, if he is on leave

which either does not carry any leave salary or carries leave salary equal to or less than half pay. However, the recoveries can be made with the consent of the subscriber.

- (5) If the second advance has been granted to a subscriber under sub-rule (3) of rule 16, the same should be treated separately for the purpose of recovery.

**Purposes for withdrawal.**

18. Except as otherwise provided, the Head of Department is the appropriate sanctioning authority to sanction the withdrawal for the following purposes:-

- (1) building or acquiring a suitable house or built-up flat for the residence of the subscriber including the cost of the site or any payment towards allotment of a plot or flat by Housing Board, a House Building Society and any Development Agency approved by the State Government or Government of India or any other State Government/Union Territory ;
- (2) acquiring a built-up house/flat for residential purposes from open market through authorized agents;
- (3) repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or built-up flat for the residence of the subscriber ;
- (4) purchasing a house-site for building a house thereon for the residence of the subscriber or repaying any outstanding amount on account of loan expressly taken by the subscriber for this purpose;
- (5) reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber ;
- (6) renovating, additions or alterations or upkeep of the ancestral house or a house built with the assistance or loan from Government ;
- (7) for acquiring or building commercial/industrial establishment or establishing business for settlement of unemployed children ;
- (8) meeting the cost of higher education of any child of the subscriber ;
- (9) meeting the expenditure in connection with the marriage of the subscriber's daughter(s) or any other female relation actually dependent on the subscriber ;
- (10) meeting the expenditure in connection with the marriage of subscriber's son(s);
- (11) meeting the expenditure in connection with self marriage of subscriber;
- (12) to purchase motor vehicle(s) i.e. Motor car and Motor cycle or scooter or moped ;
- (13) 90% withdrawal within one year before retirement on superannuation.

**NOTE.—** The subscriber, who has submitted the application for final withdrawal and the same has been forwarded to Accountant General and further applies for any withdrawal from the Fund for the purposes mentioned in clauses (1) to (13), shall be sanctioned withdrawal only on receipt of prior concurrence from the Accountant General, who will arrange the same, as soon as possible.

**Conditions for withdrawal for house building.**

19. (1) The application complete in all respects shall be submitted to the Head of Department keeping in view the conditions prescribed against each withdrawal from the Fund for the purposes mentioned in clauses (1) to (7) of rule 18. However, only one withdrawal shall be allowed for the same purpose during entire service career. The objects as mentioned in clauses (1) to (4) of rule 18 shall be treated as the same purpose for which withdrawal can be allowed upto 90% at the credit of subscriber or actual cost including registration charges, whichever is less, after completion of five years of regular service.

(2) While forwarding the proposal for sanctioning withdrawal from the Fund for any of the purposes mentioned in clauses (1) to (7) of rule 18, it shall be ensured that –

- (i) the subscriber has completed five years of regular service;
- (ii) 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 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) in case of purchase of built up house from the open market, it should be free from all encumbrances;
- (iv) if the withdrawal has been applied for:-
  - (a) making additions and alterations to a house already owned or acquired; or
  - (b) 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 individually or jointly with his/her wife/husband;
- (v) where a subscriber has to pay in instalments for a site or a house or flat purchased, or a flat constructed through the Development Authorities, State Housing Board or a house building society approved by the State, he shall be permitted to make a withdrawal as and when he is called upon to make a payment in any number of instalments subject to the condition that the total amount of the advance does not exceed 90% of the amount standing to the credit of the subscriber in the Fund at the time of sanction of first instalment;
- (vi) if the house is to be constructed/reconstructed within the municipal limits of a city/town or any urban estate, the subscriber should also be required to produce attested copies of site plan along with estimates duly certified by architect(s) and if house is to be built in rural areas, the revenue authority will certify that the subscriber has undisputed title to the land/property and the same falls within 'Lal Dora' of the village. However, the subscriber will give the estimates along with site-plan duly certified by architect or approved building

contractor or civil engineer ;

- (vii) a subscriber who has been permitted to withdraw money from the Fund, shall satisfy the sanctioning authority within a period of six months from the date of withdrawal that the money has been utilized for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn shall forthwith be repaid in lump sum and in default of such refund, it shall be ordered by the sanctioning authority to recover the same from his pay either in lump sum or in such number of monthly instalments, as may be determined by the sanctioning authority:

Provided that before repayment of a withdrawal is enforced under this sub-rule, the subscriber shall be given an opportunity to explain in writing within thirty days of the receipt of the communication why the repayment shall not be enforced; and if the sanctioning authority is not satisfied with the explanation or no explanation is submitted by the subscriber within the said period of thirty days, the sanctioning authority shall enforce the repayment and the subscriber shall also be debarred for five years as per provision of rule 26 for any type of withdrawal under clauses (1) to (7) of rule 18;

- (viii) for the purpose as given in clause (5) of rule 18, the withdrawal to the extent of 50% at the credit of the subscriber or estimated cost, whichever is less, shall be allowed to the subscriber after five years of the sanction of first withdrawal;
- (ix) for the purpose as given in clause (6) of rule 18, the withdrawal to the extent of 50% at the credit of the subscriber or estimated cost, whichever is less, shall be allowed to the subscriber after five years of service for upkeep of ancestral house in which the subscriber has the specific share and after ten years of first withdrawal under clause (viii) of this sub-rule;
- (x) the subscriber shall also be allowed a fresh withdrawal for the purposes mentioned in clauses (1) to (4) of rule 18 even if he had previously taken withdrawal from General Provident Fund or loan from Government for the said purposes and intends to dispose off/discharged off the said built up house/flat/plot. The admissibility for fresh withdrawal shall be determined on the basis of total amount at the credit of the subscriber including the amount already withdrawn minus 10% of the amount so derived and the amount already taken on an earlier occasion as withdrawal from the current available balance in the General Provident Fund:

Provided that the cost of the plot and the construction of house thereon or flat or built up house to be purchased is more than the sale proceeds of plot/flat/built up house including the withdrawal now required. The cost price also includes registration charges. The purchase on power of attorney shall not be considered for this purpose;

The amount of admissibility for fresh withdrawal shall be calculated as under :-

**ILLUSTRATION:** Mr. "X" had already taken withdrawal from General Provident Fund amounting to Rs. 2 lac for the purchase of built up house/flat/plot. The present balance at the credit of the subscriber is Rs. 6 lac. Now he has applied for fresh withdrawal amounting to Rs. 3 lac for the purchase of another built up house/flat/plot at a cost of Rs. 6 lac after the disposal of earlier one at a cost of Rs. 3 lac.

	(Amount in Rs.)
1. Withdrawal taken earlier	2.00 lac
2. Credit in General Provident Fund (presently)	6.00 lac
3. Total (1+2)	8.00 lac
4. 10% of Col. 3	0.80 lac
5. Withdrawal admissible (Col. 2 minus Col. 4)	5.20 lac
6. Deduct withdrawal already taken (Col. 1)	2.00 lac
7. Withdrawal now admissible (Col. 5 minus Col. 6)	3.20 lac

Mr. "X" can be sanctioned upto Rs. 3,20,000/- for the purposes mentioned in clauses (i) to (iv) of sub-rule (2).

(xi) for the purpose as given in clause (7) of rule 18, the withdrawal to the extent of 50% at the credit of the subscriber shall be allowed for each child after completion of five years of regular service. The withdrawal shall be permissible only if the unemployed children including unmarried daughter have attained the age of eighteen years;

(xii) a subscriber who has been permitted under clauses (1) to (7) of rule 18 to withdraw money from the amount standing to his credit in the Fund, shall not part with the possession of the house built or acquired or house-site purchased with the money so withdrawn, whether by way of sale, mortgage (other than mortgage to the Governor), gift, exchange or otherwise, without the previous permission of the competent authority:

Provided that such permission shall not be necessary for —

- (a) the house or house-site being leased for any term not exceeding three years; or
- (b) its being mortgaged in favour of a Housing Board, Nationalized Banks, the Life Insurance Corporations or any other Corporation owned or controlled by the State Government including Government of India or any other State Government/Union Territory which advances loans for the construction of a new house or for making additions or alterations to an existing house or purchase of plot;

(xiii) the total withdrawal from the Fund including house-building advance taken from the Government shall not exceed Rs. 18 lac or as decided by the State Government from time to time for house building advance;

(xiv) the withdrawal in the case of Head of Department shall be sanctioned by the next higher authority.

**Conditions for withdrawal for higher**

20. The withdrawal under clause (8) of rule 18 shall be permitted to the extent of 75% of the amount at the credit of the subscriber or the actual amount required as per certificate from the concerned Institution, whichever is less, for



**education.**

each child for initial admission and 50% of the amount at the credit of the subscriber or actual amount required by the institution, whichever is less, for each child for subsequent academic years subject to the following conditions :-

- (i) for education outside India for academic, technical, professional or vocational course beyond the High School stage; and for medical, engineering and other technical or specialised courses in India beyond the High School stage; provided that the course of study is not less than two years duration;
- (ii) the withdrawal will be admissible in respect of courses approved by Government from time to time. The detail of approved courses is given in Appendix B;
- (iii) in case where payments are to be made on semester basis for subsequent years, the subscriber shall be allowed withdrawal twice in a year not exceeding of 25% of the amount standing at his credit or the estimated expenditure involved as certified by the concerned institution, whichever is less;
- (iv) the subscriber shall utilize the withdrawal within one month and also submit the utilization certificate accordingly;
- (v) any amount withdrawn from the Fund, which is found to be in excess of that actually required by the subscriber for the purpose, shall be repaid forthwith into the Fund;
- (vi) the withdrawal in the case of Head of Department shall be sanctioned by the next higher authority.

**Conditions for withdrawal for marriage.**

21. The withdrawal under clauses (9), (10) and (11) of rule 18 shall be permitted to the extent of 75% of the amount at the credit of the subscriber for the marriage of each daughter or any other female relation actually dependent on the subscriber; for each son of the subscriber and for self marriage of the subscriber subject to the following conditions :-

- (i) the age of the daughter or any other female dependent should not be less than 18 years and 21 years in the case of son. Necessary proof of age will be required to be given by the subscriber while applying advance for marriage of daughter/female dependent and son. The age of subscriber shall not be less than 18 years in the case of female and 21 years in the case of male for the purpose of self marriage;
- (ii) if two or more marriages are to be celebrated simultaneously, the amount admissible in respect of each marriage shall be determined as if the advances are sanctioned separately one after the other;
- (iii) in respect of the same marriage a subscriber may either withdraw the money under this rule or under rule 15;
- (iv) a subscriber who draws an advance under rule 15 may convert, at his discretion by written request addressed to the Head of office, the outstanding balance into a final withdrawal from the competent authority on his satisfying the conditions laid down in this rule;
- (v) the withdrawal may be allowed to a subscriber not earlier than three months preceding the month in which the marriage actually takes place;

- (vi) the subscriber shall furnish a certificate to the sanctioning authority within a period of one month from the date of marriage, or if he is on leave, within one month on return from leave that the money withdrawn had actually been utilized for the purpose for which it was intended. If the subscriber fails to furnish the requisite certificate or if the amount withdrawn is utilized for a purpose other than that for which sanction was given, the entire amount shall be repaid forthwith into the Fund in lump sum by the subscriber, and, if he fails to do so, it shall be ordered by the sanctioning authority to be recovered from his pay either in a lump sum or in such number of monthly instalments, as may be determined by such authority;
- (vii) the betrothal ceremony and marriage ceremony should be treated separately. The subscriber shall be permitted withdrawal from the Fund for the purpose of marriage though he had availed of advance under rule 15 for betrothal ceremony;
- (viii) the withdrawal in the case of Head of Department shall be sanctioned by the next higher authority.

**Conditions for withdrawal for purchase of motor vehicle(s).**

22. The withdrawal for the purchase of vehicle i.e. a motor car and motor cycle or scooter or moped, under clause (12) of rule 18 shall be allowed to the extent of 50% of the amount at the credit of the subscriber or the cost of the vehicle, whichever is less, subject to the following conditions :-

- (i) the pay of a subscriber should be Rs. 9750/- per mensem or more as decided by the Government from time to time in the case of withdrawal for the purchase of motor car. There is no condition of minimum pay for withdrawal for purchase of motorcycle or scooter or moped;
- (ii) the subscriber should have minimum 5 years regular service at his credit;
- (iii) the subscriber may be sanctioned withdrawal for the purchase of motor car and motorcycle or scooter or moped only once in service career;
- (iv) the subscriber may be sanctioned withdrawal from the Fund to the extent of difference of the cost of vehicle and the amount of loan taken from the Government for the same purpose;
- (v) the subscriber may also be allowed withdrawal from the Fund for repaying any loan expressly taken from the Government or Bank for the purposes mentioned in clause (12) of rule 18;
- (vi) the withdrawal in the case of Head of Department shall be sanctioned by the next higher authority.

**Conditions for 90% withdrawal before retirement on superannuation.**

23. (1) The withdrawal under clause (13) of rule 18 shall be allowed to the subscriber within one year before the date of retirement on superannuation to the extent of 90% of the amount at the credit of the subscriber in the Fund without assigning any reason or purpose.

- (2) The withdrawal in the case of Head of Department shall be sanctioned by the next higher authority.

**Final payment of**

24. The accumulation of the subscriber in the Fund shall become finally

**accumulation.** payable in the event of his quitting service; on his retirement; on his death while in service, as per conditions given as under :-

**(1) ON QUITTING SERVICE.—**

- (i) When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him.
- (ii) In case a subscriber, who has been dismissed/removed from the service and is subsequently reinstated in the service shall repay any amount paid to him from the Fund along with interest thereon at the rate prescribed in rule 12. The amount so repaid shall be credited to his account in the Fund.
- (iii) When a subscriber quits the service from one department for taking appointment in another department under Haryana Government, it shall not be treated as quitting of the service.
- (iv) The retrenchment of the subscriber shall amount to quitting of service.

**(2) ON RETIREMENT.—**

When a subscriber has been retired on superannuation or otherwise or permitted to retire, the amount standing to the credit of a subscriber shall become payable. The Accountant General shall authorize payment of that portion of the amount standing to the credit of a subscriber, in regard to which there is no dispute or doubt, before fifteen days of the retirement of the employee on superannuation and within three months in other cases, the balance be released as soon as possible.

**(3) ON DEATH OR DISAPPEARANCE.—**

- (i) When a subscriber dies while in service, the amount standing to his credit in the Fund shall become payable to the members of his family/nominee(s).
- (ii) When a subscriber disappears/absconds and his whereabouts are not known, the amount standing to his credit in the Fund shall become payable to the members of his/her family/nominee(s), after receipt of report of police that the employee is not traceable.

**(4) WHEN THE SUBSCRIBER LEAVES A FAMILY.—**

- (i) If a nomination made by the subscriber in accordance with the provisions of rule 7 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.
- (ii) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination

purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

Provided that the widow or widows and the child or children of a deceased son shall divide between them in equal parts only the share which that son would have received, If he had survived the subscriber.

**(5) WHEN THE SUBSCRIBER LEAVES NO FAMILY.—**

When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 7 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination. In case if a subscriber dies having no family member and valid nomination then the payment shall be made to the claimant(s) on production of succession certificate from the court of law.

**(6) STATUS OF POSTHUMOUS CHILD.—**

Subscriber's posthumous child is a member of his family at the time of his death and if born alive, should be treated in the same way as surviving child born before the subscriber's death. If the existence of an unborn posthumous child is brought to the notice of the Disbursing Officer, the amount which will be due to the child in the event of its being born alive should be retained and the balance be distributed in the normal way. If the child is born alive, payment of the amount retained should be made as in the case of minor child; but if no child is born, the amount retained should be distributed among the family in accordance with the ordinary rules.

**(7) WHEN A SUBSCRIBER DISAPPEARS/ABSCONDS AND HIS WHEREABOUTS ARE NOT KNOWN.—**

When any employee disappears leaving his family, the family can be paid in the first instance the amount of General Provident Fund having regard to the nomination by the employee after observing the following formalities :-

- (i) the family must lodge a report with the concerned police station and obtain a report that the employee has not been traced after all efforts made by the police;
- (ii) an Indemnity bond should be taken from the nominee/ dependents of the employee that all payments will be adjusted against the payments due to the employee in case he appears on the scene and makes any claim;
- (iii) the family shall not be allowed any payment which is facing trial for the murder of the Government employee till the court's decision.

***Manner of payment.***

25. The payment from the Fund can be drawn by taking advance under rule 15, withdrawals under rule 18 and final payment under rule 24 in the following manner :-

**(1) ADVANCE.—**

Advance from the Fund can be obtained for the purposes mentioned in rule 15 subject to the conditions prescribed in rule 16 in Form No. P.F.-3 (Annexure C). The competent authority shall issue a sanction in the proforma No. P.F.-7 (Annexure G) for drawal of the advance as per admissibility to the subscriber, a copy of which shall also be endorsed to the Accountant General, Haryana. The competent authority shall categorically mention the number of instalments in which the advance is to be recovered. The amount from the Fund shall be drawn from the Treasury/Sub-Treasury as per their jurisdiction and the same will be disbursed to the subscriber. It shall be the responsibility of the Head of Office to recover the advanced amount as per sanction of the advance. The Accountant General, Haryana will deduct the withdrawal from the Fund as per procedure followed in his office.

**(2) WITHDRAWAL.—**

Withdrawal from the Fund can be obtained for the purposes mentioned in rule 18 subject to the conditions prescribed in rules 19, 20, 21, 22 and 23 in Form No. P.F.-4 (Annexure D). The subscriber shall apply to the Head of Office for any of the intended withdrawals, in the prescribed Form in duplicate. The Head of Office after scrutinizing the application shall forward one copy of the same along with the supporting documents to the Head of Department, if he has not been delegated the powers of Head of the Department as mentioned in Annexure I to these rules. The Head of Department shall issue sanction in Form No. P.F.-8 (Annexure H) for the withdrawal from the Fund after satisfying the conditions and admissibility of the withdrawal, a copy of which shall also be endorsed to the concerned Head of Office and Accountant General, Haryana. The amount from the Fund shall be drawn by the Head of Office from the Treasury/Sub-Treasury as per their jurisdiction and the same will be disbursed to the subscriber. In case the withdrawal pertains to a subscriber working in the office of Head of Department, the withdrawal shall be made by that office. The Accountant General, Haryana shall keep a proper note of the sanction for the withdrawal from the Fund as per procedure followed in his office.

**(3) FINAL PAYMENT.—**

- (i) The Head of Office after obtaining the application Form for final payment in application Form No. P.F.-5 (Annexure E) in duplicate from the subscriber, shall forward the same to the Accountant General, Haryana six months in advance from the date of his retirement. The Head of Office shall also indicate the recovery to be effected against the advances which are still current and the number of instalments yet to be recovered and also indicate the withdrawal, if any, taken by the subscriber after the period covered by the last statement of the subscriber's account sent by the Accountant General, Haryana. The Accountant General shall after verification with the ledger account, take necessary steps to issue the authority to the Head of Office or Treasury as per option of the subscriber, for the amount payable to him at least fifteen days before the date of superannuation, payable on the next working day

of superannuation. The Treasury Officer shall allow the payment only after receipt of a copy of authorization issued by the Accountant General meant for Treasury Office.

- (ii) In the case of death of the subscriber during service, the Head of Office shall get the application in Form No. P.F.-6 (Annexure F) for final payment of accumulation in Fund from the family members/nominee(s) of the subscriber for submission to the Accountant General immediately for initiation of action. The payment in the case of minor(s) shall be made through legal guardian, if the minor has no natural guardian alive. The other pre-requisites/formalities as mentioned in clause (i) of this sub-rule shall be completed and authorization be issued accordingly.
- (iii) If the person to whom, under these rules, any amount is to be paid is a lunatic for whose estate a Manager has been appointed in this behalf under the Indian Lunacy Act, 1912 (Act IV of 1912), the payment shall be made to such Manager and not to the lunatic

Provided that where no Manager has been appointed and the person to whom the sum is payable is certified by a Magistrate to be a lunatic, the payment shall under the orders of the Collector be made in terms of sub-section (1) of section 95 of the Indian Lunacy Act, 1912 (Act IV of 1912), to the person having charge of such lunatic and the Accountant General shall pay only the amount which he thinks fit to the person having charge of the lunatic, if any, or such part thereof, as he thinks fit, shall be paid to him for maintenance.

- (iv) Payments of the amount withdrawn shall be made in India only. The persons to whom the amounts are payable shall make their own arrangements to receive the payment in India.

**Misutilization  
of advance/  
withdrawal.**

26. Notwithstanding anything contained in these rules, if the sanctioning authority has reason to doubt the money drawn as an advance or withdrawal from the Fund under rule 15 or 18 has been utilized for a purpose other than that for which sanction was given to the drawal of the money, he shall communicate to the subscriber the reasons for his doubt and require him to explain in writing and within thirty days of the receipt of such communication by him whether the advance or withdrawal has been utilized for the purpose for which sanction was given to the drawal of the money. If the sanctioning authority is not satisfied with the explanation furnished by the subscriber within the said period of thirty days, the sanctioning authority shall direct the subscriber to repay the amount in question to the Fund forthwith, or, in default, order the amount to be recovered by deduction in lump sum from the pay of the subscriber even if he be on leave. If, however, the total amount to be repaid be more than half the subscriber's pay, recoveries shall be made in monthly instalments, as may be determined by sanctioning authority not exceeding 1/3rd of his pay. The subscriber shall also be debarred, for a period of two years for taking any advance, and, for a period of five years for withdrawal from the Fund.

**Maintenance of  
General  
Provident Fund  
accounts in the  
office of**

27. (1) All sums paid into the Fund under these rules shall be credited in the books of Government to an account named "The General Provident Fund". Sums of which payment has not been taken within six months after they become payable under these rules, shall be transferred to

- Accountant General.** “Deposits” at the end of the year and treated under the ordinary rules relating to deposits.
- (2) When paying a subscription in India, either by deduction from pay or in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Accountant General. Any change in the number shall similarly be communicated to the subscriber by the Accountant General.
- (3) The Accountant General shall, if required by a subscriber, once, but not more than once, in a year inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.
- Issuance of annual General Provident Fund statement.** 28. (1) As soon as possible, after the 31st March of each year, the Accountant General shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31st March of the year and the closing balance on that date. The Accountant General shall attach to the statement of accounts the date of birth of the employee concerned, if available in his office and an enquiry whether the subscriber :-
- (i) desires to make any alteration in any nomination made under rule 7; or
- (ii) has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under the first proviso to sub-rule (1) of rule 7.
- (2) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Accountant General within three months from the date of the receipt of the statement.
- Delegation.** 29. The Heads of Departments may re-delegate the powers delegated to them for sanctioning advances/withdrawals under these rules, on their own responsibility and subject to such restrictions, as they may like to impose, to any officer working at their headquarter/district/any other office(s).
- Relaxation of rules.** 30. When it is felt that the operation of any of these rules causes or is likely to cause undue hardship to a subscriber, the Finance Department, may notwithstanding anything contained in these rules, deal with the cases of such subscriber in such a manner as may appear just and equitable.
- Interpretation.** 31. If any question arises relating to the interpretation of these rules, it shall be referred to the Finance Department, Haryana whose decision thereon shall be final.
- Repeal and saving.** 32. The Punjab General Provident Fund Rules, 1936, are hereby repealed. Anything done or any action taken under rules so repealed, shall be deemed to have been done or taken under the corresponding provisions of these rules.

**ANNEXURE - A****FORM NO. PF-1  
(see rule 6)****APPLICATION FOR ALLOTMENT OF General Provident Fund ACCOUNT NUMBER  
(To be submitted in triplicate)**

Name of applicant & Father/Husband name	Date of birth/Date of joining regular service	Designation and Official address	Nature of post held (i) On probation (ii) Temporary (iii) Permanent	Existing Scale and Basic pay per mensem	Rate of subscription per mensem	Whether the applicant has a family or not?	Account number to be allotted by Accountant General
1	2	3	4	5	6	7	8

Place \_\_\_\_\_

Date \_\_\_\_\_ 20

Signature of Applicant

(Signature)  
Head of Office**OFFICE OF THE ACCOUNTANT GENERAL, HARYANA, CHANDIGARH.**

No. \_\_\_\_\_

Dated: \_\_\_\_\_

Returned to \_\_\_\_\_ with General Provident Fund Account number allotted as mentioned in Column 8. This number should be quoted for all future correspondence connected therewith. The nomination form duly accepted is also returned for office record.

(Signature)  
Accountant General, Haryana.



**ANNEXURE - B**

**FORM NO. PF-2**  
(see rule 7)

**FORM OF NOMINATION**

**Account No.** \_\_\_\_\_

I, \_\_\_\_\_ hereby nominate the person(s) mentioned below who is/are member(s)/non-member(s) of my family as defined in rule 7 of the Haryana General Provident Fund Rules to receive the amount that may stand to my credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid:

Name and address of the nominee(s)	Relationship with the subscriber	Age of the nominee(s)	Share payable to each nominee	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person(s), if any, to whom the right of nominee shall pass in the event of his predeceasing the subscriber	If the nominee is not a member of the family as provided in rule 3, indicate the reasons
1	2	3	4	5	6	7

Place \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of the subscriber

Name in Block Letters \_\_\_\_\_

Designation \_\_\_\_\_

**Signature of two witnesses :**

	Name and Address	Signature
1.		
2.		

- NOTE :** (1) The form of nomination shall be filled in triplicate. Two copies will be sent to Accountant General, Haryana, who will return one copy duly accepted and signed to the Head of Office for office record.
- (2) In column 4, if only one person is nominated, the words "in full" should be written against the nominee. If more than one person is nominated, the share payable to each nominee to cover the whole amount of the Fund shall be specified.

**For use by the Head of Office**

Nomination received from Sh./Ms \_\_\_\_\_  
Designation \_\_\_\_\_ on dated \_\_\_\_\_ for onward submission to the  
Accountant General, Haryana.

Dated \_\_\_\_\_

(Signature)  
Head of Office

**For use by A.G., Haryana**

Nomination made by Sh./Ms. \_\_\_\_\_ Designation  
\_\_\_\_\_, O/o \_\_\_\_\_ is hereby accepted and  
returned to \_\_\_\_\_ (Head of Office) for office record.

(Signature)  
ACCOUNTANT GENERAL  
HARYANA.

**ANNEXURE - C**  
**FORM NO. PF-3**  
*(see rules 15 to 17)*

**APPLICATION FOR ADVANCE FROM GENERAL PROVIDENT FUND**

Department/Office\_\_\_\_\_

1.	Name of the Subscriber:																					
2.	Designation:																					
3.	Account number (complete):																					
4.	Existing Scale of pay:																					
5.	Basic pay including Dearness Pay, Personal Pay, Special Pay, if any, in the existing scale :	Rs.																				
6.	Date of joining service :																					
7.	Date of Superannuation :																					
8.	Balance at credit of the subscriber on the date of the application as below:-																					
(i)	Closing balance as per latest General Provident Fund statement for the year_____ (copy enclosed)	Rs.																				
(ii)	Add regular monthly subscription plus lumpsum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above:	Rs.																				
(iii)	Add refunds of advance(s) after the date of statement mentioned at (i) above:	Rs.																				
(iv)	Total (i) + (ii) + and (iii):	Rs.																				
(v)	Less amount of advance(s) and Withdrawal(s) taken after the date of General Provident Fund statement mentioned at (i) above:	Rs.																				
(vi)	Net balance at credit:	Rs.																				
9.	Amount of advance required:	Rs_____																				
10.	Purpose for which the advance is required:																					
11.	Date of ceremony:																					
12.	Rule under which the advance is admissible :																					
13.	Full details of advance taken previously :																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Serial Number</th> <th style="text-align: left;">Purpose of advance</th> <th style="text-align: left;">Date of Drawal</th> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Name of the office from where payment received</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Serial Number	Purpose of advance	Date of Drawal	Amount	Name of the office from where payment received	1.					2.					3.					
Serial Number	Purpose of advance	Date of Drawal	Amount	Name of the office from where payment received																		
1.																						
2.																						
3.																						
14.	Whether full recovery has been made of the previous advance:																					
15.	If the reply to item 14 above is negative then give the following information:-																					

	<b>Sr. No.</b>	<b>Purpose of advance</b>	<b>Amount of advance</b>	<b>Month of Drawal</b>	<b>No. of Installments for recovery</b>	<b>Advance recovered</b>	<b>Balance of advance</b>
	1.						
	2.						

1. Certified that I have utilized the advance(s) taken from my General Provident Fund earlier for the purpose for which the advance(s) was/were sanctioned and I have already submitted the utilization certificate to the Head of Office as required under rule 16.

2. Certified that the person for whose ceremony/education etc. the advance has been applied for, is fully and solely dependent upon me.

3. Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or mis-statement of facts, I will be debarred from taking any advance(s) from my General Provident Fund Account for a period of two years.

Signature of the Applicant

Name \_\_\_\_\_

Designation \_\_\_\_\_

Dated \_\_\_\_\_

Branch \_\_\_\_\_

**ANNEXURE - D**  
**FORM NO. PF-4**  
**(see rules 18 to 23)**

**APPLICATION FOR WITHDRAWAL FROM GENERAL PROVIDENT FUND**

**PART - I**

Department \_\_\_\_\_

Head of Office \_\_\_\_\_

1.	Name of the Subscriber:																					
2.	Designation:																					
3.	Account number (complete):																					
4.	Existing Scale of pay:																					
5.	Basic pay including Dearness Pay, Personal Pay, Special Pay, if any, in the existing scale :	Rs.																				
6.	Date of joining service :																					
7.	Date of Superannuation :																					
8.	Balance at credit of the subscriber on the date of the application as below:-																					
(i)	Closing balance as per latest General Provident Fund statement for the year _____ (copy enclosed)	Rs.																				
(ii)	Add regular monthly subscription plus lumpsum subscription, if any, after the date of General Provident Fund statement mentioned at (i) above:	Rs.																				
(iii)	Add refunds of advance(s) after the date of statement mentioned at (i) above:	Rs.																				
(iv)	Total (i) + (ii) + and (iii):	Rs.																				
(v)	Less amount of advance(s) and Withdrawal(s) taken after the date of General Provident Fund statement mentioned at (i) above:	Rs.																				
(vi)	Net balance at credit:	Rs.																				
9.	Amount of withdrawal required:	Rs. _____																				
10.	Purpose for which withdrawal is required:																					
11.	Rule under which withdrawal is admissible:																					
12.	Whether any withdrawal was taken for the same purpose earlier, if so, indicate the Amount and the date:-																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Serial Number</th> <th style="text-align: center;">Date of drawal</th> <th style="text-align: center;">Sanction Number and Date</th> <th style="text-align: center;">Amount</th> <th style="text-align: center;">Name of office from where payment was received</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Serial Number	Date of drawal	Sanction Number and Date	Amount	Name of office from where payment was received	1.					2.					3.					
Serial Number	Date of drawal	Sanction Number and Date	Amount	Name of office from where payment was received																		
1.																						
2.																						
3.																						

	<b>NOTE:</b> All withdrawals taken for purchase of plot, purchase of house, construction, addition and alteration, repair of house and repayment of loans taken for these purposes should be treated as same purpose. All withdrawals taken for purchase of motor cycle, scooter, and moped should be treated as same purpose and withdrawal for motor car can be obtained separately subject to conditions mentioned in rule 22.	
13.	Additional information be given in the relevant part i.e. acquisition of Plot/flat in part-II/detail of marriage ceremony in Part-III/details of higher education in Part-IV/details of motor vehicle(s) in Part-V :	(Part- ___attached)

1. Certified that I have utilized the withdrawal(s) taken from my General Provident Fund earlier for the purpose for which the withdrawal(s) was/were sanctioned. I have already submitted the utilization certificate to the Head of Office as required under rules 19/20/21/22.
2. Certified that the person for whose ceremony/education etc. the advance has been applied for, is fully and solely dependent upon me.
3. Certified that the information given in this application is true and correct and nothing has been concealed or mis-stated therein. I am aware that in case of any concealment or mis-statement of facts, I will be debarred from taking any withdrawal(s) from my General Provident Fund Account for a period of five years.

(Signature of applicant)

Designation : \_\_\_\_\_

Office: \_\_\_\_\_

Dated:\_\_\_\_\_

(Examination/Verification by the Office)

1. This is to certify that the office has checked and verified the details submitted by the subscriber in this application. All the details furnished by the subscriber are verified to be correct.
2. The subscriber is entitled to the withdrawal being applied for under the rule 18; or the subscriber is not entitled to the withdrawal applied for and has requested for relaxation in rules on the following counts:
  - (i)
  - (ii)
  - (iii)

(Signature of the Head of office with Seal)

**ANNEXURE - D**  
**FORM NO. PF-4**  
**PART - II**

If the application is for seeking withdrawal for acquisition of a plot and construction of house thereon/acquisition of flat or house/construction of house, the following additional information be provided:

Sr. No.	Subject	Particulars
1.	Purpose:	(i) Acquisition of a plot for house (ii) Acquisition of a built up flat (iii) Acquisition of a built up house (iv) Construction of House (v) Re-payment of loan taken from a financial institution expressly for acquiring a dwelling unit (vi) Repair/Renovation of a house
2.	Source of acquisition (please give details of the agency e.g. Haryana Urban Development Authority/Co-op. Housing Society/ Open market or any other source	
3.	Person in whose name the plot/ house/flat (Clear title). Enclose proof of ownership/copy of allotment letter	
4.	Amount of House Building Advance taken from the Government under its Scheme, if any.	
5.	Whether withdrawal from General Provident Fund taken earlier for this purpose?	Yes / No
6.	If the answer to above is 'yes', please give the details: (i) withdrawal taken for the same unit (ii) withdrawal taken for some other unit(s) (iii) whether the previous unit has been disposed off and the advance taken for the same deposited back in the account	(i) (ii) (iii)
7.	If the withdrawal is being applied for a plot in the name of spouse, please indicate who is the first nominee to receive the General Provident Fund accumulations.	

(Signature of applicant)

Designation \_\_\_\_\_

Office \_\_\_\_\_

112

**ANNEXURE - D**

**FORM NO. PF-4**

**PART – III**

(withdrawal for marriage ceremony)

<b>Sr. No.</b>	<b>Subject</b>	<b>Particulars</b>
1.	Marriage of Self/Son/Daughter/ dependent sister :	
2.	Name of the dependent for whose marriage advance is applied	
3.	Date of birth of the dependent :	
4.	Has any withdrawal been taken earlier for marriage? If yes, the amount of withdrawal taken with detail:	
5.	Amount of withdrawal being applied for :	
6.	Date of marriage ceremony :	

(Signature of applicant)

Designation \_\_\_\_\_

Office \_\_\_\_\_



**ANNEXURE - D****FORM NO. PF-4****PART- IV**

(withdrawal for higher education of children)

<b>Sr. No.</b>	<b>Subject</b>	<b>Particulars</b>
1.	Withdrawal is being applied for higher education of :	Son/Daughter
2.	Name of the Child	
3.	Details of the Course of Study	
4.	Name of the Institute of Study	
5.	Evidence of Admission	
6.	Evidence of fees to be supported to justify the advance	
7.	Details of withdrawals taken earlier for the purpose:	(i) (ii) (iii)

(Signature of applicant)

Designation \_\_\_\_\_

Office \_\_\_\_\_

**ANNEXURE - D****FORM NO. PF-4****PART-V**

(withdrawal for purchase of motor vehicle(s))

<b>Sr. No.</b>	<b>Subject</b>	<b>Particulars</b>
1.	Withdrawal is being applied for motor vehicle i.e. motor car, motor cycle, scooter or moped	
2.	Particulars of withdrawal or loan taken previously, if any.	Amount Date of drawal withdrawal or Loan
3.	Cost of vehicle (proforma invoice to be attached)	
4.	Amount required for purchase of vehicle	

(Signature of applicant)

Designation \_\_\_\_\_

Office \_\_\_\_\_

**ANNEXURE - E**

**FORM NO. PF - 5**

*(see rule 24)*

**APPLICATION FOR FINAL PAYMENT/TRANSFER TO CORPORATE BODIES/OTHER GOVERNMENTS**

To

The Accountant General,  
Haryana, Chandigarh.  
(Through the Head of office)

Sir,

I am to retire/have retired/have been discharged/dismissed/have been permanently transferred to \_\_\_\_\_/have resigned finally from Government service/have resigned service under \_\_\_\_\_ Government to take up appointment with \_\_\_\_\_ and my resignation has been accepted with effect from \_\_\_\_\_ forenoon/afternoon. I joined service with \_\_\_\_\_ on \_\_\_\_\_ forenoon/afternoon.

2. My Fund Account No. is \_\_\_\_\_

3. I desire to receive payment through my office \_\_\_\_\_ or through the \_\_\_\_\_ Treasury/Sub-Treasury. Particulars of my personal marks of identification, left hand thumb and finger impressions (in the case of illiterate subscribers) and specimen signature (in the case of literate subscribers) in duplicate, duly attested by a Gazetted Officer of the Government, are enclosed.

4. I request that the entire amount at my credit with interest due under the rules may be paid to me/transferred to \_\_\_\_\_.

Yours faithfully,

Date:

(Signature)

(To be specified)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**(FOR USE BY HEAD OF OFFICE)**

Forwarded to the Accountant-General, Haryana for necessary action.

2. Sh./Ms. \_\_\_\_\_ has finally retired/has been discharged/dissmised/has been permanently transferred to \_\_\_\_\_/has resigned finally from Government service/has resigned service under \_\_\_\_\_ Government to take up appointment with \_\_\_\_\_ and his/her resignation has been accepted with effect from \_\_\_\_\_ forenoon/afternoon. He/she joined service with \_\_\_\_\_ on \_\_\_\_\_ forenoon/afternoon.

3. The last fund deduction was made from his/her pay in the Office Bill No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_), Treasury Voucher No. \_\_\_\_\_ of \_\_\_\_\_ Treasury, the amount of deduction being Rs. \_\_\_\_\_ and recovery on account of refund of advance Rs. \_\_\_\_\_.

4. Certified that he/she had taken the following advances in respect of which \_\_\_\_\_ instalment of Rs. \_\_\_\_\_ are yet to be recovered and credited to the Fund Account. The details of advance(s)/withdrawal(s) granted to him/her during the twelve months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter are also indicated below :-

Sr. No.	Amount of Advances/ Withdrawals	Place of encashment	Voucher Number and Date
1.			
2.			
3.			
4.			

5. Certified that he/she has not resigned from Government service with prior permission of the State Government to take up an appointment in Central Government or under State Government or under a body corporate owned or controlled by the State.

6. Certified that no advance/withdrawal will be sanctioned to the subscriber henceforth without the concurrence of Accountant General, Haryana.

7. Certified that the subscriber/claimant submitted the application on \_\_\_\_\_ Date \_\_\_\_\_ Month \_\_\_\_\_ Year.

(Signature of Head of Office)

## ANNEXURE - F

## FORM No. PF - 6

(see rule 24)

## APPLICATION FOR FINAL PAYMENT TO THE NOMINEES OR ANY OTHER CLAIMANTS WHERE NO NOMINATION SUBSISTS

To

The Accountant General,  
Haryana, Chandigarh.  
(Through the Head of office)

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulations in the General Provident Fund Account of Sh./Ms. \_\_\_\_\_.  
The necessary particulars required in this connection are given below:-

1.	Name of the Government employee :			
2.	Date of birth :			
3.	Post held by the Government employee :			
4.	Date of death :			
5.	Proof of death in the form of a death certificate : (issued by the municipal authorities, etc.)			
6.	General Provident Fund Account Number of subscriber (Complete) :			
7.	Amount at the credit of the subscriber at the time of his death, if known :			
8.	Details of the nominees alive on the date of death of the subscriber, if a nomination subsists:			
	<b>Name of the Nominee</b>	<b>Relationship with the subscriber</b>	<b>Share of the nominee</b>	<b>Remark</b>
	1 _____	_____	_____	_____
	2 _____	_____	_____	_____
	3 _____	_____	_____	_____
9.	In case the nomination is in favour of person other than a member of the family, the detail of the family, if the subscriber subsequently acquired a family:			
	<b>Name of the Nominee</b>	<b>Relationship with the subscriber</b>	<b>Age on the date of death</b>	<b>Remark</b>
	1 _____	_____	_____	_____
	2 _____	_____	_____	_____
	3 _____	_____	_____	_____

10.	In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber:																	
	<table border="1"> <thead> <tr> <th data-bbox="272 490 531 562">Name of the Nominee</th> <th data-bbox="536 490 938 562">Relationship with the subscriber</th> <th data-bbox="943 490 1185 562">Age on the date of death</th> <th data-bbox="1190 490 1439 562">Remark</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 568 531 600">1 _____</td> <td data-bbox="536 568 938 600">_____</td> <td data-bbox="943 568 1185 600">_____</td> <td data-bbox="1190 568 1439 600">_____</td> </tr> <tr> <td data-bbox="272 607 531 638">2 _____</td> <td data-bbox="536 607 938 638">_____</td> <td data-bbox="943 607 1185 638">_____</td> <td data-bbox="1190 607 1439 638">_____</td> </tr> <tr> <td data-bbox="272 645 531 676">3 _____</td> <td data-bbox="536 645 938 676">_____</td> <td data-bbox="943 645 1185 676">_____</td> <td data-bbox="1190 645 1439 676">_____</td> </tr> </tbody> </table>	Name of the Nominee	Relationship with the subscriber	Age on the date of death	Remark	1 _____	_____	_____	_____	2 _____	_____	_____	_____	3 _____	_____	_____	_____	
Name of the Nominee	Relationship with the subscriber	Age on the date of death	Remark															
1 _____	_____	_____	_____															
2 _____	_____	_____	_____															
3 _____	_____	_____	_____															
11.	Name of the Natural/legal guardian (in case the amount is due to a minor child)																	
12.	In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber married before the death of the subscriber, it should be stated against her name whether her husband was alive on the date of death of the subscriber:																	
	<table border="1"> <thead> <tr> <th data-bbox="272 1039 531 1111">Name of the Nominee</th> <th data-bbox="536 1039 938 1111">Relationship with the subscriber</th> <th data-bbox="943 1039 1185 1111">Age on the date of death</th> <th data-bbox="1190 1039 1439 1111">Remark</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1117 531 1149">1 _____</td> <td data-bbox="536 1117 938 1149">_____</td> <td data-bbox="943 1117 1185 1149">_____</td> <td data-bbox="1190 1117 1439 1149">_____</td> </tr> <tr> <td data-bbox="272 1155 531 1187">2 _____</td> <td data-bbox="536 1155 938 1187">_____</td> <td data-bbox="943 1155 1185 1187">_____</td> <td data-bbox="1190 1155 1439 1187">_____</td> </tr> <tr> <td data-bbox="272 1193 531 1225">3 _____</td> <td data-bbox="536 1193 938 1225">_____</td> <td data-bbox="943 1193 1185 1225">_____</td> <td data-bbox="1190 1193 1439 1225">_____</td> </tr> </tbody> </table>	Name of the Nominee	Relationship with the subscriber	Age on the date of death	Remark	1 _____	_____	_____	_____	2 _____	_____	_____	_____	3 _____	_____	_____	_____	
Name of the Nominee	Relationship with the subscriber	Age on the date of death	Remark															
1 _____	_____	_____	_____															
2 _____	_____	_____	_____															
3 _____	_____	_____	_____															
12.	If the subscriber has left no family and no nomination subsists, the names of persons to whom the Provident Fund money is payable (to be supported by letter of Probate or succession certificate etc.) :																	
	<table border="1"> <thead> <tr> <th data-bbox="272 1471 531 1543">Name of the Nominee</th> <th data-bbox="536 1471 938 1543">Relationship with the subscriber</th> <th data-bbox="943 1471 1185 1543">Age on the date of death</th> <th data-bbox="1190 1471 1439 1543">Remark</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1550 531 1581">1 _____</td> <td data-bbox="536 1550 938 1581">_____</td> <td data-bbox="943 1550 1185 1581">_____</td> <td data-bbox="1190 1550 1439 1581">_____</td> </tr> <tr> <td data-bbox="272 1588 531 1619">2 _____</td> <td data-bbox="536 1588 938 1619">_____</td> <td data-bbox="943 1588 1185 1619">_____</td> <td data-bbox="1190 1588 1439 1619">_____</td> </tr> <tr> <td data-bbox="272 1626 531 1657">3 _____</td> <td data-bbox="536 1626 938 1657">_____</td> <td data-bbox="943 1626 1185 1657">_____</td> <td data-bbox="1190 1626 1439 1657">_____</td> </tr> </tbody> </table>	Name of the Nominee	Relationship with the subscriber	Age on the date of death	Remark	1 _____	_____	_____	_____	2 _____	_____	_____	_____	3 _____	_____	_____	_____	
Name of the Nominee	Relationship with the subscriber	Age on the date of death	Remark															
1 _____	_____	_____	_____															
2 _____	_____	_____	_____															
3 _____	_____	_____	_____															
13.	The payment is desired through the office of _____/ through the _____ Treasury/Sub-Treasury. In this connection the following documents duly attested by a Gazetted Officer/ Magistrate are attached:-																	
(i)	Personal marks of identification																	
(ii)	Left/Right Hand thumb or finger impressions (in the case of illiterate claimants)																	

(iii)	Specimen signatures in duplicate (in the Case of literate claimants) :	
-------	--	--

Yours faithfully,

Place \_\_\_\_\_

(Signature of claimant)

Dated \_\_\_\_\_

(Full Name and Address)

**(FOR USE OF HEAD OF OFFICE)**

Forwarded to the Accountant General, Haryana for necessary action. The particulars furnished above have been duly verified.

2. The General Provident Fund Account number of Sh./Ms. \_\_\_\_\_ is \_\_\_\_\_.

3. He/she died on \_\_\_\_\_. A death certificate issued by the Municipal authorities has been produced (copy enclosed).

4. The last General Provident Fund deduction was made from his/her pay for the month of \_\_\_\_\_ drawn vide Treasury Voucher No. \_\_\_\_\_ dated \_\_\_\_\_ in this Office Bill No \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ Rupees \_\_\_\_\_ Treasury Challan No. \_\_\_\_\_ dated \_\_\_\_\_ Treasury, the amount of deduction being Rs. \_\_\_\_\_ and recovery amount being Rs. \_\_\_\_\_.

5. Certified that he/she had taken the following advances in respect of which \_\_\_\_\_ instalment of Rs \_\_\_\_\_ are yet to be recovered and credited to the Fund Account. The details of the withdrawals granted to him/her during the twelve months immediately preceding the date of his/her death are also indicated below :-

Serial Number	Amount of Advances/ Withdrawals	Place of encashment	Voucher Number and Date
1.			
2.			
3.			
4.			

6. Certified that the claimant submitted the application on \_\_\_\_\_ date \_\_\_\_\_ month \_\_\_\_\_ year.

(Signature of the Head of office)

**ANNEXURE G**  
**FORM NO. PF-7**  
**SANCTION ORDER FOR ADVANCE**  
*(see rule 15)*

Sanction is hereby accorded under rule \_\_\_\_\_ of Haryana General Provident Fund Rules for the grant of an advance of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) to Shri/Ms. \_\_\_\_\_ from his/her General Provident Fund Account Number \_\_\_\_\_ to enable him/her to defray charges on account of \_\_\_\_\_.

2. The advance will be recovered in \_\_\_\_\_ monthly instalments of Rs. \_\_\_\_\_ each, commencing from the salary of next month succeeding the drawal month \_\_\_\_\_.

3. The balance at the credit of Shri/Ms \_\_\_\_\_ as on the date of sanction is detailed below:-

(i)	Balance as per General Provident Fund Statement for the year _____	Rs.
(ii)	Subsequent deposits	Rs.
(iii)	Total of column (i) and (ii)	Rs.
(iv)	Subsequent advance/withdrawals, if any	Rs.
(v)	Balance as on date of sanction column {(iii) minus (iv)}	Rs.

Dated : \_\_\_\_\_ (Name)  
Head of Office

Endst. No. \_\_\_\_\_ Dated : \_\_\_\_\_

Copy forwarded to :-

1. The Accountant General (Accounts and Entitlement), Haryana, Chandigarh for information and to make a note in the ledger account of the subscriber.
2. Shri \_\_\_\_\_. His attention is drawn to the provisions of the rule \_\_\_\_\_ of Fund rules according to which a subscriber who has been permitted to withdraw money from the fund should satisfy the sanctioning authority that the money has been utilized for the purpose for which it was withdrawn. A certificate to the effect that the amount withdrawn has been utilized for the purpose for which it was sanctioned be furnished within one month from the date of drawal.
3. Treasury Officer, \_\_\_\_\_.

(Signature)



**ANNEXURE - H**  
**FORM NO. PF-8**  
**SANCTION ORDER FOR WITHDRAWAL**  
**(see rule 18)**

Sanction is hereby accorded under rule \_\_\_\_\_ of the Haryana General Provident Fund Rules to Sh./Ms. \_\_\_\_\_ (here enter the name and designation) for withdrawal of an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) from his/her General Provident Fund Account No. \_\_\_\_\_ to enable him/her to meet expenditure in connection with \_\_\_\_\_.

2. The amount of withdrawal is within the limits as prescribed in the conditions meant for this withdrawal.

3. The balance at the credit of Shri/Ms. \_\_\_\_\_ as on the date of sanction is detailed below:-

(i)	Balance as per General Provident Fund Statement for the year _____	Rs. _____
(ii)	Subsequent deposits	Rs. _____
(iii)	Total of column (i) and (ii)	Rs. _____
(iv)	Subsequent advance/withdrawals, if any	Rs. _____
(v)	Balance as on date of sanction column {(iii) minus (iv)}	Rs. _____

Dated \_\_\_\_\_

(Name)

Head of Department

Endst. No. \_\_\_\_\_

Dated. \_\_\_\_\_

Copy forwarded to :-

1. The Accountant General (Accounts and Entitlement), Haryana, Chandigarh for information and to make a note in the ledger account of the subscriber.

2. Shri \_\_\_\_\_. His attention is drawn to the provisions of the rule \_\_\_\_\_ of General Provident Fund rules according to which a subscriber who has been permitted to withdraw money from the Fund should satisfy the sanctioning authority that the money has been utilized for the purpose for which it was withdrawn. A certificate to the effect that the amount withdrawn has been utilized for the purpose for which it was sanctioned be furnished within \_\_\_\_\_ months from the date of drawal.

3. Head of office \_\_\_\_\_.

4. Treasury Officer, \_\_\_\_\_.

(Signature of Head of Department)

**ANNEXURE - I****[see rules 2 (iv), 15 and 18]****List of authorities competent to sanction Advance/Withdrawal**

<b>Sr. No.</b>	<b>Rule</b>	<b>Nature of power</b>	<b>To whom delegated</b>	<b>Extent of power</b>
01.	15(1) 15(2) 15(3) 15(4) 15(5)	To sanction advance for:- illness, confinement or disability higher education obligatory expenses legal proceedings in court of law defence in departmental inquiry	Head of Office	Six months' pay or 50% of credit in General Provident Fund account whichever is less and further subject to the conditions laid in rule 16.
02.	15(6)	To sanction advance for:- purchase of house hold item(s)	Head of Office	Six months' pay or 50% of credit in General Provident Fund account or actual cost of items whichever is least and further subject to the conditions laid in rule 16.
03.	18(1) 18(2) 18(3) 18(4)	To sanction withdrawal for :- Building or acquisition of house/flat/ plot from Government agency. acquisition of house/flat/ plot from open market repaying of loan for house/ flat purchase of house site	Head of Department	90% of credit in General Provident Fund account or the actual cost whichever is less and further subject to the conditions laid in rule 19.
04.	18(5) 18(6) 18(7)	To sanction withdrawal for :- additions or alternations in house/flat upkeep of ancestral house acquiring commercial/industrial establishment or establishing business for settlement of unemployed children.	Head of Department	50% of credit in General Provident Fund account or the actual cost whichever is less and further subject to the conditions laid in rule 19.
05.	18(8)	To sanction withdrawal for :- higher education of child	Head of Department	<b>(i) For initial admission –</b> Upto 75% of credit in General Provident Fund account or the actual amount required by the institution whichever is less for each child and further subject to the conditions laid in rule 20. <b>(ii) For annual payment -</b> 50% of credit in General Provident Fund account or the actual amount required by the institution whichever is less for each child and

Sr. No.	Rule	Nature of power	To whom delegated	Extent of power
				further subject to the conditions laid in rule 20. <b>or</b> 25% of credit in General Provident Fund account or the actual amount required by the institution whichever is less, twice in a year for each child and further subject to the conditions laid in rule 20.
06.	18(9) 18(10) 18(11)	To sanction withdrawal for :- daughter's marriage or female relative's marriage son's marriage Self marriage	Head of Department	75% of credit in General Provident Fund account and further subject to the conditions laid in rule 21.
07.	18(12)	To sanction withdrawal for :- purchase of motor vehicle(s)	Head of Department	50% of credit in General Provident Fund account or the actual cost of vehicle whichever is less and further subject to the conditions laid in rule 22.
08.	18(13)	To sanction 90% withdrawal before retirement on superannuation	Head of Department	90% of credit in General Provident Fund account and further subject to the condition laid in rule 23.

**Note 1 :** The Head of Departments may re-delegate any of the powers delegated to them in the above table, in writing, on their sole responsibility and further subject to such restrictions and conditions as they may like to impose, to any officer working under them at their headquarter/District/any other office(s). The copies of re-delegation shall be endorsed to the concerned Administrative Department and Accountant General, Haryana.

**Note 2 :** The following officers shall exercise the powers of Heads of Departments so far as these rules are concerned in respect of officers/officials working under them and subordinate establishment under their control :-

- (i) Commissioner(s) of Division(s).
- (ii) District and Sessions Judge(s).
- (iii) Inspector General/Deputy Inspector General of Police (Range/Railway).
- (iv) Conservator of Forest(s).
- (v) Controller of Printing and Stationery
- (vi) Superintending Engineer(s) of Public Works Department(s).
- (vii) District Education Officers / Sub Divisional Education Officers
- (viii) Principal(s) of Government Art and Professional Colleges.

- (ix) Sub Divisional Officers (Civil) in the Sub Division of the Civil Department and City Magistrate at Headquarters of the District.

**Note 3 :** The advance/withdrawal for the Head of Office/Head of Department shall be sanctioned by the Head of Department and Administrative Department respectively.

**Note 4 :** The sanctioning authorities shall send a consolidated list of advance/withdrawals sanctioned by them, to the Head of the Department quarterly commencing from April of each financial year, mentioning therein complete details of advance/withdrawal such as name of the subscriber, General Provident Fund account number, amount and purpose for verifying the actual debit of advance/withdrawal to the concerned General Provident Fund account of the subscriber. The Heads of the Departments will consolidate the advance/withdrawal sanctioned by the subordinate offices including advances/withdrawals sanctioned at Headquarter(s) and the same shall be reconciled with the Accountant General, Haryana.

**Note 5 :** The subscriber, who has submitted the application for final withdrawal and the same has been forwarded to Accountant General, shall be sanctioned advance/withdrawal only on receipt of concurrence from the Accountant General, Haryana.

**ANNEXURE - J**  
**(See rule 12)**

Example of an Interest calculation on General Provident Fund accumulation for the year 2003-04 from the following data :-

Sr. No.	Particulars	Amount
1.	Opening Balance as on 01-04-2003	Rs. 2,25,980/-
2.	Monthly Subscription	Rs. 3,000/-
3.	Arrear of D.A. deposited in 6/2003	Rs. 2,214/-
4.	Advance for daughter's betrothal ceremony paid on 12/12/2003 (to be recovered @ Rs. 1000 p.m. in 25 instalments)	Rs. 25,000/-
5.	Arrear of D.A. deposited in 2/2004	Rs. 3,035/-
6.	Withdrawal on 04-03-2004 for Higher Education of Son	Rs. 30,000/-
7.	Rate of interest during the year	8% p.a.

**Solution**

Paid month	Subscription	Recovery of Advance	Total	Drawal	Balance	Monthly product
04/2003	3000	---	3000	---	3000	3000x12 =36000
05/2003	3000	---	3000	---	3000	3000x11=33000
06/2003	3000+2214	---	5214	---	5214	5214x10=52140
07/2003	3000	---	3000	---	3000	3000x9=27000
08/2003	3000	---	3000	---	3000	3000x8=24000
09/2003	3000	---	3000	---	3000	3000x7=21000
10/2003	3000	---	3000	---	3000	3000x6=18000
11/2003	3000	---	3000	---	3000	3000x5=15000
12/2003	3000	---	3000	25000	(-)22000	(-)22000x4=(-)88000
01/2004	3000	1000	4000	---	4000	4000x3=12000
02/2004	3000+3035	1000	7035	---	7035	7035x2=14070
03/2004	3000	1000	4000	30,000	(-)26000	(-)26000x1=(-)26000
						138210

**Annual Product**

(1)	Opening Balance	Rs. 2,25,980.00
(2)	Product during the financial year 138210 divided by 12 = 11,517.50	Rs.11,517.50
	Total (1 + 2)	Rs. 2,37,497.50

Interest = 237497.50x8% = 18999.80

Say Rs. 19,000.00

**APPENDIX - A**  
**[See rule 3(2)]**  
**THE PROVIDENT FUNDS ACT 1925**

**AN ACT TO AMEND AND CONSOLIDATE THE LAW RELATING TO GOVERNMENT AND OTHER PROVIDENT FUNDS.**

Whereas it is expedient to amend and consolidate the law relating to Government and other Provident Fund, it is hereby enacted as follows :-

**1. Short title, extent and commencement :**

- (1) This Act may be called the Provident Funds Act, 1925.
- (2) It extends to the whole of India except the State of Jammu and Kashmir.
- (3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

**2. Definitions.—** In this Act, unless there is anything repugnant in the subject or context, -

- (a) “compulsory deposit” means a subscription to, or deposit in, a Provident Fund which, under the rules of the Fund, is not, until the happening of some specified contingency, repayable on demand otherwise than for the purpose of the payment of premia in respect of a policy of life insurance or the payment of subscription or premia in respect of a family pension fund, and includes any contribution and any interest or increment which has accrued under the rules of the Fund on any such subscription, deposit or contribution, and also any such subscription, deposit, contribution, interest or increment remaining to the credit of the subscriber or depositor after the happening of any such contingency;
- (b) “contribution” means any amount credited in a Provident Fund, by any authority administering the Fund, by way of addition to, a subscription to, or deposit or balance at the credit of an individual account in the Fund; and “Contributory Provident Fund” means a Provident Fund the rules of which provide for the crediting of contributions;
- (c) “dependent” means any of the following relatives of a deceased subscriber to, or a depositor in, a Provident Fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son’s widow and child, and, where no parent of subscriber or depositor is alive, a paternal grandparent;
- (d) “Government Provident Fund” means a Provident Fund, other than a Railway Provident Fund, constituted by the authority of the Secretary of State, the Central Government, the Crown Representative or any State Government for any class or classes of persons in the service of the Government or of persons employed in educational institutions or employed by bodies existing solely for educational purposes, and references in this Act to the Government shall be construed accordingly;
- (e) “Provident Fund” means a fund in which subscriptions or deposits of any class or classes of employees are received and held on their individual accounts, and includes any contributions and any interest or increment accruing on such subscriptions, deposits or contributions under the rules of the Fund;

- (f) "Railway administration" means –
- (i) any company administering a railway or tramway in any part of India either under a Special Act of Parliament of the United Kingdom or an Indian law, or under contract with the Government, or
  - (ii) the Manager of any railway or tramway administered by the Central Government or by a State Government, and includes, in any case referred to in sub-clause (ii) the Central Government or the State Government, as the case may be;
- (g) "Railway Provident Fund" means a Provident Fund constituted by the authority of a Railway administration for any class or classes of its employees.

### **3. Protection of compulsory deposit –**

- (1) A compulsory deposit in any Government or Railway Provident Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor, and neither the official Assignee nor any receiver appointed under the Provincial Insolvency Act, 1920 (5 of 1920), shall be entitled to, or have any claim on any such compulsory deposit.
- (2) Any sum standing to the credit of any subscriber to, or depositor in, any such Fund at the time of his decease and payable under the rules of the Fund to any dependent of the subscriber or depositor, or to such person as may be authorized by law to receive payment on his behalf, shall, subject to any deduction authorized by this Act and, save where the dependent is the widow or child of the subscriber or depositor, subject also to the rights of an assignee under an assignment made before the commencement of this Act, vest in the dependent, and shall, subject as aforesaid, be free from any debt or other liability incurred by the deceased or incurred by the dependent before the death of the subscriber or depositor.

### **4. Provisions regarding repayment –**

- (1) When under the rules of any Government or Railway Provident Fund the sum standing to the credit of any subscriber or depositor, or the balance thereof after the making of any deduction authorized by this Act, has become payable, the officer whose duty it is to make the payment shall pay the sum or balance, as the case may be, to the subscriber or depositor, or, if he is dead, shall –
- (a) if the sum or balance, or any part thereof, vests in a dependent under the provisions of section 3, pay the same to the dependent or to such person as may be authorized by law to receive payment on his behalf; or
  - (b) if the whole sum or balance, as the case may be, does not exceed five thousand rupees, pay the same, or any part thereof, which is not payable under clause (a) to any person nominated to receive it under the rules of the Fund, or, if no person is so nominated, to any person appearing to him to be otherwise entitled to receive it; or
  - (c) in the case of any sum or balance, or any part thereof, which is not payable to any person under clause (a) or clause (b) pay the same, –
    - (i) to any person nominated to receive it under the rules of the Fund, on production by such person of probate or letters of administration

evidencing the grant to him of administration to the estate of the deceased or a certificate granted under the Succession Certificate Act, 1889 (VII of 1889), or under the Bombay Regulation VIII of 1827, entitling the holder thereof to receive payment of such sum, balance or part, or

- (ii) where no person is so nominated, to any person who produces such probate, letters or certificates :

Provided that, where the whole or any part of any sum standing to the credit of the subscriber or depositor has been assigned to any other person before the commencement of this Act, and notice in writing, of the assignment has been received by the officer from the assignee, the officer shall, after making any deduction authorized by this Act, and any payment due under clause (a) to or on behalf of the widow or children of the subscriber or depositor –

- (i) if the subscriber or depositor or, if he is dead, the person to whom in the absence of any valid assignment the sum or balance would be payable under this sub-section gives his consent in writing, pay the sum or part of the balance thereof, as the case may be, to the assignee, or –
  - (ii) if such consent is not forthcoming, withhold payment of the sum, part of balance, as the case may be, pending a decision of a competent Civil Court as to the person entitled to receive it.
- (2) The making of any payment authorized by sub-section (1) shall be a full discharge to the Government or the Railway administration, as the case may be, from all liability in respect of so much of the sum standing to the credit of the subscriber or depositors as is equivalent to the amount so paid.

## **5. Rights of nominees –**

- (1) Notwithstanding anything contained in any law for the time being in force or in any disposition, whether testamentary or otherwise, by a subscriber to, or depositor in, a Government or Railway Provident Fund of the sum standing to his credit in the Fund, or of any part thereof, where any nomination, duly made in accordance with the rules of the Fund, purports to confer upon any person the right to receive the whole or any part of such sum on the death of the subscriber or depositor occurring before the sum has become payable or before the sum, having become payable, has been paid, the said person shall, on the death as aforesaid of the subscriber or depositor, become entitled, to the exclusion of all other persons, to receive such sum or part thereof, as the case may be, unless –
  - (a) such nomination is at any time varied by another nomination made in like manner or expressly cancelled by notice given in the manner and to the authority prescribed by those rules, or
  - (b) such nomination at any time becomes invalid by reason of the happening of some contingency specified therein and if said person predeceases the subscriber or depositor, the nomination shall, so far as it relates to the right conferred upon the said person, become void and of no effect:



Provided that where provision has been duly made in the nomination in accordance with the rules of the Fund, conferring upon some other person such right instead of the person deceased, such right shall, upon the decease as aforesaid of the said person, pass to such other person.

- (2) Notwithstanding anything contained in the Indian Succession Act, 1925 or the Bombay Regulation VIII of 1827, any person, who becomes entitled as aforesaid, may be granted a certificate under that Act or that Regulation, as the case may be, entitling him to receive payment of such sum or part, and such certificate shall not be deemed to be invalidated or superseded by any grant to any other person of probate or letters of administration to the estate of the deceased.
- (3) The provisions of this section as amended by sub-section (1) of section 2 of the Provident Funds (Amendment) Act, 1946 also shall apply to all such nominations made before the date of the commencement of that Act :

Provided that the provisions of this section as so amended shall not operate to affect any case, in which before the said date any sum has been paid, or has under the rules of the Fund become payable in pursuance of any nomination duly made in accordance with those rules.

**6. Power to make deductions.**— When the sum standing to the credit of any subscriber or depositor in any Government or Railway Provident Fund which is a Contributory Provident Fund becomes payable, there may, if the authority specified in this behalf in the rules of the Fund so directs, be deducted therefrom and to Government or the Railway administration, as the case may be –

- (a) any amount due under a liability incurred by the subscriber or depositor to Government or the Railway administration, but not exceeding in any case the total amount of any contributions credited to the account of the subscriber or depositor and of any interest or increment which has accrued on such contributions; or
- (b) where the subscriber or depositor has been dismissed from his employment for any reasons specified in this behalf in the rules of the Funds, or where he has resigned such employment within five years of the commencement thereof, the whole or any part of the amount of any such contributions, interest and increment.

**6-A. Withholding or recovery of Government Contributions in case of Central Government Officers taking up, without prior permission, commercial employment within two years of their retirement –**

- (1) In this section, unless the context otherwise requires, –
  - (a) “Central Government Officers” means a subscriber to, or depositor in, a Contributory Fund constituted by the Central Government, who, immediately before his retirement, is a member of a Central Service Class I, but does not include an officer appointed under a contract of service for a specified term.
  - (b) “Commercial employment” means employment in any capacity (including that of an agent) under any company, co-operative society, firm or individual engaged in trading, commercial, industrial, financial or professional business and includes also –

- (i) a directorship of a company;
- (ii) the holding of any office, whether elective or otherwise, such as that of president, chairman, manager, secretary, treasurer, by whatever name called in a co-operative society; and
- (iii) the setting up of practice, either independently or as partner of a firm, as adviser or consultant in matters in respect of which the Central Government Officer, –
  - (A) has no professional qualifications and the matters in respect of which the practice is to be set up or is carried on are relatable to his official knowledge or experience, or
  - (B) has professional qualification, but the matters in respect of which such practice is to be set up are such as are likely to give his clients an unfair advantage by reason of the posts held by him under the Central Government, or
  - (C) has to undertake work involving liaison or contract with the offices or officers of Central Government,

but does not include employment in or under a corporation or company wholly or substantially owned or controlled by Government or employment in or under a body controlled or financed wholly or substantially by Government;

- (c) “Government contributions” means contributions made after the commencement of the Provident Funds (Amendment) Act, 1975, in respect of any period after such commencement, by the Central Government or by a State Government or by a local authority within the meaning of the Local Authorities Loans Act, 1914;
- (d) “prescribed” means prescribed by rules made by the Central Government by notification in the Official Gazette.

- (2) No Central Government officer shall have any right to the Government contributions made to his credit in a Contributory Provident Fund in any case where he takes up commercial employment at any time before the expiry of two years from the date of his retirement without the prior permission of the Central Government.

**EXPLANATION 1.** - For the purposes of this sub-section and sub-section (7), “date of retirement” in relation to a Central Government officer re-employed after retirement without any break either in the same or any other class I post under the Central Government or any other equivalent post under a State Government, shall mean the date on which such Central Government Officer finally ceases to be re-employed in Government service.

**EXPLANATION 2.** - A Central Government officer permitted by the Central Government to take up a particular commercial employment during his leave preparatory to retirement shall be deemed, for the purposes of this sub-section, to have obtained prior permission of the Central Government for his continuance in such employment after retirement.

- (3) Subject to the provisions of sub-section (4), the Central Government may, by order in writing, on an application made in the prescribed form by a Central

Government officer, grant subject to such conditions, if any, as it may deem necessary, permission, or refuse, for reasons to be recorded in the order, permission, to such officer to take up the commercial employment specified in the application.

- (4) In granting or refusing permission under this section to a Central Government officer for taking up any commercial employment, the Central Government shall have regard to the following factors, namely :-
- (a) the nature of the employment proposed to be taken up and the antecedents of the employer;
  - (b) whether his duties in the employment which he proposes to make up might be such as to bring him into conflict with Government;
  - (c) whether the officer while in service had any such dealing with the employer under whom he proposes to seek employment as might afford a reasonable basis for the suspicion that such officer had shown favour to such employer;
  - (d) any other relevant factors which may be prescribed.
- (5) Where within a period of sixty days of the date of receipt of an application under sub-section (3), the Central Government does not refuse to grant the permission applied for or does not communicate the refusal to the applicant, the Central Government shall be deemed to have granted the permission applied for.
- (6) Where the Central Government grants the permission applied, for subject to any conditions or refuses such permission, the applicant may, within thirty days of the receipt of the orders of the Central Government to that effect, make a representation against any such condition or refusal and the Central Government may make such orders thereon as it deems fit;

Provided that no order other than an order cancelling such condition or granting such permission without any conditions shall be made under this sub-section without giving the person making the representation an opportunity to show cause against the order proposed to be made.

- (7) If any Central Government officer takes up any commercial employment at any time before the expiry of two years from the date of his retirement without the prior permission of the Central Government or commits a breach of any condition subject to which permission to take up any commercial employment has been granted to him under this section, it shall be competent for the Central Government to declare by order in writing and for reasons to be recorded therein that he shall not be entitled to such part of the Government contributions made in relation to such officer as may be specified in the order and if he has received payment thereof, to direct that he shall refund to the Central Government an amount equivalent to such part of the Government contributions:

Provided that no such order shall be made without giving the officer concerned an opportunity of showing cause against such declaration or direction:

Provided further that in making any order under this sub-section, the Central Government shall have regard to the following factors, namely :

- (i) the financial circumstances of the officer concerned;
  - (ii) the nature of, and the emoluments from, the commercial employment taken up by the officer concerned;
  - (iii) such other relevant factors as may be prescribed.
- (8) Any amount required to be refunded by an order under sub-section (7) may, if it is not refunded within the prescribed period, be recovered as arrears of land revenue.
- (9) Every order passed by the Central Government under this section shall be communicated to the officer concerned.
- (10) The provisions of this section shall have effect notwithstanding anything to the contrary contained in any other provision of this Act or the rules applicable to any contributory provident fund.
- (11) Every rule made by the Central Government under this section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session, or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

**7. Protection for acts done in good faith –** No suit or other legal proceeding shall lie against any person in respect of anything which is in good faith done or intended to be done under this Act.

**8. Power to apply the Act to the Provident Fund –** (1) The appropriate Government may, by notification in the Official Gazette, direct that the provisions of this Act except section 6-A shall apply to any Provident Fund established for the benefit of its employees by any local authority within the meaning of the Local Authority Loans Act, 1914, and on the making of such declarations, this Act shall apply accordingly, as if such Provident Fund were a Government Provident Fund and such local authority were the Government.

(2) The appropriate Government may, by notification in the Official Gazette, direct that the provisions of this Act (except section 6-A) shall apply to any Provident Fund established for the benefit of the employees of any of the institutions specified in the Schedule, or of any group of such institutions and, on the making of such declaration, this Act shall apply accordingly, as if such Provident Fund were a Government Provident Fund and the authority having custody of the Fund were the Government:

Provided that section 6 shall apply as if the authority making the contributions referred to in that section were the Government.

(3) The appropriate Government may, by notification in the Official Gazette, add to the Schedule the name of any public institution it may deem fit, and any such addition shall take effect as if it had been made by this Act.

(4) In this section, “the appropriate Government” means –

- (a) in relation to a cantonment authority, a port authority for a major port, and any institution which, or the objects of which, appear to the Central Government to fall within List I in the Seventh Schedule to the Constitution, the Central Government; and
- (b) in other cases, the State Government.

**EXPLANATION** – “The State Government” in relation to an institution registered under the Societies Registration Act, 1860 (XXI of 1860) means the State Government of the State in which the Society is registered.

**9. Savings as to estates of soldiers** – Nothing in section 4 or section 5 shall apply to money belonging to any estate for the purpose of the administration of which the Regimental Debts Act, 1893, applies.

**10. Repeals** – [Repealed by the Repealing Act, 1927(12 of 1927), S.2 and Sch.]

THE SCHEDULE  
(Not added)

**APPENDIX - B**  
[See rule 16(9)]

**List of approved courses as mentioned in rule-21**

Sr. No.	Name of the Course
1.	Diploma Course in the various fields of Engineering and Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Telecommunication/Radio Engineering, Metallurgy, Automobile Engineering, Textile Technology, Leather Technology, Printing Technology, Chemical Technology, etc. conducted by recognized technical institutions.
2.	Degree courses in the various fields of Engineering and Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Telecommunication/Radio Engineering, Metallurgy, Automobile Engineering, Textile Technology, Leather Technology, Printing Technology, Chemical Technology, etc. conducted by recognized technical institutions.
3.	Postgraduate courses in the various fields of Engineering and Technology conducted by the Universities and recognized institutions.
4.	Degree and Diploma courses in Architecture, Town Planning and allied fields conducted by recognized institutions.
5.	Diploma and Certificate courses in Commerce conducted by recognized institutions.
6.	Diploma courses in management conducted by recognized institutions.
7.	Degree Courses in Agriculture, Veterinary Science and allied subjects conducted by recognized Universities and institutions.
8.	Degree and Diploma courses in Art/Applied Art and allied subjects conducted by recognized institutions.
9.	Medical courses (including Allopathic, Homeopathic, Ayurvedic and Unani systems) conducted by recognized institutions.
10.	Bachelor of Science (Home Science) courses.
11.	Degree and Diploma course in Hotel Management conducted by recognized institutions.
12.	Degree and Postgraduate course in Home Science.
13.	Pre-Professional course in Medicine if part or regular 5 years course in Medicine.
14.	Doctorate of Philosophy in Biochemistry.
15.	Degree and Postgraduate course in Law.
16.	"Honours" course in Microbiology.
17.	Associateship of the Institute of Chartered Accountants.
18.	Associateship of the Institute of Costs and Works Accountants.
19.	Degree and Master's course in Business Administration or Management.
20.	Master of Science course in Statistics, Computer Application.
21.	The Company Secretaryship course or the Institute of Company Secretaries of India.
22.	The course or pre-sea training imparted on the Training Ship "Rajendra" to prospective paginating officers on merchantships.
23.	The course in Marine Engineering conducted in the Directorate of Marine Engineering Training.

Bhaskar Chatterjee  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

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

*Sd/-*  
(B.B.Kaushik)  
Deputy Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 4/4(2)2003-2FR

Dated, Chandigarh, the 9th May, 2006

A copy is forwarded to the Accountant General (A&E), Haryana, Chandigarh for information and necessary action with reference to his letter No. Fds.I/AS-9/05-06/668, dated 25.11.2005.

*Sd/-*  
(B.B.Kaushik)  
Deputy Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 4/4(2)2003-2F

Dated, Chandigarh, the 9th May, 2006

A copy, alongwith an attested copy, is forwarded to the Controller, Printing & Stationery, Haryana for information and necessary action.

2 He is requested that this notification be got printed in the Haryana Government Gazette and 500 spare copies be supplied to Government for record.

*Sd/-*  
(B.B.Kaushik)  
Deputy Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

1. All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana.

*Sd/-*  
(B.B.Kaushik)  
Deputy Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

1. All the Financial Commissioners and Principal Secretaries to Govt., Haryana.
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 4/4(2)2003-2FR

Dated, Chandigarh, the 9th May, 2006.

\*\*\*\*\*

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

**MOST IMMEDIATE****No. 20/1/2002/6B&C**

From

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

To

All Heads of Departments

**Dated, Chandigarh, the 12th May, 2006*****Subject : Reconciliation of department figures of expenditure & receipts with those of Accountant General, Haryana at the end of February, 2006.***

Sir,

I am directed to invite your attention towards the Finance Department's letter of even number dated 17.4.2006 on the subject noted above vide which you were requested that the reconciliation work pertaining to D.D.Os under your control must be initiated and completed immediately before the cutoff date i.e.17.5.2006, intimated by the Accountant General (A&E) Haryana, under intimation to Finance Department. The Accountant General (A&E) Haryana has again brought to the notice of Finance Department that some of the Department partially reconciled up to 149 major heads but reconciliation work has yet not initiated the reconciliation work under 4 major heads (list enclosed).

2. Reconciliation of Receipt & Expenditure figures with those of A.G. (A&E) office is extremely essential proper accounting and efficient management of state finances. It is, therefore, again emphasized that the reconciliation work pertaining to D.D.Os under your control must be initiated and completed immediately, as the account of 2005-06 will be closed. The Finance Department (in B&C Br.) may also be informed.

3. Final progress report may also be sent to this office within a week positively.

**This may please be treated as most immediate.***Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 20/1/2002/6B&amp;C

Dated, Chandigarh, the 12 May, 2006

A copy is forwarded to Sr. Dy. Accountant General (A&E) Haryana w.r.t. his letter No. TM(C)Recon/2006-07/77-80, dated 28.4.2006 for information.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



A copy is forwarded to the Superintendent, Ways & Means Br. for information and necessary action.

*Sd/-*  
Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Superintendent, Ways & Means Br.

U.O. No. 20/1/2002/6B&C

Dated, Chandigarh, the 12th May, 2006

**Department which have not reconciled their Receipt and Expenditure figures under the following Heads of Accounts from 4/2005 .**

Sr. No.	Major Head	Controlling Officer
1.	Financial Commissioner, (Finance)	0021 Taxes on Income other than Corp. Tax
2.	Director, Small Saving, Haryana.	2047-Other Fiscal Services.
3.	Accountant General, Haryana	2049-Interest payment.
4.	All Heads of Departments.	0049-Interest Receipts.

\*\*\*\*\*

**No. 5/3/2006-1B&C**

From

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

To

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

**Dated, Chandigarh, the 12th May, 2006**

**Subject : Economy Measures.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 5/6/92-1B&C dated 6.11.2004 on the subject noted above vide which it was decided that where the restructuring exercise of staff has been completed, the cases for filling up of posts, in cases of vacancies, need not be referred to the Finance Department. It is clarified/re-iterated that only those posts can be filled up, in case of vacancies, without referring the matter to the Finance Department where restructuring exercise of the staff has been completed and that too only to the extent to which the Restructuring Committee has approved the posts, subject to adequate budget provision. If a budget provision is required to be made for this limited purpose, a reference to the Finance Department will be required to be made. These Instructions may please be brought to the notice of all concerned for compliance.

Yours faithfully,

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 5/3/2006-1B&C

Dated : 12th May, 2006

A copy is forwarded to the :-

Accountant General (A&E/Audit), Haryana, Chandigarh with 20 spare copies each.

Managing Directors of all Boards/Corporations in Haryana.

Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar and Guru Jambheshwar University, Hisar;

for information and action where necessary

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Office Memorandum**

**No. 4/7/99-2FR/1801**

**Dated, Chandigarh, the 18th May, 2006**

**Subject : Grant of dearness relief to the pensioners/family pensioners of the Haryana Government on the revised pension/family pension w.e.f. 1.1.2006.**

Sir/Madam,

I am directed to invite a reference to this department circular letter No. 4/7/99-6FR/4030, dated the 18th November, 2005 on the subject noted above and to state that the Governor of Haryana is pleased to decided that the dearness relief shall be paid to the Haryana Government Pensioners/Family Pensioners to compensate them for the rise in cost of living at the rate of 24% w.e.f. 1.1.2006.

2. Payment of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee if the same is 50 paise or above. Conversely, it will be rounded off to the lower side if the same is less than 50 paise.

3. These orders will not apply to the Pensioners whose pension has been determined on adhoc basis without reference to the emoluments drawn by them, that is, Political Pension, Special Pension, War Risk Pension etc. The relief will also not be admissible to the re-employed pensioners during the period of their re-employment.

4. The dearness relief mentioned above will not be admissible to the employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee, who, on permanent absorption in the said bodies, elects the alternative of receiving the death-cum-retirement gratuity in lump-sum, in view of pension as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume-II, as amended from time to time and as applicable to the pensioners/family pensioners under the rule making power of Haryana Government, will not eligible to the dearness relief even after he/she has ceased to be in the employment of the organization concerned.

5. In view of the position stated above, Haryana Government pensioners shall be entitled for the payment of dearness relief at a uniform rate of 24% of their pension/family pension w.e.f. 1.1.2006. Therefore, it has been decided that it will be the responsibility of the pension disbursing authority including the nationalized banks etc. to calculate the quantum of the dearness relief payable in each individual cases.

6. The expenditure involved will be debitable to the Major Head "2071-Pension and Other Retirement Benefits".

7. Copy of these orders is also available on the website which can be down-loaded from the site, [www.Haryana.nic.in](http://www.Haryana.nic.in).

Yours faithfully,

Sd/-

(B.B.Kaushik)

Deputy Secretary, Finance,

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been reiterated vide  
No. 34/2/2007-2B&C, Dated 16.5.2007.***

**IMMEDIATE/DATE BOUND/COPU MATTER**

**Subject : Submission of replies of various pending paras of the reports of CAG/COPU/PAC.**

Will all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government, Haryana kindly refer to the subject noted above?

2. The first meeting of Committee on Public Undertakings for the current financial year was held on 3.5.2006 in Haryana Vidhan Sabha under the Chairmanship of Shri Shamsheer Singh Surjewala, M.L.A. During the course of discussions, it was observed that the pace of submitting the replies of paras of Comptroller & Auditor General/ Committee on Public Undertakings reports by various departments to the Secretary Haryana Vidhan Sabha is not encouraging. The Chairman of the committee expressed grave concern about it and desired that strict instructions be issued to all the departments to attach due importance to this matter and submit the progress reports complete in all respects in, prescribed proforma in time. They are, therefore, requested to monitor the work pertaining to the reports of Comptroller & Auditor General/Committee on Public Undertakings meticulously. It is, further, suggested that monthly meetings should be taken by the concerned Administrative Secretaries to review the position. The proceedings of the meeting may be sent to the Accountant General (Audit) Haryana and to the Finance Department immediately after the meeting.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana

**U.O. No. 34/2/2006-2B&C**

**Dated 24th May, 2006**

No. 34/2/2006-2B&C

Dated 24-5-2006

A copy is forwarded to all the (i) Head of Departments (ii) Managing Directors/Chairman of Boards/Corporations for immediate necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 34/2/2006-2B&C

Dated 24-5-2006

A copy is forwarded to the :-

Secretary, Haryana Vidhan Sabha, Chandigarh.  
Accountant General (Audit), Haryana, Chandigarh.  
for information and action where necessary.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**TOP PRIORITY**  
**DATE BOUND**

**No. 193-FD(ERAMU)-2006**

From

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

To

All the Administrative Secretaries to Govt., Haryana.  
 All the Heads of Departments, Govt. of Haryana.

**Dated, Chandigarh, the 5th June, 2006**

**Subject : Committed Liability in respect of 10th Plan (2002-2007) Schemes completed by the end of 2006-2007.**

Sir,

I am directed to address you on the subject cited above and to say that the Tenth Five Year Plan would terminate by the end of 2006-2007. The developmental schemes, which are being completed during the period of Tenth Plan, should be treated as part of the future normal maintenance responsibilities of the State Govt. on Non-Plan side. The developmental schemes, which form part of the Tenth Plan but are not being completed by the end of 2006-2007 (terminal year of the Tenth Plan), will be carried over to the Eleventh Plan.

2. The process has started for formulation of Eleventh Five Year Plan. It is, therefore, important to examine as to (a) which of the development schemes would be reckoned as being carried over from Tenth Plan to Eleventh Plan and (b) which of the development schemes of Tenth Plan would be converted into State non-plan schemes. This exercise is imperative to determine the magnitude of committed expenditure in respect of Tenth Plan Schemes terminating at the end of 2006-2007 and also to have due regard to adequate maintenance and upkeep of capital assets and maintenance of plan schemes.

3. The broad guidelines as to what constitutes plan expenditure and committed expenditure are enclosed. It is requested that the committed liability in respect of Tenth Plan Schemes terminating at the end of 2006-2007 be worked out on the basis of these guidelines and the estimates alongwith necessary details and justifications be forwarded by 26th June, 2006 positively to the Finance Department (in ERAMU) as per the enclosed proforma-I.

4. The estimates of committed liability furnished by the Department or as approved by the Finance Department would be incorporated in the resources forecast for the Eleventh Plan and in the budget estimates for the year 2007-2008. It is, therefore, necessary that the guidelines may be followed to work out realistic estimates. In case of any difficulty or need for further clarification, the Officer Incharge may contact the ERAMU in Finance Department.

5. Comprehensive information of basic aspects of individual schemes is also needed to have a better view of the estimates of committed liability. It is, requested that information on composition/functions and inception of the scheme, staffing pattern, actual

expenditure on each scheme, year wise from 2002-2003 to 2006-2007, may be sent as per proforma-II and III.

6. It is reiterated that the proposal of committed liability must reach Finance Department, by 26th June, 2006.

Yours faithfully,

*Sd/-*  
Joint Director,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

**Guidelines for the Classification of Expenditure  
for the Eleventh Five Year Plan (2007-2012)**

The following guidelines may be observed for classification of expenditure relating to the Eleventh Five Year Plan in respect of Central Government, State Governments and UTs' outlays over the period 2007-2012.

**A. Plan Expenditure**

All outlays proposed under the following heads will be classified as plan outlays :-

- (i) Outlays connected with all Plan programmes/projects/schemes which have been sanctioned in the Tenth Plan or earlier, and which have not been completed as on 31.03.2007. However, in case of Central Sector/ Centrally Sponsored Schemes, these will constitute the plan outlay for the "Spill-over" schemes/projects, only if they have been evaluated afresh/subjected to Zero Based Budgeting and have been cleared for continuation in the Eleventh Plan in consultation with the concerned Nodal Adviser(s) in the Planning Commission.
- (ii) In case of "Spill-over" projects/schemes involving investments/ expenditure which have well defined physical targets of completion a fourfold classification is to be adopted. These are as follows :-
  - (a) Projects/Schemes due for completion in the Eleventh Plan or beyond as per the approvals: These can be included as plan projects.
  - (b) Projects/Schemes due for completion by the end of the Tenth Plan in which less than 10 per cent of the approved outlay has been spent: These projects should be separately identified for weeding out/shelving/dropping or converging/transferring to the private/joint sectors, as the case may be. Projects initiated prior to the Tenth Plan and where less than 20 per cent of the approved outlay for the project has been spent, so far, may be similarly treated.
  - (c) Projects/Schemes due for completion by the end of the Tenth Plan in which more than 75 per cent of the work has been completed: These projects are to be indicated separately for accelerated completion. The revised estimates of time and costs are also to be included.
  - (d) All other Projects/Schemes not falling into the above three categories: State and Ministries are to evaluate afresh such projects for the Eleventh Five Year Plan as per the guidelines applicable for any new proposal.
- (iii) Outlays on existing programmes/projects/schemes which lead to or are by way of, additions or extensions to capacity, of existing institutions/establishments for further development thereof: The investments involved in this case and the additional capacities proposed may be quantified when setting out the outlays under investments are to be broadly classified as "Upgradation/Expansion".
- (iv) investment outlays for improving productivity/performance levels of existing capital stock (as on 31.03.2007): If such investments are of a major nature, performance or capacity utilization expected, in appropriate units of production/performance. The investments are to be broadly classified as "Modernization/Balancing investment".

- (v) Investment outlays required to replace worn-out or over aged capital stock: In proposing such investments the vintage (Le. age) of the capital stock proposed to be replaced, and the improvements that would be effected either in levels of output/performance (improved capital output ratio) or in reduction of operational costs should be clearly brought out, together with the implications for improved resource generation. These investments are to be broadly classified as "Replacement Investment".
- (vi) New Plan Proposals: Development programmes/projects/schemes on capital/revenue account that have been cleared for inclusion in the Eleventh Plan, in principle or otherwise, or for which an investment decision has been taken or is in the process of being taken by the concerned authority as per the applicable guidelines. Guidelines for initiating new projects/programmes/schemes in the Central Sector are being issued separately.

For investments in physical assets, whether new, spill-over or by way of upgradation/modernization/replacement investment, it should be indicated as to whether they are to be retained in the public sector domain or whether they are to be taken up for disinvestment in the course of the Eleventh Plan period.

Secondly, in determining the "completion" or otherwise of a programme/scheme during the Tenth Plan period a careful analysis of the performance/progress of the Schemes vis-a-vis prescribed plan targets and intended benefits is warranted. The approach to categorization of schemes as "completed" "part-completed" or "not-completed" may vary from scheme to scheme depending on the nature of the schemes. The basis for categorization should be specifically indicated.

In case of spill over projects that are finally included in the Eleventh Plan proposals, the date of initiation of the projects/schemes is to be indicated.

## **B Grants for Capital Works**

Grants given for capital formation should be treated as resource for the Plan and, therefore, the corresponding expenditure should be considered as plan outlay. It is often seen that since grants are shown on the revenue side of the budget, they may not always be reflected appropriately in terms of their use for plan/non-plan activity.

## **C. Loans for Capital Formation**

A common classification has to be followed regarding expenditure met from Government loans. All loans for capital formation will have to be included in the Plan, as per the practice in the Tenth Plan. Loans for consumption purposes, for meeting revenue deficit of local bodies etc., will be outside the Plan. It is often seen that since all loans are shown on the capital account, they may not be correctly reflected in terms of their use for funding plan/non-plan activity.

## **D. Development Outlays Currently Being Incurred Outside State Plans.**

All development outlays, on specified programmes/projects, which are currently being incurred outside the State Plan will form part of the State Plan. This is particular relevant in the context of resource flows for funding various activities involving societies parastatas and agencies set up by Government for meeting specific development objectives.

## **E. Administrative and Residential Buildings**

All outlays on construction of administrative and residential buildings will have be included within the Plan. Expenditure on police housing etc., financed from Central loans will have to form part of Central Plan outlay.



## **F. Centrally Sponsored Schemes**

The criteria set out above in section A-E shall be applicable for Centrally Sponsored Schemes also. In the case of schemes/programmes that have to run for a specified period of time, extending beyond the Tenth Plan, the total unspent portion of the approved outlay both on revenue and capital account by the end of 2006-07 may be treated as Plan outlay for the eleventh Plan (2007-2012).

## **G. Committed Non-Plan Expenditure**

The items of expenditure/outlays incurred in the current (Tenth) Plan that are to be treated as committed non-plan expenditure are as follows :

- (i) All expenditure connected with operation and maintenance of development schemes completed during the five-year period ending 31.3.2007.
- (ii) In case of development schemes spilling over, a portion of the assets may have already been created or services/facilities established. Operation and maintenance of such assets or services/facilities is to be treated as committed non-plan expenditure.
- (iii) In the case of programmes/schemes/activities involving phased coverage the expenditure on field staff of the block(s) already covered alongwith expenditure on headquarters staff, is to be treated as committed non-plan expenditure.
- (iv) All expenditure connected with maintenance of existing institutions and establishments will be treated as non-plan committed expenditure.
- (v) In the case of programmes/schemes and activities which are of a recurring or continuing nature e.g. Soil Conservation, Land Reclamation, Health, Vaccination, anti-Malaria measures, Survey and Settlement, etc., the expenditure on staff in position as on 31.03.2007 should be treated as committed non-plan expenditure.
- (vi) Expenditure on both maintenance and Staff covering Research Schemes, taken up during the Tenth Plan shall be treated as committed non-plan expenditure.
- (vii) All Grants-in-aid up to the level attained at the end of the year 2006-07 will get transferred to the non-plan side of the Expenditure Budget for 2007-08, except for cases indicated at Para B above.
- (viii) Expenditure on fellowships and scholarships at the level reached by the end of the year 2001-02 will get shifted to the non-plan side of the, Expenditure Budget.
- (ix) Normal or current operation and maintenance costs of all existing revenue generating assets are to be treated as a part of committed non-plan expenditure.
- (x) All social sector schemes which are in the nature of transfer payments, such as old age pensions and subsidies to various items of consumption, are to be treated as non-plan outlays unless specific approval of the Planning Commission has been obtained.

In view of the importance that needs to be placed on the upkeep of existing assets, the committed non-plan expenditure on maintenance outlays as provided in paras G (i), (ii), (iv) & (vi) would need to be separately listed and provided scheme wise alongwith information on the source of these funds.

Wherever transfer of Plan to Non-Plan under committed expenditure involves continuance of staff, the need has to be examined carefully and full justification has to be given for any proposed continuance of staff.

The committed expenditure liability is to be borne by the Central Government in respect of Central Plan Schemes and by the State Governments in respect of State Plan Schemes and Centrally Sponsored Schemes.

#### **H. Selective Use of Plan Funds for Maintenance of Existing Assets**

In an effort to improve the productivity of existing capital assets, and efficiency of resource use during the Eleventh Plan, selective use of Plan Funds is to be permitted for critical repair and maintenance activities. This is to be restricted to a few sectors namely, Surface Transport including Roads and Railways; Power; irrigation; Health; Education (including scientific research & higher education) and Rural and Urban Infrastructure. The proportion of Plan funds that can be considered for diversion to repair & maintenance would vary from sector to sector and in any case it would not exceed 15% of the Plan budgetary support to the sector/major head of development of which the maintenance activity is a part. The amount that could be diverted, in this context, would in each case be determined and approved by a joint team of officials from the concerned Ministry and/or State Government and the Planning Commission.

#### **I. Presentation of Plan Outlay**

- (i) For the Eleventh Plan, it has been decided to lay emphasis on completion of on-going projects and upgradation of existing capital assets before starting new projects. The new projects may be taken up only after a certain minimum number of partially completed/on-going projects are brought to completion. These need to be indicated while presenting the plan proposal. This, however, does not entail a completion of all such existing projects the- on present consideration are not seen to be the most desirable from the point of available technical options and/or economic principles. Such projects may be discontinued/shelved/weeded out in the course of evaluation to be undertaken prior to the formulation of the Eleventh Five Year Plan. In case of all 'spill-over' projects/schemes that are to be continued in the Eleventh Plan, the date of initiations of the said projects/schemes have to be indicated.
- (ii) The selective use of plan funds for maintenance of existing assets in the identified sectors, with a view to improve the productivity and efficiency of resource use during the Eleventh Plan, is to be indicated separately. These outlays have to be in accordance with the guidelines outlined earlier in para H above.

The plan proposals have to adhere to these presentational changes.

All Plan outlays should be shown on a Gross Basis, i.e., inclusive of autonomous investments (e.g. from internal resources). Also the breakup of internal resources (i.e. depreciation & retained surplus) should be shown separately.

The components of the Plan outlay, i.e. "Capital and Revenue" for each of the programmes/projects/schemes should be shown separately. The quantification of revenue outlay should be done carefully with reference to the committed expenditure already provided under the non-plan side. Particular emphasis is to be placed on providing for maintenance outlays in committed non-plan expenditure as discussed above. Detailed in respect of

upgradation, modernization, improvement and replacement should be given separately both under continuing schemes as well as new schemes.

The Gross Plan outlay presented for various sectors/sub sectors (project-wise) in terms of the categories mentioned earlier should separately delineate the funding by (i) domestic resources and (ii) external financing. Domestic financing will include (a) budgetary support; (b) Inter-Corporate loans; (c) market borrowings/public sector bonds; (d) borrowings by and from parastatals on the strength of State Government guarantees; (e) institutional loans such as from the IDBI, LIC, IFCI, ICICI, PFC; and (e) established funds such as SDF, OIDB, OCC etc. These may be indicated separately. The flow of resources on account of external financing will be based on actual re-imburement of funds by external agencies which in turn will depend upon the progress of implementation of externally aided projects. This will also include foreign supplier's credit, which may be indicated separately.

In case of clarification, may like to get in touch with the State Plan Division or the concerned Nodal Division in the Planning Commission.

## Proforma - I

**Estimates of committed liability in respect of Tenth Plan Schemes 2002-2007 completing at the end of 2006-2007**

Budget Head \_\_\_\_\_

(Rs. In lakh)

	Name of the Plan Schemes/Centrally Sponsored Schemes	Plan outlay in 2006-07
Sr. No.		Total
1	2	3

Break up of plan outlay mentioned						
Recurring				Non-Recurring		
Revenue component	Pay Allowances (Salaries)	Contingencies	Grant-in-aid/Subsidy/Scholarships of stipends	Contingencies	Minor works	Grant-in-aid/Subsidy/Scholarships etc.
4	5	6	7	8	9	10

Committed liability in 2007-08				
Recurring				
Pay Allowances (Salaries)	Contingencies	Minor works	Grant-in-aid/Subsidy/Scholarships etc.	Total Committed liability in 2007-08 Col. 11 to 14
11	12	13	14	15

A. State Plan Schemes

(i)

(ii)

**Total : A**

B. Central Plan/Centrally Sponsored Schemes

(i)

(ii)

**Total : B****Total : A + B**

- Note :-**
- (1) In respect of Cols. 7, 10 and 14 special mention may be made if the expenditure is in the form of grants-in-aid or subsidy or scholarships or stipends etc.
  - (2) If any non-recurring item under cols. 8 to 10 is likely to have committed liability in 2007-08 additional col. May be added up after Col. 14 indicating the nature of items expenditure.

**PROFORMA - II**

Budget Head \_\_\_\_\_

(Rs. in lakh)

Sr. No.	Name of the Plan Schemes	When Sanctioned	Total No. of posts sanctioned (Category wise)	No. & Date when Sanctioned	No. of Posts Filled up	Date when Filled up
1	2	3	4	5	6	7

**PROFORMA - III**

Performance physical and Financial

Budget Head \_\_\_\_\_

(Rs. In lakhs)

Sr. No.	Name of tile Plan Scheme	2002-03				2003-04			
		Physical		Financial		Physical		Financial	
		Target	Achievement	Revised Plan Outlay	Actual Exp.	Target	Achievement	Revised Plan Outlay	Actual Exp.
1	2	3	4	5	6	7	8	9	10

2004-05				2005-06			
Physical		Financial		Physical		Financial	
Target	Achievement	Revised Plan Outlay	Actual Exp.	Target	Achievement	Revised Plan Outlay	Actual Exp.
11	12	13	14	15	16	17	18

2006-07			
Physical		Financial	
Target	Achievement	Revised Plan Outlay	Actual Exp.
19	20	21	22

\*\*\*\*\*

***These instructions have been Revised vide  
No. 5/27/98-1FR, Dated 31.12.2010.***

**No. 5/27/98-1FR**

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Chandigarh, the 5th June, 2006**

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab and Haryana High Court, Chandigarh.

**Subject : Air Travel by Government servants within India on official duty.**

Sir,

In the recent past a number of new private airlines have started offering very attractive low fare for air journey. Even Indian Airlines and other old private airlines have also introduced discounted fare. Keeping in view the emerging scenario, the question of allowing entitled officers to travel by airlines other than Indian Airlines (India) at concessional rates as part of economy measure has been under consideration of the State Government. Now in suppression of all the instructions on the subject, Government has decided to allow entitled officers to travel by any airlines on official duty within the country with the following conditions :-

- (i) The basic criteria for selecting airlines other than Indian Airlines/Air India would be better and more competitive prices being offered by the other airlines.
- (ii) Various incentive schemes and concessional fares offered by Indian Airlines/Air India will also be fully utilized.
- (iii) Each officer who is undertaking domestic travel by air within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible saving vis-à-vis this normal fares.
- (iv) Officers should try to make their booking in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available.
- (v) Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/Air India or their subsidiaries.
- (vi) Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.

Yours faithfully,

Sd/-

(Rajender Kumar Kataria)

Joint Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 5/27/98-1FR/

Dated, Chandigarh, the 05th June, 2006

A copy is forwarded to for information and necessary action to the Accountant General (A&E) and Audit, Haryana, Chandigarh with 50 spare copies.

*Sd/-*  
(Rajender Kumar Kataria)  
Joint Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries to Government, Haryana and all Administrative Secretaries to Government Haryana for information and necessary action.

*Sd/-*  
(Rajender Kumar Kataria)  
Joint Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

Endst. No. 5/27/98-1FR/

Dated, Chandigarh, the 05th June, 2006

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary-I&II/OSD-I&II/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for information of Chief Minister/Deputy Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana

*Sd/-*  
(Rajender Kumar Kataria)  
Joint Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary-I&II/OSD-I&II/  
Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/  
Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary  
Secretary/Parliamentary Secretaries, Haryana.

Endst. No. 5/27/98-1FR/

Dated, Chandigarh, the 05th June, 2006

\*\*\*\*\*

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

**No. 4/4(2)2003-2FR**

From

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

To

All Heads of Department, Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 8th June, 2006**

**Subject : The Haryana General Provident Fund Rules, 2006.**

Sir,

In continuation of this office endst. of even number dated 9.5.2006, I am directed to invite your attention on the subject noted above and to inform that copy of the above rules is also available on the website which can be down loaded from site, [www.haryana.gov.in](http://www.haryana.gov.in). You are requested to bring these instructions in the notice of the controlling officers under your control.

Yours faithfully,

*Sd/-*

(B.B. Kaushik)

Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*



**No. 15/04/2006-3B&C**

From

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

To

All the Heads of Departments in Haryana State,  
Registrar, Punjab & Haryana, High Court.

**Dated, Chandigarh, the 14th June, 2006**

**Subject : Excess Over Voted Grants/Charged Appropriations during the year 2002-03 and 2003-04.**

Sir,

I am directed to address you on the subject noted above and to say that the Public Accounts Committee, in its 57th Report, has observed/recommended that :-

“After going through the Finance Accounts and Appropriation Accounts of the Haryana Government for the year, 2002-03 and 2003-04 as shown in the paras of the Comptroller and Auditor General reports and also after hearing the Departmental representatives, the Committee noted with concern that cases of excess expenditure over the grants/appropriations continued to occur despite the Committee's observations time and again that the expenditure should be limited to the grants/appropriations. The main reasons for the excess expenditure over the various grants were attributed to revision of allowances of MLAs. Large number of retirement benefits of employees and different schemes sponsored by Govt. of India and including of prorata charges of establishment during the years 2002-03 and 2003-04.

During the course of oral examination the Committee observed that departments namely Revenue, Medical and Health, Public Health, Irrigation and Printing and Stationery have either withdrawn the funds in excess of budgetary provision or have not reconciled their expenditure figures with Accountant General (A&E) Haryana. The main reasons of excess expenditure appearing during these years were no proper budgetary control at the level of Treasury Officers and non reconciliation of expenditure figures by departments with Accountant General (A&E) Haryana. The committee desired that all departments should properly reconcile their expenditure figures immediately at the end of financial year and especially directed Medical and Health Department to reconcile their expenditure figures with Accountant General (A&E). The Committee also desired that the Finance Department should issue the necessary instructions regarding cases in which, budgetary provisions were in excess drawn in the same grant should not be repeated in future and proper monitoring methods should be adopted at higher levels.”

2. I am to request you that the above observations/recommendations of the PAC and the FDs instructions issued vide No. 15/48/99-3B&C dated 30th July, 2001 as reiterated vide No. 18/13/2002-3B&C dated 26.11.2002 may please be brought to the notice of all concerned for strict compliance and the budgetary provisions should not exceed in the same grant in future and further proper monitoring methods should be adopted at higher levels in the Administrative Department/Head of Department and also at the level of Treasury Officers.

3. The receipt of the letter may kindly be acknowledged.

Yours faithfully,

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 15/04/2006-3B&C

Dated 14th June, 2006

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

Secretary, Haryana Vidhan Sabha Chandigarh with reference to his letter  
No. PAC-29/2005/5064 dated 7th April, 2006.  
The Accountant General (Audit/Accounts), Haryana, Chandigarh.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioner & Principal Secretaries to Government, Haryana.

2. All the Administrative Secretaries to Government Haryana for information and immediate necessary action and for strict compliance in the matter. They are again requested to ensure that recurrence of excess expenditure over voted grants/appropriations is avoided in future and proper monitoring methods should be adopted at higher levels in the Administrative Department/Head of Department and also at the level of Treasury Officers.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 15/04/2006-3B&C

Dated 14th June, 2006

A copy is forwarded to the following :-

Director, Treasuries & Accounts, Haryana for necessary action. It is requested that necessary directions may be issued to all the Treasury Officers to watch the proper budgetary control while passing bills presented by DDOs to them and ensure elimination of the excess draws by the Departments over grants as directed by the Public Accounts Committee. They should also be directed not to repeat the irregularity in future.

A copy is forward to all the Branch Officers/Superintendents of the Finance Department for information and necessary action. They are requested to investigate cases of

excess expenditure in details and take effective remedial measures to eliminate their recurrence.

*Sd/-*  
Under Secretary Finance (B),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Director, Treasury & Account Department, Haryana, Chandigarh.  
All the Branch Officers/Superintendents in FD.

U.O. No. 15/04/2006-3B&C

Dated 14th June, 2006

\*\*\*\*\*

**IMMEDIATE**

**No. 22/5/2001-6B&C**

From

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

To

All Heads of Departments

**Dated, Chandigarh, the 21st June, 2006**

**Subject : Submission of replies of the old Inspection Report.**

Sir

I am directed to invite your kind attention to the Finance Department letter No. 22/5/2001-7B&C, dated 23.12.2005 on the above cited subject and to say that Accountant General(Audit), Haryana has again intimated vide his D.O. No. OAD-II/c/2005-06/231, dated 31.5.2006 (Copy enclosed) that initial replies to the old Inspection Reports are not being sent to him within the prescribed period of four weeks. In most of the cases these are sent after a lapse of one year or so. Moreover the Drawing & Disbursing Officers do not pay attention in sending replies promptly. He has also requested to prepare annotated replies to the outstanding audit paras on the basis of actual compliance/clarification etc., based on records for review by Audit parties.

You are, therefore, again requested again prompt action for the settlement of outstanding IRs by sending annotated replies to the Accountant General, Haryana within a month positively and Finance Department about the action taken in the matter.

Yours faithfully,

Sd/-

Superintendent Budget and Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department:

No. 22/5/2001-7B&C

Dated, Chandigarh, the 21-6-2006

A Copy forwarded to the Accountant General (Audit) Haryana for information with reference to his D.O. No. OADII/c/2005-06/231, dated 31.5.2006.

Sd/-

Superintendent Budget and Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**D.O. No. OAD II(Civil)-II/c//2006-07/231**

OFFICE OF THE  
ACCOUNTANT GENERAL (AUDIT)  
HARYANA.  
PLOT NO. 5, SECTOR 33-B  
DAKSHIN MARG, CHANDIGARH-160020

**Date : 31-05-2006**

**P.S. DAS, IA & AS**  
Sr. Dy. Accountant General

Dear Sir,

It has been observed that the initial replies to the Inspection Reports issued by this office to various departments/DDOs are not received from them within the prescribed period of four weeks. In most of the cases, these are received even after a lapse of one year or so. Apparently, the Drawing and Disbursing Officers are not paying attention in sending promptly the initial replies to this office. Thus, the very purpose of conducting audit is not fully achieved.

During the period from 1.10.2005 to 31.3.2006, it has been noticed that 457 Inspection Reports (IR) were issued after conducting the audit of various state Government Officers/DDOs. Of these, initial replies of 161 IRs only were received which shows that only 35.2 percent initial replies were received, Thus due to lack of communication, the objections for which DDOs have already taken connective actions, could not be settled.

I shall be grateful, if you could kindly look into the matter personally and issue necessary instructions to all the DDOs through their departments to prepare and submit the initial replies within the prescribed period to audit.

With regards,

Yours sincerely,

*Sd/-*  
(P.S. DAS)

**Shri Bhaskar Chattarjee, IAS**  
Financial Commissioner & Principal  
Secretary to Government, Haryana,  
Finance Department, Chandigarh.

\*\*\*\*\*

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

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 23rd June, 2006**

**Subject : Disbursement of pay and allowances/pension for the month of June, 2006.**

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 1st and 2nd July, 2006 on account of Saturday and Sunday respectively, the Governor of Haryana is pleased to decide that in relaxation of the provisions of rule 5.1(1)(e)(1) of the Punjab Financial Rules, Volume I, the pay and allowances for the month of June, 2006 for all Gazetted/ Non-Gazetted Haryana Govt. employees and pension/family pension for the month of June, 2006 for the Haryana Govt. pensioners as well as others who are drawing their pension/family pension from Haryana Government Treasuries may be drawn and disbursed on the 30th June, 2006.

Yours faithfully,

*Sd/-*

Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1/2/90-4FR

Dated, Chandigarh, the 23rd June, 2006

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

The Accountant General (A&E and Audit) Haryana, Chandigarh.  
All the Treasury Officers/Assistant Treasury Officers in Haryana.

*Sd/-*

Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All the Financial Commissioner & Principal Secretaries to Govt., Haryana.

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

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 23rd June, 2006

A copy is forwarded to the Principal Secretary/Additional Principal Secretary I & II/  
OSD I & II/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Deputy Chief  
Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries,  
Haryana for information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief  
Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/  
OSD I&II Senior Secretaries/Secretaries/Private Secretaries to  
Chief Minister/Deputy Chief Minister/Ministers/State Ministers/  
Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 23rd June, 2006

\*\*\*\*\*

**No. 38/10/2006-6WM**

From

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

To

The All the Heads of Departments in Haryana.  
All the Commissioner of Divisions in Haryana.

**Dated, Chandigarh, the 27th June, 2006**

**Subject : Report of the CAG of India — Haryana Government (Revenue Receipts) for the year 2006-2007.**

Sir,

I am directed to refer on the subject noted above and to say that A.G. office has decided to undertake a detailed study/review on "Receipts from Interest on Loans and Advances" for inclusion in the Report of the Comptroller and Auditor General of India, Haryana Government (Revenue Receipts) for the year 2006-2007 for which A.G. office will examine the records of last five years involving collection of data relating to grant of Loans and advances by the State Government to different departments, Government Commercial Undertakings, Public Sector Undertakings, Government Companies, Corporations, Local Bodies, Municipalities etc. and their recoveries alongwith the interest thereon including internal control mechanism and internal audit system, etc. In this connection an Audit Party under the supervision of Senior Audit Officer/Audit Officer will be deputed by A.G. Office for examination of record of the department and field offices.

You are, therefore, requested to issue necessary directions to field offices for extending full cooperation to the Audit Party in producing the relevant records/information as desired by them.

Yours faithfully,

Sd/-

(Surinder Mohan)

Under Secretary, Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 38/10/2006-6WM

Dated, Chandigarh, the 27-6-2006

A copy is forwarded to the Accountant General (Audit) Haryana, Chandigarh w.r.t. his D.O. No. RAW-OR/Review-Interest/2006-2007/360, dated 31-5-2006 for information and necessary action,

Sd/-

(Surinder Mohan)

Under Secretary, Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*



**No. 2/13/06-2PR(FD)**

From

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

To

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

**Dated, Chandigarh, the 28th June, 2006**

**Subject : Grant sanction as a personal measure or under relaxation clause.**

Sir,

It has been observed that lot of cases are being referred to Finance Department to grant sanction as a personal measure or under relaxation clause without examining them properly on merit or necessity. In most of the cases, some past precedents are being quoted to get sanction in an individual case.

In this regard, now it has been decided not to send such cases which involve relaxation or as personal measures without examining them properly on merit or necessity to the Finance Department.

These instructions should be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*

(R.K. Kataria)

Joint Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

*Sd/-*

Deputy Secretary, Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/13/06-2PR(FD)

Dated, Chandigarh, the 28-6-2006

\*\*\*\*\*

<i><b>These instructions have become obsolete.</b></i>
--

**BUDGET INSTRUCTIONS**  
**MOST IMMEDIATE/DATE BOUND**

**NO. 2/5/2006-1B&C**

From

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

To

All the Head of Departments,  
Commissioner of Division and  
Deputy Commissioners in the Haryana State,  
Registrar, Punjab & Haryana Court, Chandigarh.

**Dated, Chandigarh, the 10th July, 2006**

**Subject : Preparation of Budget, Estimates for the year 2007-2008 — Instructions regarding.**

Sir,

As you are aware, all the departments are required to submit various returns every year to the Department for the finalization of Budget Estimates for the next year. Though the comprehensive instructions for preparing these returns are contained in Chapters 3, 4 and 5 of the Budget Manual, yet some additional instructions are issued on the subject by the Finance Department every year. It has been observed that some Departments do not adhere to these instructions strictly while framing Budget Estimates leading to unwanted correspondence and delay. You are, therefore, requested to instruct the concerned officials of your organization to keep these guidelines also in view besides the provisions contained in the Budget Manual particularly to the above stated provisions while preparing the Budget Estimates for the year 2007-2008.

2. Attention is particularly invited to the submission of modified form B.M.2 (enclosed as Annexure-I) which should contain the following information :-

- (a) Original estimates of the current year 2006-2007.
- (b) Accounts of the year 2004-2005.
- (c) Actuals of previous year 2005-2006 for the last 6 months.
- (d) Actuals of current year 2006-2007 for the first 6 months.
- (e) Revised Estimates of expenditure for the year 2006-2007 proposed by Head of Departments.
- (f) Budget Estimates for the year 2007-2008 proposed by Head of Departments.
- (g) Remarks.

**INFORMATION NOT IN ABOVE FORMAT IS LIABLE TO BE RETURNED.** Further, the summary of Minor Heads with the proposal of Budget Estimates 2009-2010 is also needed. **ANY SIGNIFICANT VARIATION MAY PLEASE BE EXPLAINED IN THE REMARKS COLUMN.**

**B.M. FORM 10**

3. Information in B.M. form 10, enclosed at Annexure-II and II-A (as the case may be) regarding Pay, Dearness pay, DA, CCA, Medical Allowances etc. and Annexure-III regarding the provision to be made for OFFICE EXPENSES must, in all cases, be supplied alongwith the Budget Estimates for the year 2009-2010 to enable the Finance Department to assess the normal increase on account of annual increments and also on account of specific items leading to increase in contingencies. In the absence of such information, no increase would normally be provided for.

**POL**

4. The number of vehicles (petrol/diesel driven) in existence and number of vehicles likely to be condemned/replaced during the year 2007-2008 should be indicated separately, while demanding the provision for POL.

5. With regard to the preparation of Budget Estimates 2007-2008, following further clarifications are hereby made for the benefit of all concerned :-

- (i) It is mandatory for the State Government to seek advice of the Accountant General (A&E), Haryana in the matter of opening of new Sub Heads (New Scheme). It is, therefore, reiterated that no new Sub Head (scheme), (both in the Plan and Non Plan budget) will be included until it is approved by the Accountant General (A&E), Haryana. Departments are advised to obtain prior approval of the Accountant General (A&E), through Finance Department, if any new scheme is to be added in the Budget Estimates, 2007-2008.
- (ii) No object head can be opened without the consent of Accountant General (A&E), Haryana. A list of standardized object heads alongwith their code numbers, as approved by the CAG of India, is enclosed (Annexure-IV), Both Plan and Non Plan budget documents will be prepared according to their object Heads with their standardized code numbering 01 to 99. All the departments are requested to restrict their budgetary proposals within these object heads without insisting upon any other object head beyond this list.
- (iii) It has been observed that various departments keep sending proposals for the purchase of motor vehicles during the year without any budget provision for the purpose. All head of departments are requested to make specific budget provisions under object head "motor vehicles" if they intend to purchase any new vehicle or replace old vehicles during 2007-2008 otherwise, no proposal for the purchase of vehicles will be entertained by the Finance Department. It is also clarified that all expenditure relating to vehicles i.e. maintenance, repair, purchase, replacement etc. will be included under the object head "motor vehicles".
- (iv) The Comptroller and Auditor General of India has desired that all expenditure on account of accommodation, transport/DA etc. of Ministers/Officers on travel abroad should be sanctioned and drawn distinctly under the object head "foreign travel allowance". It is, therefore, requested that distinct provision for

this purpose be made, if required, in the budget proposal for the year 2007-2009 under object head "48-foreign travel allowances".

- (v) It has been observed that some of the Plan scheme memoranda does not contain the requirements outlined in the standard form prescribed by the Finance Department (Annexure-V). Rather departments repeat the wording of previous year mainly changing the years only. It is requested that explanatory memoranda to all the plan schemes must be prepared giving full details, including source of funding, upto-date achievements, financial and physical targets for the year, quantum of Central Share or External Aid, as the case may be, as outlined in Annexure-V.

### **ECONOMY IN EXPENDITURE/GUIDELINES**

6. Instructions issued from time to time regarding economy in expenditure must be kept in view.

### **BUDGET CALENDAR**

7. Budget Calendar for the preparation of Budget Estimates for the financial year 2009-2010 is enclosed (Annexure-VI). **IT MAY PLEASE BE NOTED THAT THE FINANCE DEPARTMENT WILL NOT BE ABLE TO ENTERTAIN ANY BUDGET PROPOSAL THAT IS RECEIVED AFTER THE SPECIFIED DATES OR THAT IS NOT OTHERWISE IN ACCORDANCE WITH THESE INSTRUCTIONS. IN SUCH CASES THE BUDGET PROPOSALS WOULD BE FINALIZED BY THE FINANCE DEPARTMENT ACCORDING TO ITS OWN BEST JUDGEMENT.**

8. Receipt of this communication may please be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/5/2006-1B&C

Dated 10.07.2006

A copy, with a copy of its enclosures, is forwarded to the Accountant General (Audit & Accounts), Haryana with the request that :-

He may kindly inform the Finance Department about the estimates of the Heads of Accounts with which he is concerned by the dates indicated in the calendar and;

He may kindly ensure up-to-date reconciliation of expenditure with the departments to enable the latter to frame their revised estimates 2006-2007 realistically.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy, with enclosures, is forwarded to all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government, Haryana, for information.

2. They may kindly ensure that the Departments under their Administrative control submit the budget returns by the dates prescribed in the schedule at Annexure-VI.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 2/5/2006-1B&C

Dated 10.07.2006

A copy, alongwith copies of enclosures, is forwarded to all Special Secretaries/ Deputy Secretaries/Under Secretaries/Superintendents of the Finance Department (Budget Control Branches) for information and necessary action.

2. It is requested that the dates prescribed in the Schedule should be adhered to. Cases of default should be brought to the notice of the concerned Administrative Secretary by the Branch Officer concerned. It is also requested that all the printable budget material should be signed by the concerned Assistant, Superintendent, Under/Deputy Secretary and Special Secretary Finance to ensure the correctness of not only language in Hindi and English both but also the facts, figures and other material.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Special Secretaries/Deputy Secretaries/Under  
Secretaries/Superintendents of the Finance Department  
(Budget Control Branches).

U.O. No. 2/5/2006-1B&C

Dated 10.07.2006

**INTERNAL DISTRIBUTION**

PS/FM  
PS/FCF

**B.M. 2**

Paragraphs - 3.2, 3.5, 3.6, 4.5, 4.6, 4.7, 4.8, 4.11, 5.17, (ii) (a) and Appendix H

**Annexure - I****Form BM-2**

Major HEAD :

Major HEAD SUB MAJOR HEAD MINOR HEAD STANDARD OBJECT OF EXPENDITURE	Budget 2006- 2007	Accounts 2004-2005	Actuals of previous	Actuals of current 2006-2007 for last 6 months	Revised Estimate 2006-2007 Proposed by Head of Department	Budget Estimate 2007-2008 Proposed by Head of Department	Remarks
Salaries							
D.A.							
Leave Travel Concession							
Medical Allowance							
Stipend/Scholarship							
Travel Expenses							
Office Expenses							
POL							
Material & Supplies							
Rent Rate and Taxes							
Wages							
Motor Vehicle							
Grant-in-aid							
Foreign Allowance							
Other Charges							
Others (Pl. Specify as selected form- Annexure-VI according to the requirement)							
Total :							

**Note :-** In the case of Irrigation Branch 6+6 months actuals need not be supplied for any head except.

“Maintenance and, Repairs” and “establishment”.



**ANNEXURE – II-A****From B.M. 10**

Nominal roll referred to in paragraph 3.6(a) and 5.6

Other for Education, Health, Police and PWD Departments

Department \_\_\_\_\_

Date : \_\_\_\_\_

1	2	3		4	5	6	7	8	
Sr. No.	Post/ Designation	Total No. of Sanctioned Posts	Filled	Vacant	Pay Scale	Basic Pay on 1/4/2007	Dearness Pay	Rate of increment	Special Pay, if any

9	10	11	12	13	14	15	16
Total Pay	CCA	HRA	Fixed Med. Allow.	Medical Reimbursement	Dearness Allowance	Total Prov. for the year)	Remarks

- Notes :-**
- (1) Voted and changed item should be separately shown.
  - (2) In case of temporary establishment authority under which they are entertained should be quoted.
  - (3) Numbers and amount should agree with the entries in the estimates from.



**ANNEXURE - III****Form BM - 10**

<b>Sr. No.</b>	<b>Standard object of expenditure Head</b>	<b>Actual Expenditure 2004-2005</b>	<b>Actual Expenditure 2005-2006</b>	<b>Budget Estimates 2006-2007</b>	<b>Proposed Revised Est. 2006-2007</b>	<b>Budget Estimates 2007-2008</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

The following items only from the object Head OFFICE EXPENSES

- (i) Stationery/Office Material
- (ii) Printing of Forms etc.
- (iii) Details of any other items peculiar to Departments.

**ANNEXURE - IV**

<b>Code No.</b>	<b>Object Head (SOEs)</b>
01	Salaries
02	Wages
03	Dearness Allowances
04	Travel Expenses
05	Office Expenses
06	Rent, Rates and Taxes
07	Publications
08	Advertising and Publicity
09	Grants-in-Aid
10	Contributions
11	Subsidies
12	Scholarships and Stipends
13	Hospitality/Entertainment Expenses
14	Sumptuary Allowances
15	Secret Services Expenditure
16	Major Works
17	Minor Works
18	Maintenance
19	Machinery and Equipment
20	Tools and Plant
21	Motor Vehicle
22	Investments
23	Loans
24	Materials And Supplies
25	Interest
26	Dividends
27	Pensions
28	Gratuities
29	Depreciation
30	Inter Account Transfers
31	Write off Loans/Losses
32	Suspense
33	Professional and Special Services
34	Other Charges
35	Royalty
36	International Programmes

<b>Code No.</b>	<b>Object Head (SOEs)</b>
37	Payments out of Discretionary Grants
38	Deputation/Travel Abroad of Scientists
39	Rewards
40	Water Charges
41	Discounts
42	Commitment Charges
43	Cost of Ration
44	Arms and Ammunition
45	P.O.L
46	Clothing, Tentage and Store
47	Stores and Equipment
48	Foreign Travel Allowances
49	Festival Advances
50	Advances
51	Compensation
52	Gifts
53	Reserves
54	Expenses of Conduct Tours
55	Fees to Staff Artist
56	Feeding and Cash Doles
57	Purchase of Food Grains
58	Central State Transfer of Resources
59	Prizes and Awards
60	T.A. D.A. to Non Official Members
61	Refunds
62	National Value of Gifts Received
63	Customs Duty
64	Lands
65	Buildings
66	Proficiency & Special Services
67	Medical Reimbursement
68	Election Expenditure
69	Contractual Service
70	Leave Travel Concession
71	MRC to Pensioners
72	Aid to Poor Accused
73	Aid to indigent Persons

<b>Code No.</b>	<b>Object Head (SOEs)</b>
74	Special Comp. Plan for SC.
75	Conveyance Allowance
76	Unemployment Allowance
77	Deduct Recoveries
78	Deduct Recoveries (Suspense)
79	Ex-Gratia
80	Lump Sum Provision
81	Court Fee
82	Legal Camps
83	Equipment of Lab
84	Legal Fee to Counsels
85	Research and Development
86	Training
87	Honorarium
88	Computerisation (IT)
89	Miscellaneous
90	Rebate on Khaki
91	Recoveries
92	Energy Charges
93	Uniform/Liveries
94	Fellowship
95	Internship
96	Work Figure
97	Development of Farm
98	Furniture
99	Purchases

**ANNEXURE - V**

**MEMORANDUM EXPLANATORY OF THE PLAN SCHEMES**

1. Plan Head\_\_\_\_\_
2. Name of the Scheme\_\_\_\_\_
3. 17 digit code No. \_\_\_\_\_
4. Description \_\_\_\_\_ Explanatory memorandum should contain the following information/details :-
  - (a) When the Scheme was started?
  - (b) Financing pattern of the scheme (SP, CSS, CSP) or EAP.
  - (c) Aims and Objects of the scheme from its initiation and its performance.
  - (d) Targets achieved so far.
  - (e) Financial and physical targets for the year 2007-2008.
  - (f) Quantum of funds likely to be borne by Government of India or by any other external agency.
  - (g) Benefit of the scheme and reasons for continuation of the scheme during the year 2007-2008.

**ANNEXURE - VI****SCHEDULE OF DATES FOR THE SUBMISSION OF RETURNS TO THE FINANCE DEPARTMENT IN CONNECTION WITH THE PREPARATION OF THE BUDGET ESTIMATES, 2007-2008.****I. Ordinary Budget****(a) Receipts Estimates - (Receipt Budget Material)**

(i)	Other than Land Revenue, Irrigation and civil works by	3rd October, 2006
(ii)	Land Revenue by	25th October, 2006
(iii)	Irrigation by	6th November, 2006
(iv)	Civil works by	20th November, 2008
(v)	Final Receipts Estimates in respect of Land Revenue, State Excise Duties, Stamps Interest, Irrigation and Extraordinary Receipt by	3rd January, 2007
(b)	Expenditure Estimates (Permanent Budget Material)	From 16th October, 2006 to 6th November, 2006

**II. Schedule of New Expenditure****A - Non-Plan- 2007-2008**

- (a) Technically New Schemes – (Material for continued SNEs) 28th August, 2006  
 (b) Proposals for New Schemes \_\_\_\_\_ 30th September, 2006

**B - Plan – 2007-2008**

(i)	Discussion with the Planning Commission to be arranged by the Planning Department by	1st week of December, 2006
(ii)	Revised Schedule in Forms B.M. 2 and Memoranda, where necessary on the basis of the discussion with the Planning Commission to be supplied to the Finance Department.	Within one week from the discussion with the Planning Commission

**III. Statement of Excesses and Surrenders**

	Statement of Excesses and Surrenders to be supplied to the Finance Department by the Head of Department by	1st December, 2006
--	--	--------------------

\*\*\*\*\*

***These instructions have been Revised vide  
No. 5/11/93-1FR, Dated 12.01.2009.***

**No. 5/11/93-1FR**

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Chandigarh, the 19th July, 2006**

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab and Haryana High Court, Chandigarh.

**Subject :** **Revision of rate of conveyance allowance to blind and Orthopaedically Handicapped Haryana Govt. employees.**

Sir,

I am directed to refer to Haryana Govt. Finance Department letter No. 5/11/93-1FR, dated 11th January, 2006 on the subject noted above and to say that the Government has reconsidered the whole matter afresh and decided to revise the above referred instructions. The revised provisions are :-

1. Conveyance allowance from 5% of the basic pay subject to a maximum of Rs. 250/- p.m. sanctioned vide letter No. 5/11/93-1FR, dated 11-1-2006 will now be 10% of the basic pay subject to a maximum of Rs. 600/- p.m. on the following condition :-
  - (i) The allowance shall not be admissible to those employees who have been provided with the facility of Govt. transport.
2. This decision shall take effect from **01-08-2006**.

Yours faithfully,

*Sd/-*

(B.B. Kaushik)

Deputy Secretary Finance,

*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 5/11/93-1FR

Dated, Chandigarh, the 19th July, 2006

A copy alongwith 50 spare copies are forwarded to the Accountant General (A&E) and Audit, Haryana, Chandigarh for information necessary action.

*Sd/-*

(B.B. Kaushik)

Deputy Secretary Finance,

*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries to Government, Haryana and all Administrative Secretaries to Government, Haryana for information and necessary action.

*Sd/-*  
(B.B. Kaushik)  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner, & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 5/11/93-1FR

Dated, Chandigarh, the 19th July, 2006

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary-I&II/OSD-I&II/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for information of Chief Minister/Deputy Chief Minister/Ministers/State-Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
(B.B. Kaushik)  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary-I&II/OSD-I&II/  
Sr. Secys./Secretaries/Private Secretaries to the Chief Minister/  
Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary  
Secretary/Parliamentary Secretaries, Haryana.

U.O. No. 5/11/93-1FR

Dated, Chandigarh, the 19th July, 2006

\*\*\*\*\*



**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 21st July, 2006**

**No. 1/3/17/02 SO-1Pen.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume II, in their application to the State of Haryana, namely :-

1. (1) These rules may be called the Punjab Civil Services, Volume II (Haryana First Amendment) Rules, 2006.
- (2) They shall come into force with immediate effect.
2. In the Punjab Civil Services Rules, Volume II, in Appendix I, in Family Pension Scheme, 1964, in para 4, for sub para (iii), the following sub para shall be substituted, namely :-

"(iii) The pension is admissible :-

- (a) in the case of widow/widower upto the date of death or remarriage, whichever is earlier;
- (b) in the case of son/unmarried daughter until he/she attains the age of twenty five years;
- (c) in the case of parents who were wholly dependent on the Government employee when he/she was alive, upto the date of death provided the deceased employee had left behind neither a widow nor a child;
- (d) in the case of children in the order of their birth and younger of them will not eligible for family pension unless the elder next above him/her has become ineligible for grant of family pension:
- (e) in the case of divorced/widowed daughter till they are alive :

Provided that an unmarried daughter including widowed/divorced daughter will become ineligible for pension from the date of her marriage/remarriage:

Provided further that the son/unmarried daughter including widowed/divorced daughter shall become ineligible for pension if he or she starts earning livelihood

The income criteria in respect of parents and widowed/divorced daughter shall be that their earning is not more than Rs. 2550/- per month. Provided also that parents and widowed/divorced daughter shall produce an annual certificate to the effect that their earning is not more than Rs. 2550/- per month The upper ceiling of family pension shall be 30% of basic pay of the deceased employee, subject to a minimum of Rs. 1913/- per month.

- Note.—**
- (i) Where an officer is survived by more than one widow, the pension will be paid to them in equal shares. On the death of a widow, her share of the pension will become payable to her eligible minor child. If at the time of her death, a widow leaves no eligible minor child, the payment of her share of the pension will cease.
  - (ii) Where an officer is survived by a widow but has left behind an eligible minor child from another wife, the eligible minor child will be paid the

share of pension which the mother would have received, if she had been alive at the time of the death of the officer.

- (iii) Where the family pension is payable to twin children, it shall be paid to such children in equal shares and when one such child ceases to be eligible his/her share shall revert to the other child and when both of them cease to be eligible the family pension shall be payable to the next eligible single child/twin children."

BHASKAR CHATTERJEE,  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

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

**WORKSHOP/DATE BOUND**  
**FIXED FOR 4.8.2006,9.30 AM**

From

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

To

All Head of Department in Haryana.  
(As per List)

**Memo No. 8/29/06-4Pen.**

**Dated 27th July, 2006**

**Subject :** **Regarding Work Shop on pension.**

Reference on the subject noted above.

2. The Accountant General (A&E) Haryana is organizing a "Workshop on Pension" for the Drawing and Disbursing Officers (DDOs) of various Directorates of Haryana on 4.8.2006 at 9.30 AM in the Conference Hall of A.G. Office located in Sector 33, Chandigarh.

3. In view of above, you are requested to sponsor DDOs for this workshop. Name of officer(s) nominated for the aforesaid workshop may be intimated to the Accountant General (A&E) Haryana and a copy of this letter may also be endorsed to the Finance Department for information.

4. This may please be treated as 'Most Urgent'.

Sd/-  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 1/3/17/02-1Pension**

From

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

To

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

**Dated, Chandigarh, the 27th July, 2006****Subject : Regarding amendment in Family Pension Scheme, 1964.**

Sir,

I am directed to invite your attention on the subject cited above and to say that on further amendment of rules contained in Appendix-I of C.S.R. Vol.-II with regard to Family Pension Scheme, 1964, widowed/divorced daughter is also entitled to Family Pension for lifetime or re-marriage whichever is earlier. Further, the Family Pension to the children will be admissible in their order of birth whereas earlier it was first admissible to son. In the case of twin children it will be paid in equal share. A copy of amendment Notification No. 1/3/17/02-S.O.1Pen dated 21.7.06 is also enclosed herewith.

2. It is clarified that the wards/dependents of all employees/retirees who are governed by Family Pension Scheme 1964 will be eligible for benefit of the aforesaid amendments in the Family Pension Scheme with effect from date of notification.

3. The contents of aforesaid amendments may be brought to the notice of all concerned for necessary compliance.

Yours faithfully,

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioners & Principal Secretaries to Government  
Haryana.

All the Administrative Secretaries to Government, Haryana.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to  
Government, Haryana.

All the Administrative Secretaries to Government, Haryana.

U.O. No. 1/3/17/02-1Pension

Dated, Chandigarh, the 27th July 2006

No. 1/3/17/02-1Pension

Dated, Chandigarh, the 27th July 2006

A copy alongwith 1000 spare copies is forwarded to the Accountant General (A&E) Haryana, Chandigarh for information & necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/3/17/02-1Pension

Dated, Chandigarh, the 27th July 2006

A copy is forwarded to the Member Secretary, Haryana Bureau of Public Enterprises for information & necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/3/17/02-1Pension

Dated, Chandigarh, the 27th July 2006

A copy is forwarded to :-

President, Haryana Govt. Retired Officers Welfare Association (Regd.)  
Panchkula (Subhash Bansal) 900 Sector-7, Panchkula.

President, Haryana Civil Pensioners Welfare Association (Regd.) Nirmal  
Dham (Model Town), Karnal.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 36/18/2002-WM(5)**

From

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

To

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

**Dated, Chandigarh, the 9th August, 2006**

**Subject : Computerization of Accounts of Long Term Advances like House Building Advance, Motor Car Advance, Scooter Advance, Marriage Advances and Computer Advance etc.**

Sir,

I am directed to refer to this office letter of even number dated 9th November, 2004, on the subject noted above vide which all Head of Departments were desired to supply complete details of sanctions, debit vouchers, recovery schedules etc. of House Building Advances, Motor Car Advances, Computer Advances, Marriage Advances, interest etc. to Accountant General (A&E) Haryana on the prescribed proforma. Now Accountant General (A&E), Haryana has again pointed out that required information, on the prescribed proforma, is not being made available by some of the departments i.e. complete details of sanctions, debit vouchers and recovery schedules etc. which is causing hindrance in implementation of this particular programme of computerization of record of long term advance accounts.

2. It is, therefore, again requested that the following information may be supplied to Accountant General (A&E), Haryana regularly:

- (i) Complete information as prescribed in Annexure-I in respect of fresh sanctions.
- (ii) Complete information as in Annexure-II in the recovery Schedules of HBA, MCA, Marriage Advances and Computer Advances etc. attached with pay bills.
- (iii) In all NDC cases, debit vouchers and correspondence relating to long term advances GPF Account number be mentioned invariably

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

Yours faithfully,

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 36/18/2002-WM(5)

Dated, Chandigarh, the 9th August, 2006

A copy is forwarded to the Accountant General (A&E), Haryana, Chandigarh w.r.t. his D.O. letter No. TM(T)/Comp. of Loans/1034 dated 29-9-04 for information.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 36/18/2002-WM(5)

Dated, Chandigarh, the 9th August, 2006

No. 36/18/2002-WM(5)

Dated, Chandigarh, the 9th August, 2006

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

State Election Commissioner, Haryana.  
Secretary to Governor, Haryana.  
Resident Commissioner, Govt. of Haryana, Haryana Bhawan, New Delhi.  
Secretary, Haryana Vidhan Sabha.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL DISTRIBUTION**

PS/FM  
PS/FCF  
In-charge, Computer Cell

**Annexure - I**

Sanction must incorporate the following information.

1.	Name of the Sanctioning Authority
2.	Sanction No and Date
3.	Name & Designation of loanee
4.	GPF Account No alongwith series
5.	Nature of loan i.e., HBA, MCA, MA, Computer, Interest etc.
6.	Head of Account
7.	Amount of loan sanctioned
8.	No. & rate of installments
9.	Month from which recovery is to commence
10.	Rate of interest
11.	Rate of Penal interest
12.	Name of DDO

**Note :-** It must be mentioned clearly in the condition of sanction itself that the recovery of interest will be commenced immediately after the recovery of principal is completed.

**Annexure - II**

Schedule of Recovery of \_\_\_\_\_ Advance.

**Head of Accounts: Major Head:  
Minor Head:**

Sr. No.	Employee Name & Designation	GPF Account No. alongwith Series	Total amount drawn	Amount recovered upto pervious month	Installment No/Total number of installments	Amount recovered in this bill	Balance Amount
1	2	3	4	5	6	7	8

Signature of the DDO

\*\*\*\*\*



***These instructions have further been clarified vide  
No. 3/13/05-2Pension, Dated 04.10.2007.***

From

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

To

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

**Memo No. 3/13/05-2Pension**

**Dated, Chandigarh, the 17th August, 2006**

**Subject : C.W.Ps. filed by employees retired prior to 1.4.95 on the issue of merger of DA in gratuity.**

Kindly refer to the subject cited above.

2. A number of retirees who retired prior to 1.4.1995 have filed writ petitions for grant of benefit of DA on gratuity. Most of these writ petitions have been disposed of with direction to respondents to pass speaking order in terms of judgment in C.W.P. 7446/2003 decided on 23.8.2005. Some of employees have also served legal notice on the issue of grant of DA on gratuity.

The issue has been examined in Finance Department and it is brought out that matter with regard to grant of DA on gratuity has been decided by Hon'ble Apex Court in Civil Appeal No. 129 of 2003 while deciding a bunch of Civil Appeals including an appeal of Punjab Govt. where the issue involved was also grant of DA on gratuity to retirees retired prior to 1.4.95. The Hon'ble Apex Court has denied claim of retirees with the observation that Govt. can fix cutoff date due to financial constraints.

In view of the above, claim of all such petitioners is not to be entertained by passing speaking orders by the respondent departments. You are, therefore, advised to decide all such cases at your level without referring the matter to Finance Department. A copy of the speaking order issued by the Finance Department in a similar writ petition No. 2527/2006 is enclosed for reference.

Sd/-  
Account Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Contd..  
Encl.**

**ORDER**

Shri Bishamber Dayal & Others teachers had approached the Hon'ble High Court by Way of filing C.W.P. No. 2527 of 2006 claiming therein the benefit of revised retiral dues and gratuity at par with the employees who retired on or after 1.4.95. The said writ petition was decided on 20.2.2006 with the direction to respondent No. 2 to pass speaking order, in the light of legal notice dated 6.1.06 and judgment passed in C.W.P. No. 7446 of 2003, titled Hoshiar Singh & Ors. Vs. State of Haryana decided on 23.9.2005, within three months from the date a certified copy of the order is received.

In compliance of the above mentioned directions of Hon'ble Punjab & Haryana High Court all the relevant issues have been examined by the undersigned. It emerges from the facts that vide Govt. instructions dated 8.3.1996 it was decided that the dearness allowance linked to All India Consumer Price index 1201.66 be treated as dearness pay for reckoning emoluments for the purpose of retirement gratuity/death gratuity under the State Government relevant rules. The aforesaid decision was made applicable to Government employee who retired or died, by fixing a cutoff date, as on or after April 1st, 1995. The said decision was based on the decision of Government of India. Similar decision was also taken by the State of Punjab. The said decision was challenged by way of filing C.W.P. No. 7446 of 2003 titled as Hoshiar Singh and Others Vs State of Haryana and in some other writ petitions. These Writ Petitions were disposed of by Hon'ble High Court on 23.9.2005 with the observation that the cutoff date that is April, 1995 laid down in the instructions dated March 8, 1996 was wholly irrelevant for the purpose of enhanced pensionary benefits. Accordingly, it was held that all retirees who retired/died earlier or after April 1, 1995 would be entitled to the revised pensionary benefits.

C.W.P. No. 7446 of 2003 alongwith some other petitions were disposed of by the Hon'ble High Court vide its order dated 23.9.95. However, the issue involved in these writ petitions was already under consideration of Hon'ble Apex Court in a bunch of Civil Appeals in the main Civil Appeal No. 129 of 2003. These were disposed of by Apex Court vide Orders dated on August 11, 2005

From the perusal of judgment of Hon'ble Apex Court it reveals that the employees or Govt. of Punjab who retired during the period 31.7.1993 to 31.3.1995 were claiming the benefit or circular dated 13.12.1996 under which the State Govt. employees who retired or died on or after 1.4.1995 were entitled to get retirement gratuity/death gratuity on the basis of addition of certain portion of dearness pay to the basic pay. Similarly the said benefit was claimed by the employees of the Central Govt. in their writ petitions. The said claim was examined by the Hon'ble Apex Court in a bunch of Civil Appeals in the main Civil Appeal No. 129 of 2003 decided on August 11, 2005.

The Hon'ble Apex Court after examining all the relevant record and hearing the parties came to the conclusion that the action taken on the part of Govt. can neither be characterized as irrational nor as arbitrary so as to infringe Article 14 of the Constitution of India. Financial & economic implications are very important for any decision touching the administration of the Government and hence the Hon'ble Court observed that it is difficult to accept the argument on behalf of the employees that the decision of the Central Govt. to limit the benefit only to the employees who retired/died on or after 1.4.1995 after calculating the financial implications thereon was either irrational or arbitrary. The Hon'ble Court held that cutoff date fixed as 1.4.1995 was on a very valid ground namely that of financial constraints and consequently the Hon'ble Apex Court set aside the common judgment and order of the Hon'ble Punjab & Haryana High Court in C.W.P. No. 4995 of 1997 alongwith judgment and order of the

Hon'ble High Court of Himachal Pradesh in C.W.P. No. 462 of 2003 and Civil Review No. 32 of 2003.

Since the judgment of Hon'ble Apex Court dated August 11, 2005 could not be brought to the notice of Punjab & Haryana High Court at the time of hearing in bunch of writ petitions in main C.W.P. No. 7446 of 2003 by the counsel appearing on behalf of the State Govt., it has been decided to file review applications in all these cases

Since law on this issue has already been laid down by the Hon'ble Apex Court, which have binding effect under the provisions of article 141 of the Constitution of India, the claim of the petitioners in C.W.P. No. 2527 of 2006 could not be acceded to and is hereby rejected.

*Sd/-*

(Bhaskar Chatterjee)

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Dated, Chandigarh,  
the 8th June, 2006

\*\*\*\*\*

**No. 12/22/2001/HBPE/FD/SA**

From

The Member Secretary,  
Haryana Bureau of Public Enterprises,  
Finance Department, New Sectt. Building,  
Sector-17, Chandigarh.

To

All Head of Departments.

**Dated, Chandigarh, the 18th August, 2006**

**Subject : Review of receipts from interest on loans and advances for inclusion in the report of the Comptroller and Auditor General of India — Haryana Government (Revenue Receipts) for the year 2006-07.**

Sir,

I am directed to refer to this office letter No. 1/6/78-SA (FD) dated 21.3.1979 vide which guidelines for recoveries of Government loans, interest and dividend from State Government Undertakings were issued and the Departments were asked to maintain registers regarding loan, shares held by the Government and dividends as per the proforma enclosed with the letter.

2. Subsequently, the CAG in its report for the year ended 31.3.1996 observed that certain departments are not charging 2% penal interest on the non-payment of loans on due date and some of the departments are not even maintaining the requisite loan registers/ledgers etc. It was, therefore, impressed upon vide this office letter No. 12/1/33-P (9) dated 21.7.1997 and 16.1.2002 that guidelines issued for the recovery of Government loans, interest and dividend should be followed in letter and spirit.

3. The Public Accounts Committee in its 58th report presented to Haryana Vidhan Sabha on 24 March, 2006, while discussing Para 5.7 of CAG's report for the year ended 31.3.99 titled "Non-charging of Interest and Penal Interest" has again desired that appropriate action in the matter should be taken by the Government for its logical solution.

4. You are, therefore, once again requested to ensure that guidelines issued by the Finance Department regarding recoveries of Government loans, interest and dividend are followed in letter and spirit Quarterly progress report in respect of your department should be sent to the Finance Department (in Budget and Committee Branch) through your Administrative Department with a copy of the same to this office.

Yours faithfully,

*Sd/-*  
Research Officer,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

Endst. No. 12/22/2001/HBPE/FD/SA

Dated, Chandigarh, the 18th August, 2006

A copy is forwarded to the Managing Directors/Chief Administrators/Chief Executive officers of all the State Public Enterprises in Haryana (Boards, Corporations, Co-operative Institutions etc.) for information and necessary action.

*Sd/-*  
Research Officer,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

Endst. No. 12/22/2001/HBPE/FD/SA

Dated, Chandigarh, the 18th August, 2006

A copy is forwarded to the Accountant General Haryana (A&E) for information and necessary action

*Sd/-*  
Research Officer,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

Endst. No. 12/22/2001/HBPE/FD/SA

Dated, Chandigarh, the 18th August, 2006

A copy is forwarded to Financial Commissioner Principal Secretary to Govt., Haryana, Finance Department (in Budget and Committee Branch) w.r.t their letter No. 15/43/2001-3B&C, dated 6.7.2006 for information and necessary action.

*Sd/-*  
Research Officer,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 2nd September, 2006.**

**No. 1/8/2006-1Pen.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume II, in their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Civil Services, Volume II (Haryana Second Amendment) Rules, 2006.
2. In the Punjab Civil Services Rules, Volume II, in Appendix I, in Family Pension Scheme, 1964, in Para 12, after sub para (iv), the following sub para shall be inserted, namely :-

**"(iv-a)** The Family Pension shall be admissible from the date following the date of death of the employee while in service. If under special circumstances, a family pension is granted long after a Government employee had died, retrospective effect shall not be given to it without the special orders of the Government. In absence of special orders such Family Pension will take effect only from the date of sanction. However, procedural delay upto one year shall not require special sanction of Government."

**BHASKAR CHATTERJEE**  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

<b><i>These instructions have become obsolete.</i></b>
--

**MOST IMMEDIATE****No. 20/1/2002/6B&C**

From

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

To

All Head of Departments

**Dated, Chandigarh, the 15th September, 2006**

**Subject : Reconciliation of Departmental figures of expenditure and receipts & expenditure with those of Accountant General Haryana for the month of May, 2006.**

Sir,

I am directed to invite your attention on the subject noted above and to say that despite repeated specific instructions issued by the Finance Department the head of the Departments are not paying the desired attention to this important item of work i.e. reconciliation of Departmental expenditures & receipts with those of Accountant General Haryana causing undue delay. Reconciliation work of all the 196 Head of accounts (127 expenditure & 69 receipts) must be completed at the end of every quarter. Therefore, you are requested that the reconciliation work pertaining to D.D.Os under your control must be initiated and completed immediately with the Accountant General (A&E) Haryana, under intimation to Finance Department. The Accountant General (A&E) Haryana has again brought to the notice of Finance Department that some of the Departments have partially reconciled the said account up to 46 major heads but reconciliation work has not yet been under taken in 117 major heads.

2. Reconciliation of Receipt & Expenditure figures with those of A.G. (A&E) office is extremely essential for proper accounting and efficient management of state finances. It is, therefore, again emphasized that the reconciliation work pertaining to D.D.Os under you control must be initiated and completed immediately under intimation of the Finance Department (in B&C Br).
3. Final progress report may also be sent to this office within a week, positively.
4. This may please be treated as most immediate.

Sd/-

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 20/1/2002/6B&amp;C

Dated, Chandigarh, the August, 2006

A copy is forwarded to Sr. Dy. Accountant General (A&E) Haryana w.r.t. his letter No. TM (C)/Recon/2006-07/269-72, dated 16.7.2006 for information

*Sd/-*  
Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Superintendent, Ways & Means Br. for information and necessary action.

*Sd/-*  
Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Superintendent,  
Ways & Means Br.

U.O. No. 20/1/2002/6B&C

Dated, Chandigarh, the September, 2006

\*\*\*\*\*



***These instructions have further been clarified vide  
No. 1/52/2005-2Pension, Dated 20.07.2009.***

**No. 1/52/2005-2Pension**

From

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

To

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

**Dated, Chandigarh, the 15th September, 2006**

**Subject : Counting of Non Practicing Allowance or pensionary benefits.**

Sir,

I am directed to refer you to this department letter No. 1/52/2005-2Pension, dated 26.4.2006 on the subject cited above and to say that after reconsideration by the Government, it has been decided that these instructions will be applicable in the case of all doctors in different departments who are already in receipt of Non Practicing Allowance.

2. This may please brought to the notice of all the concerned for information and necessary action.

Yours faithfully,

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/52/2005-2Pension

Dated, Chandigarh, the 15th September, 2006

A copy is forwarded to the Accountant General (i)(A&E), (ii) (Audit), Haryana, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/52/2005-2Pension

Dated, Chandigarh, the 15th September, 2006

A copy is forwarded to the Home Secretary to the Chandigarh Administration, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded :-

All the Financial Commissioner in Haryana and  
All the Commissioners & Administrative Secretaries to Government,  
Haryana.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner in Haryana and  
All the Commissioners & Administrative Secretaries to Govt., Haryana  
for information.

U.O. No. 1/52/2005-2Pension

Dated, Chandigarh, the 15th September, 2006

A copy is forwarded to the Principal Secretary to Chief Minister Haryana for  
information.

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary to Chief Minister, Haryana.

U.O. No. 1/52/2005-2Pension

Dated, Chandigarh, the 15th September, 2006

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

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Senior Secretaries/Secretaries/Private Secretaries to the  
Ministers, Ministers of State, Chief Parliamentary Secretary and  
Parliamentary Secretaries, Haryana.

U.O. No. 1/52/2005-2Pension

Dated, Chandigarh, the 15th September, 2006.

\*\*\*\*\*

**No. 1/8/06-1Pension**

From

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

To

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

**Dated, Chandigarh, the 19th September, 2006**

**Subject : Regarding amendment in Family Pension Scheme, 1964.**

Sir,

I am directed to invite your attention on the subject cited above and to enclose herewith a copy of Notification dated 2.9.2006 with regards to amendment of rules contained in Appendix-I of C.S.R. Vol.-II with regard to Family Pension Scheme, 1964 for deciding cases of delayed payment of Family Pension.

2. It is clarified that the wards/dependents of all employees/retirees who are governed by Family Pension Scheme, 1964 will be eligible for benefit of the aforesaid amendments in the Family Pension Scheme with effect from date of Notification.
3. The contents of aforesaid amendments may be brought to the notice of all concerned for necessary compliance.

Yours faithfully,

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioners & Principal Secretaries to Government,  
Haryana.

All the Administrative Secretaries to Government, Haryana.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to  
Government, Haryana.

All the Administrative Secretaries to Government, Haryana.

U.O. No. 1/8/06-1Pension

Dated, Chandigarh, 19th September, 2006

No. 1/8/06-1Pension

Dated, Chandigarh, 19th September, 2006

A copy alongwith 1000 spare copies is forwarded to the Accountant General (A&E) Haryana, Chandigarh for information & necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/8/06-1Pension

Dated, Chandigarh, 19th September, 2006

A copy is forwarded to the Member Secretary, Haryana Bureau of Public Enterprises for information & necessary action

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/8/06-1Pension

Dated, Chandigarh, 19th September, 2006

A copy is forwarded to the Secretary, Council of Ministers, Haryana for information.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 2/2/2004-WM(3)**

From

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

To

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

**Dated, Chandigarh, the 20th September, 2006****Subject : Instructions regarding recovery of House Building and Other Advances.**

Sir,

I am directed to refer to this department's instructions issued vide letter No. 12669-WM(1)-77/35145, dated 14th December, 1977 regarding the subject cited above and to state that it has been observed that some departments are making recovery of 2nd and 3rd instalments of the House Building Advance (HBA) for construction of house from 13th issue of the pay from the date of the drawal of 2nd/3rd instalment which is not correct. It is, therefore, clarified that the repayment (recovery) of the instalment(s) taken for the construction of house shall commence from the 13th issue of the pay after the 1st instalment is taken. However, in case

2nd/3rd instalment is also taken within the said 13th issue of pay, then the repayment of all these instalments too will commence from the 13th issue of the pay from the date of drawal of the

1st instalment. If, however, 2nd/3rd instalment is taken after the 13th issue of pay from the date of drawal of the 1st instalment, then the repayment will commence immediately after the drawal of the said 2nd/3rd instalment, as the case may be. The position is further clarified in the following example:

Mr. "A" had taken 1st instalment of HBL for construction of house on 24.8.2006. His recovery will commence from the 13th issue of pay i.e. pay of August, 2007 payable on 1.9.2007. He took the 2nd instalment on 20.07.2007 and 3rd instalment on 9.11.2007. His recovery of 2nd instalment will commence from 1.9.2007 and the 3rd instalment from 1.12.2007.

2. It has also been observed that some departments are making recovery of principal as well as interest after a considerable gap of period or even at the time of issuance of NDC. Accountant General, Haryana has pointed out to recover penal interest upon all such overdue instalments of principal and interest, as the case may be, @ 8% per annum and accordingly the recovery of penal interest has to be made in such an eventuality.

3. The recovery of interest should commence from the month following that in which the repayment of the principal had been completed in case of HBA and other advance cases also.

4. It is also clarified that if the Government employee concerned so desires in writing to commence the recovery of his loan earlier than the due date, then recovery may be allowed to be started earlier also but this option once exercised will be considered as final.

5. Copy of this instruction is also available on the website which can be down loaded from the site, [www.haryana.nic.in](http://www.haryana.nic.in).

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

Yours faithfully,

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/2/04-WM(3)

Dated, Chandigarh, the 20th September, 2006

A copy is forwarded to the Accountant General (A&E) Audit, Haryana. Chandigarh with 20 spare copies for information and necessary action.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

All Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government, Haryana.

U.O. No. 2/2/2004-WM(3)

Dated, Chandigarh, the 20th September, 2006.

No. 2/2/2004-WM(3)

Dated, Chandigarh, the 20th September, 2006.

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

The State Information Commissioner, Haryana, Chandigarh.  
The State Election Commissioner, Haryana.  
Member Secretary, Haryana Bureau of Public Enterprises, Chandigarh.  
The Resident Commissioner, Government of Haryana. Haryana Bhawan,  
New Delhi.  
The Secretary to Governor, Haryana.  
The Secretary, Haryana Vidhan Sabha.  
Directors of Medical Colleges in Haryana State

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Officers on Special Duty I & II/Media Advisor/Senior Secretaries/Secretaries/Private Secys. to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries for the information of Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II officers on Special Duty I & II/Media Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy./ Parliamentary Secretaries.

U.O. No. 2/2/2004-WM(3)

Dated, Chandigarh, the 20th September, 2006.

**INTERNAL DISTRIBUTION**

PS/FM  
PS/FCF  
Incharge, Computer Cell

\*\*\*\*\*

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

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 21st September, 2006.**

***Subject : Disbursement of Pay and Allowances/Pension for the month of September, 2006.***

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 30 September, 1st and 2nd October, 2006 on account of Saturday Sunday and Dussehra/Mahatma Gandhi jayanti respectively, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the September, 2006 for all Gazetted/Non Gazetted Haryana Govt. employees and pension for the month of September, 2006 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 29th September, 2006.

Yours faithfully,

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 21.09.2005

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

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 21.09.2006.



A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for Haryana State for information.

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana.  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 21.09.2006

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for the information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/  
Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 21.09.2006.

\*\*\*\*\*

**Subject : Sanction of Expenditure by the Administrative Departments.**

Will all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana kindly refer to the U.O. No. 5/7/2005-1B&C, dated 3.5.2006 on the subject noted above?

2. As per present policy of the Government the medical reimbursement claims in which treatment is taken from any reputed/specialized Hospitals outside the approved list of hospitals are disposed of at the level of Administrative Department without referring the same to the Finance Department subject to the following conditions :-

- (i) Due permission/approval of the appropriate authority in the Administrative Department may be obtained before incurring such expenditure.
- (ii) There is adequate budget provisions.
- (iii) The verification/recommendation of the Government in the Health Department should be obtained.

3. The matter has been reconsidered by the Finance Department and it has now been decided that the condition as laid down at Sr. No. (i) above has further been modified and it may be read as under :-

- (i) Due permission/approval of the appropriate authority in the Administrative Department may be obtained before incurring such expenditure. Administrative Department will also ensure that the treatment taken by the employee was of emergent nature and it was needed immediately. The hospital was the nearest available hospital for the treatment of Govt. official.

4. It is requested that these instruction may please be brought to the notice of all concerned for compliance.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.

**U.O. No. 5/7/2005-1B&C**

**Dated : 25th September, 2006**

No. 5/7/2005-1B&C

Dated : 25th September, 2006

A copy is forwarded to All Head of Departments for information and necessary action.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 5/7/2005-1B&C

Dated : 25.9.2006

A copy with 10 spare copies each is forwarded to Accountant General (A&E/Audit), Haryana for information.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all Officers/Superintendents/In-charge Computer Cell of the Finance Department (Expenditure Control Branches) for information and necessary action.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Officers/Superintendents of the Finance Department  
(Expenditure Control branches)  
In-Charge Computer Cell, Finance Department.

No. 5/7/2005-1B&C

Dated : 25.9.2006

**INTERNAL DISTRIBUTION**

PS/FM  
PS/FCF

\*\*\*\*\*

**No. 4/2/98-5FR/2807**  
**GOVERNMENT OF HARYANA**  
**FINANCE DEPARTMENT**

**Chandigarh, the 27th September, 2006**

To

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

**Subject : Payment of Dearness Allowance – Revised rates effective from 01-07-2007.**

Sir,

I am directed to refer to this department circular letter No. 4/2/98-1FR/1544, dated 24th April, 2006 on the Subject noted above and to say that the Governor of Haryana is pleased to decide that the Dearness Allowance payable to Haryana Government employees shall be enhanced from the existing rates of 24% to 29% of the pay w.e.f. 1st July, 2006.

2. The other provisions regarding payment of dearness allowance contained in FD's letter No. 4/2/98-1FR-II/623, dated 30-4-1999 and for those employees who opted to retain pre-revised scales in their case provisions contained in para 2 of letter No. 4/2/98-1FR/654, dated 23rd June, 2000 shall continue to be applicable while regulating Dearness Allowance under these orders. However, with effect from 01-04-2004, Dearness Allowance will be computed on the basis of Basic Pay, Dearness Pay and NPA.

3. The arrears on account of enhanced Dearness Allowance from 1st July, 2006 to 30th September, 2006 in respect of all Government employees shall be credited to their General Provident Fund Account. However, it will be paid in cash from 1st October, 2006 *i.e.* for the month of October, 2006 paid in November, 2006.

5. Copy of these orders is also available on website which can be downloaded from the site "[www.haryana.nic.in](http://www.haryana.nic.in)".

Yours faithfully,

*Sd/-*

(B.B.Kaushik)

Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 1046/2004-2FICW, Dated 27.01.2009.***

**No. 10/44/2006-2FICW**

From

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

To

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

**Dated, Chandigarh, the 3rd October, 2006**

**Subject : Re-Classification of Towns and Cities.**

Sir,

I am directed to invite a reference to Haryana Government Finance Department circular letter No. 4316-2FICW-2004, dated 17-6-2005 on the subject noted above and to say that for some time past, the State Government have had under their consideration the question of re-classification of some towns/cities for the purpose of grant of house rent allowance on the basis of latest census population figures of 2001. Accordingly, it has been decided to re-classify the following towns/cities as 'A' class and 'B' class respectively :-

<b>Sr. No.</b>	<b>Name of City/Town</b>	<b>Existing classification</b>	<b>Re-classified</b>
1.	Rewari	'B'	'A' class city
2.	Palwal	'B'	'A' class city
3.	Cheeka (Kaithal)	Unclassified	'B' class city

2. The grant of house rent allowance shall, however, be subject to the same conditions as have already been laid down for the purpose in Haryana Government letter No. 10/46/2004-2FICW, dated 17-12-2004 and instructions issued in this regard from time.

3. House Rent Allowance in the above mentioned cities on the basis of their new status will be allowed to the Government employees with effect from 1-10-2006.

Yours faithfully,

*Sd/-*

(Desh Raj Lamba)

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 10/44/06-2FICW

Dated, Chandigarh, the 3rd October, 2006.

A copy is forwarded to the Accountant General (A&E) Haryana, Chandigarh for information.

*Sd/-*  
(Desh Raj Lamba)  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and Principal Secretary/ Administrative Secretaries to Government Haryana for information and necessary action.

*Sd/-*  
(Desh Raj Lamba)  
Under Secretary Finance,  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 10/44/06-2FICW

Dated, Chandigarh, the 3rd October, 2006.

A copy is forwarded to the Principal Secretary/Additional Principal Secretary-I-II/ Officer on Special Duty-I-II/Senior Secretary/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Chief Parliamentary Secy./Parliamentary Secretaries for information.

*Sd/-*  
(K.K. Grover)  
Superintendent FICW  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary-I-II/  
Officer on Special Duty-I-II/Senior Secretary/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 10/44/06-2FICW

Dated, Chandigarh, the 3rd October, 2006

\*\*\*\*\*

**No. 36/2/2006-WM(6)**

From

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

To

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

**Dated, Chandigarh, the 9th October, 2006.**

**Subject : Grant of interest free Festival Advance to Class IV Government employees during the year 2006-2007.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free festival advance of Rs. 1,500/- (Rupees One thousand and five hundred only) to all class IV Govt. employees in the State who apply for it.

2. The advance will be admissible to permanent/temporary Class IV employees and to adhoc employees who are continuing in service for the last one year and are likely to continue for another four months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would in the case of temporary employees allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanee before the close of the financial-year 2006.2007.

3. The billowing conditions should also he observed in sanctioning this advance :-

- (i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly instalments and the entire advance should be recovered from the pay of the employees before the close of the financial year 2006-2007.
- (iii) The advance may be drawn and disbursed on or before 21/10/2006.
- (iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- (v) The advance should not be granted by parent Departments to those Class IV employees who are on deputation to other Governments/Corporations and Local Bodies etc.
- (vi) If both husband & wife are employed, the advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each bill in the enclosed Performa I. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana (A&E) Chandigarh, every month.

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by the end of November, 2006 in the enclosed Performa -II.

6. The expenditure will be debited to the Major Head "7610-Loans- to Government Servants etc. 800-other Advances (98) Festival Advance (50) Advances (Non-Plan). The recoveries made will be credited to the corresponding receipt head i.e. 7610-Loans to Governments Servants etc. 800-Other Advances (98) Festival Advances (Receipt).

Copy of this is also available on the website which can be down loaded from the site, [www. Haryana.nic.in.](http://www.Haryana.nic.in)

Yours faithfully,

*Sd/-*  
(Ram Dhari)  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 36/2/2006-WM(6)

Dated, Chandigarh, the 9th October, 2006.

A copy is forwarded to the Accountant General, (A&E and Audit) Haryana, Chandigarh for information and necessary action.

1. The expenditure will be debited against Grant No. 25 under Major Head "7610-Loans to Government Servants etc.-800 Other Advances-(98) Festival Advance 50) Advances (Non Plan).

2. The detailed account of recoveries will be maintained by the Drawing & Disbursing Officers.

*Sd/-*  
(Ram Dhari)  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 36/2/2006-WM(6)

Dated, Chandigarh, the 9th October, 2006.

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request that the stipulated date may please be strictly followed and no bill be passed after 21.10.2006. The payment made on the basis of the sanction issued by the Departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

*Sd/-*  
(Ram Dhari)  
Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



Copies are forwarded to :-

The Financial Commissioner & Principal Secretary to Govt., Haryana,  
Revenue Department,  
All the Financial Commissioner & Principal Secretaries/Administration  
Secretaries to Govt., Haryana;  
for information and necessary action.

*Sd/-*

(Ram Dhari)

Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner & Principal Secretary to Govt.,  
Haryana, Revenue Department.  
All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

No. 36/2/2006/WM(6)

Dated, Chandigarh, the 9th October, 2006.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I & II/Officer on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/for the information of Chief Minister/ Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secy./Parliamentary Secretaries/ Deputy Chairman, Planning Board. Haryana.

*Sd/-*

(Ram Dhari)

Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/Officers on  
Special Duty I & II/Media Advisor/Advisor/Senior Secretaries/Secretaries/  
Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers/  
State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/  
Deputy Chairman Planning Board, Haryana.

U.O. No. 36/2/2006/WM(6)

Dated, Chandigarh, the 9th October, 2006.

No. 36/2/2006/WM(6)

Dated, Chandigarh, the 9th October, 2006.

A Copy is forwarded to the following for information & action, where necessary to  
the :-

Chairmen/Commissioners/Managing Directors of all Boards/Commissions/  
Corporations in Haryana.  
Vice Chancellors of all the Universities/Director Medical Colleges Haryana.  
Computer-In-Charge, Computer Cell, Finance Department Haryana.  
Record Section, Finance Department with 50 spare copies.

*Sd/-*

(Ram Dhari)

Deputy Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**PROFORMA - I****SCHEDULE OF RECOVERIES**

S. No.	Name & Designation of employee(s)	Total amount of advance	Recoveries upto last month
1	2	3	4

Amount of advance recovered in this bill	Total amount of recovered upto date	Balance	Remarks
5	6	7	8

**PROFORMA - II**

Name of Department	Name of Office	Drawing & Disbursing Officer	Amount of Festival advance granted drawn and disbursed to the employees
1	2	3	4

\*\*\*\*\*

***These instructions have been Revised partly vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 23.07.2008.***

**No. 68/2/2001/FD/Pension/SAP**

From

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

To

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

**Dated: 10th October, 2006**

**Subject :** **Time Schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.**

Sir,

I am directed to invite your attention to the instructions issued by this department vide letter No. 68/2/2001/FD/Pension/SAP dated 3.9.2001, 3.1.2002, 13.12.2002, 6.11.2003 and 2.6.2005 on the issue of timely disposal of pension cases and to adhere to the time schedule for payment of retiral benefits to the retiring Govt. employee. It has been observed that the time schedule fixed by the Finance Department is not being followed resulting thereby in delay in the finalization of pension cases.

2. It has also been observed that many departments are not even forwarding the monthly progress report of pension cases and in certain cases the report is not being sent in the Proformas prescribed vide this department letter No. 68/2/2001/FD/Pension/SO-3, dated 6.11.2003.

3. In view of above position, the following guidelines are now being issued to streamline the existing procedure regarding expeditious finalization of cases of pensionary benefits :-

**The Head of Office will ensure the following**

- (i) To get the pension papers filed from the retiree 24 months before the date of his retirement. A set of pension paper will be provided to the pensioner. In the case of employee borne on transferable State Cadre (like HCS, SAS, DA, DDA, ADA, etc.) the pension papers will be got filled by the Head of Office one year prior to his date of retirement where the official/Officer is working and in the case of officers working in State Public Undertakings, the pension papers will be sent by his parent department.
- (ii) Immediately on receipt of pension papers, action will be initiated for verification/ completion of service book/record.
- (iii) In the case of transfer of an employee from one office to another, the service book will be completed with regard to service verification, entitlement of leave etc. The service book should be forwarded at the time of issuance of LPC.

- (iv) Steps should be taken to finalize long standing advances/recoveries against the retiree.
- (v) It should be ensured that steps are taken to expedite enquiries, if any, pending against the official.
- (vi) In the case of Gazetted Officer, a reference should be made to the Govt. for getting clearance certificate from the Vigilance Department in favour of the retiring officer one year before the date of retirement.
- (vii) In the case of employees residing in Govt. accommodation, steps should be taken for obtaining No Due Certificate from the concerned authority well in time.
- (viii) Where the employee wants to retain Govt. accommodation for the permissible period of 4 months after the date of retirement, the licence fee be deposited in advance after obtaining consent of concerned employee to facilitate issuance of "No Due Certificate".
- (ix) The pension case should be sent to the Account General (A&E) Haryana for the issue of Certificate and Report at least one year before the date of retirement.
- (x) The pension case after removing the objections raised by the A.G. (A&E) Haryana in the Certificate & Report should be resubmitted to the Accountant Govt., General (A&E) so as to reach him at least one month before the date of retirement of the employee concerned alongwith "No Dues Certificate" for the issue of pension/gratuity/commutation payment order by the A.G. (A&E) Haryana on the date of his retirement.
- (xi) An authenticated photocopy of the entire case shall be retained by the Head of Office before forwarding the same to the Accountant General Haryana in order to avoid the difficulties arising out of the loss of the record in transit.
- (xii) It may please be noted that any amount required to be withheld for adjustment of outstanding dues should be intimated while sending the reply to C&R which should accompany NDC. In the absence of NDC alongwith reply of C&R it will be presumed by the A.G. office that nothing is due against the retiree and the full amount of DCRG will be released to the retiree. Later on if any amount is found recoverable, the same shall be recovered from the Drawing and Disbursing officer.
- (xiii) The order of leave encashment should be issued 15 days prior to date of retirement. It should be ensured that this payment is made on the date of retirement.
- (xiv) In case of employees against whom departmental/judicial proceedings are pending, steps should be taken for the grant of provisional pension and the case should be sent to A&G (A&E) Haryana 6 months before retirement. However, it may be ensured that provisional pension is authorized on merits depending upon gravity of offence and it should not be sanctioned to the delinquent employee who is likely to be dismissed from Govt. Service. Therefore, orders of competent authority be obtained in such cases before forwarding case to A.G. (A&E) Haryana.
- (xv) A certificate of verification of service may be issued to every Govt. employee when he completes 10 years of qualifying service. Thereafter this certificate may be issued at periodic intervals of 5 years.

**The Head of Department shall ensure the following:**

- (i) That all Head of Offices working under him undertake the assessment of Govt. dues recoverable from the Govt. employees 18 months before the date of retirement.
  - (ii) The Govt. employee is given an opportunity of putting his/her view point about the recoverable dues. The Head of Department shall obtain a certificate every 6 months from the Head of Offices working under them that the assessment of dues in all cases due for retirement coming up in the next one year have been finalized.
  - (iii) A "Nodal Officer" is appointed for each office to review and monitor the pension cases in his office. The names of Nodal Officers so appointed may be forwarded to the Administrative department as well as Finance Department. This exercise should be completed within one month of issuance of these instructions.
  - (iv) That review of pending pension cases is undertaken through quarterly meetings to be held in the month of Jan., April, Sept. and December. The proceedings of each meeting should be forwarded to Administrative Department and Finance Department.
  - (v) The retirement order may be issued by 7th of the date of retirement.
  - (vi) It should be ensured that retiring employee of Haryana Govt. are given PPO/CPO/GPO on the date of their retirement.
4. The Administrative Secretaries concerned will review the pension cases of his department at least twice a year.
5. The representative of Accountant General (A&E) should be called in the meeting conveyed at the level of Head of Department/Administrative Secretaries.
6. The monthly progress report of pension cases may now onward be send by 7th of the following months in the enclosed Performas. If it is feasible to send the consolidated report of the department (only in the case of big departments like PWD, Education, Police etc.) the Divisional Heads directly with copy endorsed to Head of Department and AG (A&E) Haryana.
7. You are therefore, requested that above instructions are noted by all Officers/ Officials dealing with pension cases for strict compliance.
8. The receipt of these instructions may be acknowledged.

Yours faithfully,

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarding to Accounts General (A&E) Haryana for information w.r.t. his letter No. Pen-I/Gen-9/Minutes of Meeting/06-07/857/25.7.2006 for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

Chief Secretary to Govt., Haryana,  
All the Financial Commissioners in Haryana and  
All the Commissioner & Secretaries to Government, Haryana.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

Chief Secretary to Govt., Haryana.  
All the Financial Commissioners in Haryana and  
All the Commissioner & Secretaries to Government, Haryana.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 68/2/2001/FD/Pension/4P

Dated, Chandigarh, the 10th October, 2006

### Statement No. I

Statement showing the up to date position of pending pension cases who have already retired from the department of \_\_\_\_\_ for the month of \_\_\_\_\_

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Sr. No.	Name & Designation	Date of retirement/ Death (DOR)	Date on which pension papers were submitted by the retiree	Letter No. & date vide which pension Papers were sent to A.G. Haryana.	Authority with whom pending,	Reasons for pendency and steps being taken	Whether Provident Fund payment has been made	Whether leave encashment payment has been made.	Whether GIS payment has been made.

**Statement No. II**

Statement showing up to date position of cases who are due to retire within next 12 months in respect of Department \_\_\_\_\_ for the month of \_\_\_\_\_

1	2	3	4	5	6	7
Sr. No	Name & Designation	Date of Retirement (DOR)	No. & date vide Which pension case has been sent to A.G. Haryana	Whether C&R, has been issued by A.G. Haryana	Latest position of the case	In case of Gazetted Officers, latest position of Vigilance Clearance Certificate

**Statement No. III**

Statement showing up to date position of cases who are due to retire in one year but before 24 months in respect of Department \_\_\_\_\_ for the month of \_\_\_\_\_

1	2	3	4	5	6	7	8
Sr. No.	Name & Designation	Date of retirement	Letter No. & date vide which retiree has been asked to submit pension papers	Whether service book/record has been verified up to date	Whether steps have been taken to finalize long term advances/ recoveries shortage against the retire	Whether steps to expedite any enquiry pending against the official/retiree have been taken and if so details thereof.	Latest position of the case.

\*\*\*\*\*

**No. 37/11/2006/Acctt./HBPE (FD)**

From

The Member Secretary,  
Haryana Bureau of Public Enterprises,  
Finance Department, New Secretariat, Haryana,  
Sector-17, Chandigarh.

To

The Managing Director/Chief Administrator/  
Chief Executive Officer of all the Boards,  
Corporations, Companies and Co-operative  
Institutions in Haryana.

**Dated, Chandigarh, the 12th October, 2006****Subject : Adoption of Group Gratuity Scheme from Insurance Company.**

Sir,

I am directed to invite your attention to the subject noted above and to say that with the opening up of the insurance sector, many reputed insurance companies have been established in the country, which are offering a host of services and products catering to statutory as well as voluntary requirements of organisations. An Insurance Regulatory and Development Authority (IRDA) has also been established to supervise and regulate the business of such insurance companies.

2. One of the products being offered by the insurance companies is the Group Gratuity Scheme under which a Trust is to be created which manages the contributions to be made on account of gratuity. Services such as actuarial valuation, necessary approvals and tax filings, member accounting, trust administration, investment and monitoring of funds etc. are provided by the insurance company as per the requirements of the concerned organisation in order to maximise the returns. The organisation adopting the scheme gets tax benefits on contributions to the Trust under the Income Tax Act and also the statutory liability of gratuity gets staggered.

3. In view of the aforementioned, you may consider adopting the approved Group Gratuity Scheme from any of the insurance companies registered with IRDA at your discretion with the approval of your Board of Directors.

4. These instructions will supersede the instructions, issued vide this office letter of even No. dated 18.7.2001.

Yours faithfully,

*Sd/-*

Management Consultant,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

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

*Sd/-*

Management Consultant,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

To

All the Administrative Secretaries to  
Govt., Haryana.

U.O. No. 37/11/2006/Acctt/HBPE (FD)

Dated, Chandigarh, the 12th October, 2006

\*\*\*\*\*



**Memo No. 5/79/05-3Pension**

From

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

To

All Heads of Departments; the Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) In Haryana,  
The Accountant General Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 18th October, 2006.**

**Subject :** **Calculating the length of qualifying service for retirement benefits.**

Sir,

I am directed to invite a reference towards instructions issued by F.D's letter No. 1/1(2)-83-2FR-II dated 28.12.1983 (copy enclosed) on the above noted subject vide which it was decided that in calculating the length of service for the purpose of pension a fraction of a year equal to three months and above shall be treated as a completed one half year and reckoned as qualifying service for determining the amount of pension. It has now been decided that the rounding of fraction of three months and more to completed one half yearly will also be applicable in the case of Death-cum-Retirement-Gratuity as per provision of Rule 6.16.-A of C.S.R. Vol. II.

Receipt of this communication may please be acknowledged.

Yours faithfully,

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 5/79/05-3Pen

Dated 18.10.06

A copy is forwarded to Accountant General (A&E) Haryana for information and necessary action.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

- (i) All the Financial Commissioner & Principal Secretaries to Govt. Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana.

No. 5/79/05-3Pen

Dated, Chandigarh, the 18.10.06.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.  
Haryana, Finance Department.

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

Copy of letter **No. 1/1/(2)-83-2FR-II, dated 28.12.1983** from the Commissioner & Secretary to Govt. Haryana, Finance Department to all Heads of Departments, Commissioners of Divisions, all Deputy Commissioners and Sub Divisional Officers (C) in Haryana & the Registrar, Punjab and Haryana High Court, Chandigarh.

**Subject :**      **Calculating the length of qualifying service for retirement benefits.**

Sir,

I am directed to invite a reference to the proviso to rule 6.1 of the Punjab Civil Services Rules, Volume II wherein it has been laid down that in respect of officers retiring from service on or after 5-1-1961, fractions of year equal to six months and above shall be treated as a completed six months period for the purpose of calculation of any pension admissible to such an offer the matter has further been examined and it has been decided that in calculating the length of qualifying service for the purpose of pension, a fraction of a year equal to three months and above shall be treated as a completed one-half year and reckoned as qualifying service for determining the amount of pension.

2.                The existing provisions of the Punjab Civil Services Rules, Volume II in. this respect may be deemed to have been amended to the extent. This shall come into force with effect from the date of issue of these orders.
3.                Formal amendment to the above said rules will be made in due course.
4.                Receipt of this letter may please be acknowledged.

Yours faithfully,

*Sd/-*  
(S. L. Dhani),  
Joint Secretary. Finance (R),  
for Commissioner & Secretary to Govt., Haryana,  
Finance Department.

\*\*\*\*\*

**No. 25/1/2005/SA/HBPE (FD)**

From

The Member Secretary,  
Haryana Bureau of Public Enterprises,  
Finance Department, New Sectt. Building,  
Sector-17, Chandigarh.

To

The Managing Directors/Chief Administrators/  
Chief Executive officers of all the State Public Enterprises in Haryana (Boards,  
Corporations, Co-operative Institutions etc)

**Dated, Chandigarh, the 19th October, 2006**

**Subject : Instructions regarding matters to be referred by State Public Enterprises to Administrative Departments/Haryana Bureau of Public Enterprises, Finance Department.**

Sir,

I am directed to invite your kind attention to the instructions issued vide this office letter No. 25/1/2005/SA/HBPE (FD), dated 19.12.2005 on the subject noted above.

2. Para (A) (ii) (a) and (b) of the above instructions are amended as under :-

(A) Replacement of Condemned Vehicles of State Public Enterprises.

(ii) All other cases regarding replacement of vehicles should be sent' to HBPE through the Administrative Department for consideration and approval. Such proposals should be formulated keeping in view the following :

(a) Taxis should be used as pool vehicles at the Headquarters to the extent possible at a maximum ceiling of 2500 Km per month at a monthly expenditure not exceeding Rs. 17,500/-. The unutilized mileage as per this norm may be allowed to be carried over to the subsequent months. However, the total annual expenditure on such vehicles should not exceed Rs. 2.10 lakhs per vehicle, Taxis be hired only after inviting bids in at least one popular newspaper.

(b) in the Field Offices, the entitled officers may be allowed to hire/ engage Taxis on contract basis up to a maximum ceiling of 2500 km per month at a monthly expenditure not exceeding Rs. 17,500/- for discharging official duties instead of providing them official vehicles. This ceiling may be relaxed up to 3000 km and Rs. 21,000 per month by the concerned Managing Director/Chief Administrator/Chief, Executive Officer. The unutilized mileage as per this norm may be allowed to be carried over to the subsequent months. The total annual expenditure on such vehicles should not exceed Rs. 2.10 lakhs/Rs. 2.52 lakhs per vehicle.

Taxis be hired only after inviting bids in at least one popular newspaper.

3. The above instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*  
Research Officer,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

A copy is forwarded to the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government Haryana for information and necessary action.

*Sd/-*  
Research Officer,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

U.O. No. 25/1/2005/SA/HBPE (FD)

Dated, Chandigarh, the 19.10.2006

Endst. No. 25/1/2005/SA/HBPE (FD)

Dated, Chandigarh, the 19.10.2006

A copy is forwarded to all Heads of Departments for information and necessary  
action.

*Sd/-*  
Research Officer,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

\*\*\*\*\*

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Office Memorandum**

**No. 4/7/99-2FR/2895**

**Dated, Chandigarh, the 19th October, 2006**

**Subject : Grant of dearness relief to the pensioners/family pensioners of the Haryana Government on the revised pension/family pension w.e.f. 1.7.2006.**

Sir/Madam,

I am directed to invite a reference to this department circular letter No. 4/7/99-2FR/1801, dated the 18th May, 2006 on the subject noted above and to state that the Governor of Haryana is pleased to decided that the dearness relief shall be paid to the Haryana Government Pensioners/Family Pensioners to compensate them for the rise in cost of living at the rate of 29% w.e.f. 1.7.2006.

2. Payment of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee if the same is 50 paise or above. Conversely, it will be rounded off to the lower side if the same is less than 50 paise.

3. These orders will not apply to the Pensioners whose pension has been determined on adhoc basis without reference to the emoluments drawn by them, that is, Political Pension, Special Pension, War Risk Pension etc. The relief will also not be admissible to the re-employed pensioners during the period of their re-employment.

4. The dearness relief mentioned above will not be admissible to the employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee, who, on permanent absorption in the said bodies, elects the alternative of receiving the death-cum-retirement gratuity in lump-sum, in view of pension as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume-II, as amended from time to time and as applicable to the pensioners/family pensioners under the rule making power of Haryana Government, will not eligible to the dearness relief even after he/she has ceased to be in the employment of the organization concerned.

5. In view of the position stated above, Haryana Government pensioners shall be entitled for the payment of dearness relief at a uniform rate of 29% of the revised pension/family pension w.e.f. 1.7.2006. Therefore, it has been decided that it will be the responsibility of the pension disbursing authority, including the nationalized banks etc. to calculate the quantum of the dearness relief payable in each individual case.

6. The expenditure involved will be debitible to the Major Head "2071-Pension and Other Retirement Benefits".

7. Copy of this order is also available on the website which can be down-loaded from the site, [www.Haryana.nic.in](http://www.Haryana.nic.in).

Yours faithfully,

Sd/-

(B.B.Kaushik)

Deputy Secretary, Finance,

for Financial Commissioner & Principal Secy. to Govt.,

Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been clarified again vide No. 6/84/2006-3PR(FD), Dt. 06.02.2007, 13.04.2007 & 02.06.2008.***

**MOST URGENT**  
**COURT CASE**

**No. 6/84/2006-3PR(FD)**

From

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

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 23rd November, 2006**

**Subject :** **Regarding Grant of benefit of stepping-up to senior employees at par with junior employees in case of ACP matters.**

Sir,

I am directed to refer to Haryana Government Notification No. GSR3/Const/309/1998, dated 7th January, 1998 and No. GSR.4/Const/Art/309/1998, dated 7.1.1998 vide which the pay scales of State Government employees were revised w.e.f. 1.1.1996. The State Govt. introduced ACP scales scheme in lieu of higher standard pay scales to take care of stagnation and lack of promotional avenues for employees belonging to Group 'C' and 'D' the eligibility, for grant of ACP Scale vide Rule 5 of ACP Rules, 1998, the provisions are that :

- (1) Every Government servant who, after a regular satisfactory service for a minimum period of 10 years, if the minimum period is not otherwise prescribed to be different than 10 years either in these rules or by the Government for any class or categories of Government servant from time to time, has not got any financial upgradation in terms of grant of a pay scale higher than the functional pay, scale prescribed for the post as on 31.12.1995, on which he was recruited as a direct recruited fresh entrant.
- (2) Every Government servant, who, after a regular satisfactory service for minimum period of 20 years, if the minimum period is not otherwise prescribed to be different than 20 years either in these rules or by the Government for any class or categories of Government servant from time to time, has not got any financial upgradation in terms of grant of a pay scale higher than the functional pay scale prescribed for the post as on 31.12.1995, on which he was recruited as a direct recruited fresh entrant.

Some Government employees filed various writ petitions in the Hon'ble Punjab & Haryana High Court granting therein the benefit of stepping up of their pay scale at par with the

juniors and these Writ Petitions were disposed of by the Hon'ble High Court in terms of judgement in the case of Suraj Bhan (Supra) in civil writ petition No. 45/1999. The judgement in that case was delivered on 21st September, 2000 that :-

"Accordingly, we allow both the writ petitions and set aside the impugned action of the respondents. The pay of the petitioners in this regard thus cannot be termed to have been validly reduced. They were entitled to the same pay scale as were the direct recruits."

The above decision was followed in a series of other Writ Petitions. The State Govt. preferred to challenge the said order by way of filing various SLPs in the Hon'ble Supreme Court and Civil Appeal No. 3250/2006 filed in SLP No. 20264/2004 in the case of Ram Sarup & Others, the Hon'ble Apex Court has disposed of these SLPs keeping in view the facts of Suraj Bhan's case. The operative part of the above said judgement is reproduced as under-

**Rule 9 reads thus :**

"9. Non admissibility of stepping up in certain cases :- If the service rules provides or circumstances warrant direct recruitment at the level of promotional post, in addition to the filling up of such posts through promotion, no benefit of pay up gradation to the Senior Government servant who happens to be direct recruit to a post other than the post on which the junior Government servant is a direct recruit, on The plea that the junior promotes is drawing more salary based on the, benefit of ACP upgradation shall be admissible."

**(emphasis supplied)**

Rule 9 quoted above only says that the senior Government servants, who are direct recruits, are not entitled to get any stepping up in case any anomaly arises regarding the receipt of lesser pay by them. However, the same is not applicable to the respondents herein who joined service as Group "D" employees and later got promotion to Group "C" post by selection. If there is any anomaly to the effect that the senior Government servants are receiving lesser pay than their juniors, Who entered, the service from a different source of recruitment, certainly such senior Government servants are entitled to stepping up of their pay in order to bring them on par with the Salary which is being received by their juniors. There is no clause in the scheme which prohibits such stepping up of salary which is a common practice applicable to all Government employees in case there is anomaly in the pay structure of the employees.

By the impugned judgement, the High Court has held that the respondents are entitled to get the ACP scales that are applicable to Group "C" post, but the Rules, as such, do not provide for that. The Rules say that if there are already two upgradations, then the concerned employees are not entitled to the benefit of ACP scales. Nevertheless, if ACP scales, are higher they are certainly entitled to the ACP Scales at the starting point. The date of giving such ACP Scales is the date of entry into the service and though these respondents are entitled to get ACP Scales and get fixation of the ACP scales as applicable to Group "D" employees and in case there are anomalies to the effect that they receive lesser pay than their juniors working in the same cadre/post, such senior Government servants are entitled to step up of their salary to get it on par with the salary which is being received by their juniors.

In the result, all the appeals are partly allowed. The appellants shall revise the pay scales of the respondents. In case of any anomaly if the employees who, on fixation of ACP

scales, are in receipt of lesser salary than their juniors in the same cadre/post then their salary shall be stepped up accordingly. Revised orders shall be passed within a period of two months of the receipt of the copy of this Order by the Government. However, if upon revision of the pay-scales any employee is liable to refund any amount the Government shall not insist on refund of such amount. If any employee is entitled to get any amount by way of pay revision, the said amount shall be made available to him within a period of six months from the date of receipt of the copy of this order by the Government.

Keeping in view of the judgment of Hon'ble Apex Court the State Government has decided to implement the judgment of the Hon'ble Apex Court. Accordingly all the concerned Departments are directed to take action in the case of concerned respondents in the light of Hon'ble Apex Courts observation in the first instance within prescribed period.

Yours faithfully,

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 23rd November, 2006

A copy for information is forwarded to the following :-

The Accountant General (A&E and Audit) Haryana, Chandigarh.  
The Home Secretary Chandigarh Administration Chandigarh.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Administrative  
Secretaries to Government Haryana.

U.O. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 23rd November, 2006

A copy is forwarded to the PSCM/Dy. PSCM-I & II/OSD/Sr. Secretaries/ Secretaries/Private Secretaries to the Chief Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretary for information of Chief Ministers/Ministers of State and Chief Parliamentary Secretary, Parliamentary Secretary.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



To

The PSCM/Dy. PSCM-I & II/OSD/Sr. Secretaries/Secretaries/  
Private Secretaries to the Chief Ministers/Ministers of State/  
Chief Parliamentary Secretary and Parliamentary Secretaries.

U.O. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 23rd November, 2006.

\*\*\*\*\*

**No. 1/15/2003-2PR(FD)**

From

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

To

All the Administrative Secretaries to Government Haryana,  
All the Head of Departments in Government of Haryana,  
All the Commissioner of Divisions of Haryana,  
All the Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 27th November, 2006**

**Subject : Fixation of pay of General Category employees at par with juniors of reserve category.**

I am directed to invite your attention on the subject cited above and to say that some General Category employees have been demanding that their pay may be fixed at par with their juniors of reserve category employees as they have regained their seniority over them as per Hon'ble Supreme Court's order in Ajit Singh Janjua & others Vs. State of Punjab & Others J.T. 1999 (7) S.C, 153. The aforesaid matter has been examined and it is observed that the Hon'ble Supreme Court in State of Haryana and Others Vs. O.P. Gupta 1996 (2) RSJ 194 have held that in case of notional promotion allowed from the deemed date, the concerned Officials are not entitled for payment of arrears of salary as they had not worked during the period. Accordingly, payment should be made from the actual date of promotion and notional pay fixation be made for the intervening period viz. deemed date of promotion to actual date of promotion. In the light of judgement the Government have thus decided that no arrears of salaries is payable to the employee for the period between the deemed date of promotion and the actual date of promotion.

These instructions should be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Chief Secretary to Govt. Haryana (General Services-III Branch) with reference to his U.O. No. 22/59/2002-3GSII dated 10.10.2006 for information and necessary action.

*Sd/-*

Senior Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt. Haryana,  
(General Services-III)

U.O. No. 1/15/2003-2PR(FD)

Dated : 27.11.2006

A copy is forwarded for information and necessary action to all the Financial Commissioners and Principal Secretaries and Administrative Secretaries to Govt., Haryana.

*Sd/-*

Senior Accounts Officer (PR)  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries and  
Administrative Secretaries to Govt., Haryana.

U.O. No. 1/15/2003-2PR(FD)

Dated : 27.11.2006

\*\*\*\*\*

**No. 34/2/94-WM(3)**

From

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

To

All Head of Departments Commissioner of Divisions,  
Deputy Commissioners & S.D.O.s (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court &  
All District & Session Judges in Haryana State.

**Dated, Chandigarh, the 28th November, 2006**

**Subject : Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employee and also fixation of rate of interest on General Provident Fund for the financial year 2006-2007.**

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2006-2007 at the rates given below :-

<b>Sr. No.</b>	<b>Purpose</b>	<b>Rate of interest for 1st Advance 2006-2007 per annum.</b>	<b>Rate of interest for 2nd Advance 2006-2007 per annum.</b>
1.	<b>House Building Advance</b>	8%	9%
2.	<b>Motor Car/Motor Cycle/ Scooter/Moped Advance.</b>	8%	9%
3.	<b>Marriage Advance</b>	8%	9%
4.	<b>Computer Advance</b>	8%	9%
5.	<b>Cycle Advance</b>	7%	8%

2. In case of mis-utilization of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest.

3. It has also been decided to fix the rate of interest at 8% (Eight Percent) per annum on deposits in the General Provident Fund w.e.f. 1st April 2006 and also on accumulations as stood on 31st March 2006. This rate of interest will remain in force during the financial year 2006-2007.

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

Yours faithfully,

*Sd/-*

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 34/2/94-WM(3)

Dated, Chandigarh, the 28th November, 2006

A copy is forwarded to the Accountant General (A&E) Audit, Haryana, Chandigarh with 50 spare copies for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 28th November, 2006

No. 3412/94-WM(3)

Dated, Chandigarh, the 28th November, 2006

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

The State Election Commissioner, Haryana.  
The Resident Commissioner, Government of Haryana, Haryana Bhawan,  
New Delhi.  
The Secretary to Governor, Haryana  
The Secretary, Haryana Vidhan Sabha.  
Directors of Medical Colleges in Haryana State  
Member Secretaries, Haryana Bureau of Public Enterprises  
Incharge, Computer Cell, Finance Department  
Records/FD with 20 copies.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional. Principal Secretary I & II/Officers on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries for the information of Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secys./ Deputy Chairman, Planning Board, Haryana.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/Officers on Special Duty I & II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman Planning Board, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh the 28th November, 2006

Copy of this is also available on the website which can be do loaded from the site, [www.haryana.gov.in](http://www.haryana.gov.in)

\*\*\*\*\*

**No. 34/2/94-WM(3)**

From

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

To

All Head of Departments Commissioner of Divisions,  
Deputy Commissioners & S.D.O.s (Civil) in Haryana  
The Registrar, Punjab and Haryana High Court &  
All District & Session Judges in Haryana State.

**Dated, Chandigarh, the 28th November, 2006**

**Subject: Rate of interest to be charged on House Building/Motor Car/Scooter/ Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employee and also fixation of rate of interest on General Provident Fund for the financial year 2006-2007.**

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2006-2007 at the rates given below:-

Sr. No.	Purpose	Rate of interest for 1st Advance 2006-2007 per annum.	Rate of interest for 2nd Advance 2006-2007 per annum.
1.	House Building Advance	8%	9%
2.	Motor Car/Motor Cycle/ Scooter/ Moped Advance.	8%	9%
3.	Marriage Advance	8%	9%
4.	Computer Advance	8%	9%
5.	Cycle Advance	7%	8%

2. In case of mis-utilization of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest.

3. It has also been decided to fix the rate of interest at 8% (Eight Percent) per annum on deposits in the General Provident Fund w.e.f. 1st April 2006 and also on accumulations as stood on 31st March 2006. This rate of interest will remain in force during the financial year 2006-2007.

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

Yours faithfully,

*Sd/-*

(Surinder Mohan)

Under Secretary Finance (B),

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 34/2/94-WM(3)

Dated, Chandigarh, the 28th November, 2006

A copy is forwarded to the Accountant General (A&E) Audit, Haryana, Chandigarh with 50 spare copies for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 28th November, 2006

No. 3412/94-WM(3)

Dated, Chandigarh, the 28th November, 2006

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

The State Election Commissioner, Haryana.  
The Resident Commissioner, Government of Haryana, Haryana Bhawan,  
New Delhi.  
The Secretary to Governor, Haryana  
The Secretary, Haryana Vidhan Sabha.  
Directors of Medical Colleges in Haryana State  
Member Secretaries, Haryana Bureau of Public Enterprises  
Incharge, Computer Cell, Finance Department  
Records/FD with 20 copies

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional. Principal Secretary I & II/Officers on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief



Parliamentary Secretary/Parliamentary Secretaries for the information of Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I & II/Officers on Special Duty I & II/Media Advisor/Advisor/Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/ Parliamentary Secretaries/Deputy Chairman Planning Board, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 28th November, 2006

Copy of this is also available on the website which can be do loaded from the site, [www.haryana.gov.in](http://www.haryana.gov.in).

\*\*\*\*\*

**No. 1/35/06-1Pension**

From

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

To

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

**Dated, Chandigarh, the 8th December, 2006****Subject : Fixation of pay of military pensioners on re-employment in Civil Departments.**

Sir,

I am directed to invite a reference to Finance Department circular letter No. 1/2(3)91-3FR-I dated 1st July, 1992 on the subject noted above according to which pension upto Rs. 500/- is being ignored in fixation of the pay of Ex-servicemen on re-employment in Civil Department.

2. Consequent on the revision of the pay scales with effect from 1st January, 1996 and the liberalization of the pension rules, the question of raising this limit has been under consideration of the Government. The Governor of Haryana is pleased to decide that in the case of re-employed ex-servicemen the pension as shown below may be ignored in fixing their pay on re-employment in the Civil Departments :-

- (i) In the case of service officers belonging to the Defence Forces, the first Rs. 1500 of pension.
- (ii) In the case of personnel below Commissioned Officers rank, the entire pension.

**Note :-** Further it is clarified that in fixing the initial pay of re-employed pensioners, the pension equivalent of gratuity may not be deducted from the pay so fixed.

3. These orders will take effect from the date of issue and the existing limit of military pension to be ignored in fixing pay of re-employed military pensioners will, therefore, cease to be applicable to cases of such pensioners as are re-employed on or after the date of issue of these orders. In the case of those military pensioners who are already on re-employment, the pay may be refixed on the basis of these orders with immediate effect provided they opt to come under these orders. If they so opt, their pay should be determined afresh as if they have been re-employed for the first time from the date of issue of these orders. The option should be exercised in writing within a period of three months front the date of issue of these orders. The option once exercised shall be final.

4. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-  
(H. R. Arora)  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/35/06-1Pen

Dated, Chandigarh, the 8.12.2006

A copy is forwarded to Accountant General (A&E) Haryana for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/35/06-1Pen

Dated, Chandigarh, the 8.12.2006

A copy is forward to Member Secretary/Haryana Bureau of Public Enterprises for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/35/06-1Pen

Dated, Chandigarh, the 8.12.2006

A copy is forward to the Financial Commissioners and all Administrative Secretaries to Govt., Haryana for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to Govt., Haryana,  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 1/35/06-1Pen

Dated, Chandigarh, the 8.12.2006

A copy is forwarded to the Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers, Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries for the information of Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 1/35/06-1Pen

Dated, Chandigarh, the 8.12.2006.

\*\*\*\*\*

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

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 19th December, 2006**

**Subject : Disbursement of Pay and Allowances/Pension for the month of December, 2006.**

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 30th & 31st December, 2006 and 1st January, 2007 on account of Saturday, Sunday and Id-Ui-Juha (Bakarid) respectively, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the December, 2006 for all Gazetted/Non Gazetted Haryana Govt. employees and pension for the month of December, 2006 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 29th December, 2006.

Yours faithfully,

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 19th December, 2006.

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

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 19th December, 2006.

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for Haryana State for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana.  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 19th December, 2006.

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for the information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/  
Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 19th December, 2006.

\*\*\*\*\*

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**No. 6/85/06-4PR(FD)**

**4th January, 2007**

**Office Memorandum**

**Subject :** Fixation of pay on promotion to a post the functional pay scale of which is equal to or lower than 1st or 2nd Higher Standard Scale under the Higher Standard Scales Schemes in the pre-revised scales or 1st or 2nd ACP under the ACP Scheme of 1998 or any other Scheme.

In continuation of Government of Haryana Finance Department Memo No. 5/4/2001-5PR(FD) dated 15th January, 2002, I am directed to say that a bunch of S.L.Ps. filed by the State Government in main Civil appeal No. 6292 of 2004/State of Haryana and others Versus Partap Singh and others, has been disposed of by the Hon'ble Apex Court vide order dated 22.9.2006. The operative part of the said judgment is as under :-

'Here in the present case, the difference is that the respondents are getting the higher pay scale i.e. Master pay scale on acquiring higher educational qualification though in fact they were not promoted to the post of Masters. In the case of Ashok Kumar Banerjee (Supra) functional pay of Assistant Engineer in the pay scale of Rs. 2000-3500 was granted to incumbent on completion of 15 years of service. In identical situation, the Court declined to grant re-fixation of pay as per FR 22(l) (a) (l) and same is the position in the present case. When the respondents were already getting the functional pay of Masters while working as JBT teachers, now, they have been promoted in the pay scale of Masters. Therefore, they cannot get another fixation of pay which would amount to double benefit to the persons who are already working as Masters, Judicial fiat cannot create anomalous position against the statute. Hence, we allow all these appeals and set aside the impugned judgements of the Punjab & Haryana High Court. However, whatever benefits, if any, received by the respondents would not be recovered and they will not be entitled to fixation under Rule 4.4 of the Rules.'

You are, therefore, requested to take action immediately in accordance with law laid down by the Hon'ble Apex Court in the cases of your department and if any litigation is pending in the Hon'ble High Court or in the Hon'ble Apex Court, the same may be contested on the basis of law laid down by the Hon'ble Apex Court in Partap Singh's case (Supra) .

Sd/-

(Yogesh Kumar)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**CC. :**

To

All Administrative Secretaries/Heads of Departments/  
Divisional Commissioners/ Deputy Commissioners/SDOs (Civil) in  
Haryana/Registrar, Punjab & Haryana High Court at Chandigarh/  
Accountant Generals (A&E)/(Audit), Haryana with five spare copies in  
each case for use in the Branches/Offices.

\*\*\*\*\*

***These instructions have been clarified again vide  
No. 6/84/2006-3PR(FD), dated 13.04.2007 & 02.06.2008.***

**No. 6/84/2006-3PR(FD)**

From

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

To

All Heads of Department in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 6th February, 2007**

**Subject :** Regarding Grant of benefit of stepping-up to senior employees at par with junior employees in case of ACP matters.

Sir,

I am directed to draw your kind attention towards F.D.'s letter No. 6/84/2006-3PR(FD) dated 23rd November, 2006 vide which it was decided to implement the judgment of Hon'ble Apex Court in the case of concerned Respondents. Now after detailed deliberations the Government has decided to implement the judgment of the Hon'ble Apex Court in case of all officials promoted from Group 'D' to 'C', who are similarly placed. Other terms and conditions of the scheme shall remain unchanged. You are also requested to send the information regarding total financial involved consequent upon the Judgment of the Hon'ble Apex Court to Finance Department.

Yours faithfully,

*Sd/-*

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department,

Endst. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 6th February, 2007

A copy for information is forwarded to the following :-

The Accountant General (A&E and Audit) Haryana, Chandigarh.  
The Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Administrative  
Secretaries to Government, Haryana.

Endst. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 6th February, 2007

A copy is forwarded to the PSCM/Dy. PSCM/OSD I, II & III/Sr. Secretaries/  
Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State, Chief  
Parliamentary Secretary and Parliamentary Secretary for information of Chief Minister/Ministers  
of State and Chief Parliamentary Secretary, Parliamentary Secretary.

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The PSCM/Dy. PSCM/OSD I, II & III/Sr. Secretaries/Sr. Secretaries/  
Private Secretaries to the Chief Minister/Ministers/Ministers of State,  
Chief Parliamentary Secretary and Parliamentary Secretary.

Endst. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 6th February, 2007.

\*\*\*\*\*



**No. 8/10/2006-3PR(FD)**

From

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

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th February, 2007****Subject : Revision of Pay Scales.**

Sir,

I am directed to refer to Haryana Govt. Notification No. GSR.3/Const/Art. 309/1998, dated the 7th January, 1998 and No. GSR.4/Const/Art. 309/1998, dated 7.1.1998 vide which the pay scales of State Govt. employees were revised w.e.f. 1.1.96 and also to Finance Department letter No. 1/65/98-3PR(FD) dated 7.8.98, No. 10-15/97-1PR(FD), dated 28.4.2003, No. 10/15/97-1PR(FD) dated 30.12.2003 and No. 10/15/97-1PR(FD) dated 9.3.2006 vide which the pay scales of certain categories of employees were further revised.

2. Some Departments had been requested the Finance Department to remove the anomalies in the pay scales of certain categories of employees. Having examined the proposals received from the Departments/Administrative Departments., the same was placed before the HPOC. On the recommendations of the HPOC, it has been decided to modify the pay scale of the following categories of Govt. employees as under :-

Sr. No.	Name of Department	Name of Post	Existing scale	Modified pay scale	Remarks
(i)	Town & Country Planning	Enforcement Inspector	5500-9000	6500-9900	1.1.96 to 31.5.96 (date of retirement of incumbent) as a personal measure being dying cadre.
(ii)	Women & Child Development	Publicity Officer	6500-9900	6500-10500	Subject to condition that notional benefit of pay will be given w.e.f. 1.1.96 and actual from date of issue of this letter.
(iii)	Social Justice & Empowerment	Sr. & Jr. Braille, Music, Science, Math, Craft sighted teacher, Typing Instructor & General Teacher (Govt. Blind School, Panipat) .	5000-7850	5500-9000	Subject to condition that notional benefit of pay will be given w.e.f. 1.1.96 and actual from date of issue of this letter.

3. The pay of the employee whose pay scale has been modified is to be fixed in accordance with the normal rules laid down in the Punjab Civil Services Rules Vol. I Part I, the rules prescribed vide extra ordinary Gazette notification No. GSR.3/Const/Art.309/1998, dated

7th January, 1998 and No. GSR4/Const/Art.309/1998, dated 7.1.1998 and the instructions issued on the subject from time to time.

Yours faithfully,

*Sd/-*

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 8/10/2006-3PR(FD)

Dated 14th Feb., 2007

A copy for information is forwarded to the following :-

The Accountant General (A&E) and Audit) Haryana, Chandigarh.  
The Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

*Sd/-*

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Administrative  
Secretaries to Government, Haryana.

U.O. No. 8/10/06-3PR(FD)

Dated 14th Feb., 2007

A copy is forwarded to the PSCM/Dy. PSCM/OSD-I, II & III/Sr. Secretaries/ Private Secretaries to the Chief Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretary for information of Chief Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary.

*Sd/-*

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The PSCM/Dy. PSCM/OSD-I, II, III/Sr. Secys./Secretaries/Private  
Secretaries to Chief Ministers/Ministers of State/Chief Parliamentary  
Secretary/Parliamentary Secretary.

U.O. No. 8/10/2006 3PR(FD)

Dated 14th Feb., 2007.

\*\*\*\*\*

***These instructions have further been Clarified vide  
No. 3/13/05-2Pension, Dt. 04.10.2007.***

**(Copy of letter No. 3/13/2005-2Pension, dated 14th February, 2007)**

**Subject : C.W.P.'s filed by employees retired prior to 1.4.1995 on the issue of D.A. on Gratuity.**

Kindly refer to this office Memo No. 3/13/05-2Pension dated 17.8.06 on the subject noted above.

2. A number of retirees who retired prior to 1.4.95 have filed writ petitions for grant of D.A. benefit on gratuity. The issue has been decided by Hon'ble Apex Court in Civil Appeal No. 129/2003 while deciding a bunch of civil appeals including an appeal of Punjab Govt., in favour of Govt. denying the claim of petitioners in view of financial constraints. Necessary instructions were accordingly issued vide F.D. letter dated 17.8.2006 referred to above. You are, therefore, again advised to pass speaking order in all such cases denying the claim of petitioners pertaining to your Department.

\*\*\*\*\*

**No. 34/1(1)/91-WM(3)**

From

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

To

All Heads of Departments,  
Commissioners of Divisions,  
Deputy Commissioners and S.D.Os. (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court &  
All District & Sessions Judges in Haryana State.

**Dated, Chandigarh, the 21st February, 2007**

**Subject : Rate of interest to be charged on loans from NABARD, Investment in Transport, HVPN and Food Supplies Department etc. for the year 2006-2007.**

Sir,

I am directed to address you on the subject noted above and to say that during the financial year 2006-2007, the rate of interest on loans granted by the State Government out of the State Loans and Advances, unless otherwise specified in any particular case, would be as under :-

		<b>2006-2007</b>
1.	Loans from NABARD	6.5%
2.	Loans to HVPN from World Bank (Block Loans)	9.00%
3.	Investment in Transport Department from MTDRF	11.00%
4.	Investment in Food & Supplies Department from RBI (CCL).	9.70%

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

Yours faithfully,

*Sd/-*

(Surinder Mohan)

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

No. 34/1(1)/91-WM(3)

Dated, Chandigarh, the 21st February, 2007

A copy is forwarded to the Accountant General (Audit & A&E), Haryana, Chandigarh with 5 spare copies for information and necessary action.

*Sd/-*

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

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*  
Deputy Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 34/1(1)/91-WM(3)

Dated, Chandigarh, the 21st February, 2007

No. 34/1(1)/91-WM(3)

Dated, Chandigarh, the 21st February, 2007

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

The State Election Commissioner, Haryana.  
The Resident Commissioner, Govt. of Haryana, Haryana Bhawan, New Delhi.  
The Secretary to Governor, Haryana.  
The Secretary, Haryana Vidhan Sabha.  
The Director, Pt. B.D. Sharma, P.G.I.M.S., Rohtak.  
The Member Secretary, Haryana Bureau of Public Enterprises.  
The Incharge, Computer Cell, Finance Department.  
Records/FD with 20 copies.

*Sd/-*  
Deputy Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretaries I & II/Officer on Special Duty I & II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman Planning Board, Haryana for information of Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*  
Deputy Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretaries I & II/  
Officer on special Duty I & II/Media Advisor/Advisor/Senior Secys./  
Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/  
Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary  
Secretaries/Deputy Chairman Planning Board, Haryana.

U.O. No. 34/1 (1)/91-WM(3)

Dated, Chandigarh, the 21st February, 2007.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 5/27/98-1FR, Dated 18.06.2007.***

**No. 5/27/98-1FR**

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

To

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

**Dated, Chandigarh, 7th March, 2007**

**Subject : Air Travel by Government servants on official duty.**

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular No. 5/27/98-1FR-II, dated 23rd April, 2001 and to state that the Government have decided to revise the above mentioned instructions. Revised entitlement for air travel will be as follows :

<b>(a)</b>	<b>Within India</b>	
	Officers of above the rank of Financial Commissioner	Executive class
	Others	Economy (Tourist) Class/ Standard
<b>(b)</b>	<b>Outside India</b>	
	Officers of and above the rank of Financial Commissioner drawing salary of Rs. 26,000 (fixed)	First class
	Officers in the scale of Rs. 22,400-24,500	Business/Club class
	Others	Economy class

2. The above instruction may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Sd/-*

(Chander Bhan Pannu)  
Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 5/27/98-1FR

Dated, Chandigarh, the 07-03-2007

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

Accountant General (A&E) and Audit, Haryana, Chandigarh.

All Treasury Officers/Assistant Treasury Officers in Haryana.

*Sd/-*

(Chander Bhan Pannu)  
Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 5/27/98-1FR

Dated, Chandigarh, the 07-03-2007

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

- (1) Advocate General, Haryana, Chandigarh.
- (2) Legal Remembrancer, Haryana, Chandigarh.
- (3) Secretary, Haryana Vidhan Sabha, Chandigarh.
- (4) The Chairman/Chief Executive Officer/Managing Director of all Corporations/Boards in Haryana.
- (5) Member Secretary, HBPE.

*Sd/-*

(Chander Bhan Pannu)  
Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries to Government, Haryana and all Administrative Secretaries to Government Haryana for information and necessary action.

*Sd/-*

(Chander Bhan Pannu)  
Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to Government, Haryana.  
All Administrative Secretaries to Government, Haryana.

Endst. No. 5/27/98-1FR

Dated, Chandigarh, the 07-03-2007

A copy is forwarded to the Principal Secretary/Additional Principal Secretary-I & II/OSD-I & II/Senior Secretaries/Secretaries/Private Secretaries to the Chief Ministers/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for information of Chief Minister/Deputy Chief Ministers/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary, Haryana.

*Sd/-*

(Chander Bhan Pannu)  
Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary-I & II/OSD-I & II/  
Senior Secretaries/Secretaries /Private Secretaries to the Chief Ministers/  
Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary  
Secretary/Parliamentary Secretaries, Haryana.

Endst. No. 5/27/98-1FR

Dated, Chandigarh, the 07-03-2007

\*\*\*\*\*

**No. 8/4/2007-1PR(FD)**

From

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

To

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

**Dated, Chandigarh, the 30th March, 2007****Subject : Revision of Pay Scales.**

Sir,

I am directed to refer to Haryana Govt. Notification No. GSR 3/Const./Art. 309/1998, dated the 7th January, 1998 and No. GSR. 4/Const./Art. 309/1998, dated 7.1.1998 vide which the pay scale of State Government employees were revised w.e.f. 1.1.96 and Finance Department letter No. 1/65/98-3PR(FD), dated 7.8.98. No. 10/15/97-1PR(FD), dated 28.4.2003, No. 10/15/97-1PR(FD), dated 30.12.2003. No. 10/15/97-1PR(FD), dated 9.3.2006 and No. 8/10/2006-3PR(FD), dated 14.2.2007 vide which the pay scales of certain categories of employees were further revised/modified.

2. Some Departments had been requested the Finance Department to remove the anomalies in the pay scale of certain categories of Govt. employees. Having examined the proposal received from the Departments/Administrative Departments, the same was placed before the HPOC. On the recommendations of the HPOC, it has been decided to modify/revise the pay scales of the following categories of Govt. employees as under :-

Sr. No.	Name of the Department	Name of Post	Existing Pay Scale (Rs.)	Modified/Revised Pay Scale (Rs.)
1.	<b>Haryana Vidhan Sabha</b>	(i) Senior Translator	1400-2600+80 S.P. (1.1.86)	1600-2660 + 80 S.P. w.e.f. 1.4.95
			5000-7850+80 S.P. (1.1.96)	5450-8000 + 60 S.P. w.e.f. 1.1.96
		(ii) Junior Translator	3050-4590 +40 S.P. (1.1.96)	4000-6000 + 50 S.P. w.e.f. 1.1.96
2.	<b>Haryana Civil Secretariat</b>	Assistants	5450-8000 + 60 S.P. (1.1.96)	5500-9000 (without S.P.) w.e.f. 1.1.96 subject to the condition that notional benefit to pay will be given w.e.f. 1.1.96 and actual from the date of issue of the letter. It has also been decided that same parity of pay scales will be maintained for Assistant working in the offices of L.R., F.C.R., HPSC and Vidhan Sabha.
3.	<b>Ayurveda Department</b>	Homeopathic Dispensers	3050-4590	4500-7000 with effect from the date of issue of the letter.



3. The pay the employee whose pay scales have been modified/revised is to be fixed in accordance with the normal rules laid down in the Punjab Civil Service Rules Vol. I Part-I, the rules prescribed vide extra ordinary Gazette notification No. GSR. 3/Const./Art. 309/1998, dated 7th January, 1998 and No. GSR 4/Const./Art. 309/1998, dated 7.1.98 and the instructions issued on the subject from time to time.

Yours faithfully,  
Sd/-  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 8/4/2007-1PR(FD)

Dated 30th March, 2007.

A copy for information is forwarded to the following :-

The Accountant General (A&E) and (Audit) Haryana, Chandigarh.  
The Home Secretary, Chandigarh Administration, Chandigarh.

Sd/-  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioners & Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner & Administrative Secretaries to  
Government, Haryana.

U.O. No. 8/4/2007-1PR(FD)

Dated 30th March, 2007.

A copy is forwarded to the PSCM/APSCM-I/APSCM-II/OSD-I/OSD-II/OSD-III(R)/Sr. Secretaries/Private Secretaries to the Chief Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretaries.

Sd/-  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The PSCM/APSCM-I/APSCM-II/OSD-I/OSD-II/OSD-III(R)/Senior Secretaries/Private Secretaries to the Chief Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretaries.

U.O. No. 8/4/2007-1PR(FD)

Dated 30th March, 2007.

\*\*\*\*\*

**No. 4/2/98-5FR/418**  
**GOVERNMENT OF HARYANA**  
**FINANCE DEPARTMENT**  
**Chandigarh, the 4th April, 2007**

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Subject :**      **Payment of Dearness Allowance – Revised rates effective from 01-01-2007.**

Sir,

I am directed to refer to this department circular letter No. 4/2/98-5FR/2807, dated 27th September, 2006 on the Subject noted above and to say that the Governor of Haryana is pleased to decide that the Dearness Allowance payable to Haryana Government employees shall be enhanced from the existing rates of 29% to 35% of the pay w.e.f. 1st January, 2007.

2.                The other provisions regarding payment of dearness allowance contained in FD's letter No. 4/2/98-1FR-II/623, dated 30-4-1999 and for those employees who opted to retain pre-revised scales in their case provisions contained in para 2 of letter No. 4/2/98-1FR/654, dated 23rd June, 2000 shall continue to be applicable while regulating Dearness Allowance under these orders. However, with effect from 01-04-2004, Dearness Allowance will be computed on the basis of Basic Pay, Dearness Pay and NPA.

3.                The additional installment of D.A. payable under these orders shall be paid in cash to all Haryana Government Employees from April, 2007 *i.e.* for the month of April, 2007 paid in May, 2007.

4.                The payment of arrears of enhanced Dearness Allowance for the months from January, 2007 to March, 2007 shall be made in the month of May, 2007.

5.                Copy of these orders is also available on website which can be downloaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 4th April, 2007**

**No. 2/1/2006-4FR.**— In exercise of the powers conferred by clause (2) of article 283 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Treasury Rules and Subsidiary Treasury Rules, Volume I, in their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Treasury Rules and Subsidiary Treasury Rules, Volume I (Haryana first Amendment) Rules, 2007.
2. In the Punjab Treasury Rules and Subsidiary Treasury Rules, Volume I, in rule 4.165, for the words "ten days", the words "thirty days" shall be substituted

N. BALA BASKAR

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1/2006-4FR

Dated, Chandigarh, the 4th April, 2007

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

All Heads of Departments, Commissioners of Division,  
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1/2006-4FR

Dated, Chandigarh, the 4th April, 2007

A copy is forwarded to the Accountant General (A&E and Audit), Haryana, Chandigarh for information with reference to their letter No. WC-III/Validity/2006-07/2448 dated 13-10-2006

*Sd/-*

(RANJU PARSAD)  
Deputy Secretary, Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1/2006-4FR

Dated, Chandigarh, the 4th April, 2007

A copy is forwarded to the Secretary, Council of Ministers, Haryana for information with reference to their U.O. No. 9/44/2007-2Cabinet dated 30th March, 2007

*Sd/-*

(RANJU PARSAD)  
Deputy Secretary, Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1/2006-4FR

Dated, Chandigarh, the 4th April, 2007

A copy is forwarded to the Controller, Printing & Stationery, Haryana for information and necessary action.

He is requested that this notification may please be got printed in the Haryana Government Gezette and 500 spare printed copies be supplied to Finance Department for record.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All Financial Commissioner & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Govt., Haryana.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2/1/2006-4FR

Dated, Chandigarh, the 4th April, 2007

\*\*\*\*\*

**No. 46/1/2007-WM(6)**

From

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

To

All the Heads of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners &  
S.D.O.s (C) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th April, 2007.**

**Subject : Grant of interest free advance to Government employees for purchase of wheat during the year 2007-2008.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of Rs. 6000/- (Rs. Six thousand only) to all Class-IV Govt. employees in the State who wish to buy wheat for their own/their families consumption during the year 2007-2008. The advance will be recoverable in monthly installments to be fixed by the Departments concerned so as to effect its full recovery before the close of the financial year 2007-2008 i.e. full loan should be recovered before 31.3.2008.

2. The advance will be admissible to permanent/temporary regular Class-IV employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanee before the close of the financial year 2007-08.

3. The following conditions should be observed in sanctioning this loan :-

- (i) A certificate may be obtained within one month of the drawal of the advance from the loanee to the effect that he has utilized the loan for the purchase of wheat.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service unit full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2007.
- iv. The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2007.
- (v) The advance should not be granted to those Class-IV employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged, contractual and daily wages employees.
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each pay bill in the proforma enclosed. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana (A&E) every month.

5. The expenditure incurred on the grant of wheat advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.06.2007 positively in the enclosed Performa.

6. The expenditure may be debited to the Major Head, "7610-Loan to Government Servants etc. 800-Other Advances-(99) Advances for purchase of Foodgrains-50-Advance (Non-Plan)". The recoveries made may be credited to the corresponding receipt head i.e. "7610-Loans to Govt. Servants etc. 800-Other Advances-(99) Advance for Purchase of Foodgrains-50-Advances (Receipt)".

Yours faithfully,

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 9th April, 2007.

A copy is forwarded to the Accountant General (A&E) and (Audit), Haryana, Chandigarh with 20 spare copies for information and necessary action.

2. The expenditure will be debited against grant No. 25 under Major head "7610-Loans to Govt. Servants etc. 800-Other Advances-(99) Advance for Purchase of Foodgrains-50-Advances (Non-Plan)".

3. Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officer.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 9th April, 2007.

A copy is forwarded to all Treasury Officer/Assistant Treasury Officers, of Haryana at Chandigarh/Delhi and in Haryana with the request to entertain sanctions upto the date given in the letter i.e. 31.5.2007 may please be strictly following and no bill be passed after 31.5.2007. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secretary to Govt., Haryana,  
Revenue Department.

All the Financial Commissioner & Principal Secretaries/Administration  
Secretaries to Govt. Haryana;  
for information and necessary action.

*Sd/-*

(Surinder Mohan)

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner & Principal Secretaries to Govt.,  
Haryana, Revenue Department.

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 9th April, 2007.

A copy is forwarded to the Principal Secretary/Additional Principal Secretaries I & II/Officer on special Duty I & II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secys. to the Chief Minister/Dy. Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries for information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secys./Dy. Chairman, Planning Board, Haryana.

*Sd/-*

(Surinder Mohan)

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been clarified again vide  
No. 6/84/2006-3PR(FD), dated 02.06.2008.***

**No. 6/84/2006-3PR(FD)**

From

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

To

All Head of Departments in Haryana,  
All Division Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 13th April, 2007**

**Subject :** Regarding Grant of benefit of stepping-up to senior employees at par with junior employees in case of ACP matters.

Sir,

I am directed to draw your kind attention towards F.D.'s letter No. 6/84/2006-3PR(F.D.) dated 6th Feb. 2007 vide which it was decided to implement the judgment of Hon'ble Apex Court in the case of all officials promoted from Group 'D' to 'C' who are similarly placed. It is now clarified that relief to officials promoted from Group 'D' to 'C' is to be provided by grant of ACP Scale from the date it has been allowed to the junior employee in the same cadre/post. If after grant of ACP scale(s) the senior employee gets lesser pay than his junior in the same cadre/post, then his salary shall also be stepped-up at par with the junior employee.

2. Receipt of these instructions may please be acknowledged.

Yours faithfully,

Sd/-

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 13th April, 2007

A copy for information is forwarded to the following :-

The Accountant General (A&E and Audit) Haryana, Chandigarh.  
The Home Secretary, Chandigarh Administration, Chandigarh.

Sd/-

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



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

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Administrative Secretaries to  
Government, Haryana.

U.O. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 13th April, 2007

A copy is forwarded to the PSCM/Dy. PSCM/OSD I, II & III/Sr. Secretaries/  
Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State, Chief  
Parliamentary Secretary and Parliamentary Secretaries for information of Chief Minister/  
Ministers of State, Chief Parliamentary Secretary and Parliamentary Secretaries.

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The PSCM/Dy. PSCM/OSD I, II & III/Sr. Secretaries/Sr. Secretaries/  
Private Secys. to the Chief Minister/Ministers/Ministers of State,  
Chief Parliamentary Secretary and Parliamentary Secretaries.

U.O. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 13th April, 2007.

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 18th April, 2007**

**No. 11/68/06-1FR.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume I, Part I, in their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Civil Services Volume I, Part I (Haryana Amendment) Rules, 2007.
2. In the Punjab Civil Services Rules, Volume I, Part I, after rule 8.127, the following rule shall be inserted, namely :
 

"8.127 A (1) The competent authority may grant child adoption leave for a period of six months to a female Government employee who adopts a child not exceeding one year of age on the lines of maternity leave admissible to natural mothers.

  - (2) Child adoption leave may be combined with leave of any other kind.
  - (3) During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
  - (4) This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption except in the case of adoption of a girl child.
  - (5) In continuation of child adoption leave, the adoptive mother may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 (sixty) days without production of medical certificate) for a period not exceeding one year reduced by the age of the adopted child on the date of legal adoption without taking into account the period of child adoption leave subject to the following conditions, namely :-
    - (i) This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption except in the case of adoption of a girl child.
    - (ii) The maximum period of one year leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 (sixty) days without production of medical certificate) shall be reduced by the age of a child on the date of adoption without taking into account child adoption leave as in following illustrations, namely :-
      - (a) if the age of the adopted child is less than one month on the date of adoption, leave not exceeding one year may be allowed;
      - (b) if the age of the child is six months and above but less than seven months, leave not exceeding six months may be allowed;
      - (c) if the age of the child is nine months and above but less than ten months, leave not exceeding three months may be allowed.

- (6) Child adoption leave shall not be debited against the leave account.
- (7) In case it is found at any stage that the adoption was not genuine, or the adopted child is given back, then the salary paid for the period shall be recovered with prevailing rate of interest from the employee's salary, or the leave availed shall be deducted from the currently due earned leave".

N. BALA BASKAR

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No 11/68/06-1FR

Dated, Chandigarh, the 18th April, 2007

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

All Head of Departments, Commissioners of Divisions,  
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court, Chandigarh.

*Sd/-*

(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 11/68/06-1FR

Dated, Chandigarh, the 18th April, 2007

A copy is forwarded to Accountant General (A&E/Audit) Haryana, Chandigarh for information & necessary action.

*Sd/-*

(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 11/68/06-1FR

Dated, Chandigarh, the 18th April, 2007

A copy is forwarded to the Secretary, Council of Ministers, Haryana for information with reference to their U.O. No 9/45/2007-2Cabinet, dated 30th March, 2007.

*Sd/-*

(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 11/68/06-1FR

Dated, Chandigarh, the 18th April, 2007

A copy is forwarded to the Secretary, Haryana Vidhan Sabha for information & necessary action with reference to their Memo. No. 20-EA 2004-2007/2144, dated 22nd February, 2007.

*Sd/-*

(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 11/68/06-1FR

Dated, Chandigarh, the 18th April, 2007

A copy is forwarded to the Controller, Printing & Stationary Haryana Chandigarh for information & necessary action.

He is requested that this Notification be got printed in the Haryana Government Gazette and 500 spare printed copies be supplied to Finance Department for record.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioner & Principal Secretaries to Government, Haryana.  
All the Administrative Secretaries to Govt. Haryana.

*Sd/-*  
(Chander Bhan Pannu)  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Govt., Haryana.

No. 11/68/06-1FR

Dated, Chandigarh, the 18th April, 2007

\*\*\*\*\*

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Office Memorandum**

**No. 4/7/99-2FR/536**

**Dated, Chandigarh, the 20th April, 2007**

To

1. All the Head of Department, Commissioner of Divisions,  
All Deputy Commissioners and S.D.Os. (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

**Subject : Grant of dearness relief to the pensioners/family pensioners of the Haryana Government on the revised pension/family pension w.e.f. 1.1.2007.**

Sir/Madam,

I am directed to invite a reference to this department circular letter No. 4/7/99-2FR/2895, dated the 19th October, 2006 on the subject noted above and to state that the Governor of Haryana is pleased to decided that the dearness relief shall be paid to the Haryana Government Pensioners/Family Pensioners to compensate them for the rise in cost of living at the rate of 35% w.e.f. 1.1.2007.

2. Payment of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee if the same is 50 paise or above. Conversely, it will be rounded off to the lower side if the same is less than 50 paise.

3. These orders will not apply to the Pensioners whose pension has been determined on adhoc basis without reference to the emoluments drawn by them, that is, Political Pension, Special Pension, War Risk Pension etc. The relief will also not be admissible to the re-employed pensioners during the period of their re-employment.

4. The dearness relief mentioned above will not be admissible to the employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee, who, on permanent absorption in the said bodies, elects the alternative of receiving the death-cum-retirement gratuity in lump-sum, in view of pension as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume-II, as amended from time to time and as applicable to the pensioners/family pensioners under the rule making power of Haryana Government, will not eligible to the dearness relief even after he/she has ceased to be in the employment of the organization concerned.

5. In view of the position stated above, Haryana Government pensioners shall be entitled for the payment of dearness relief at a uniform rate of 35% of their pension/family pension w.e.f. 1.1.2007. Therefore, it has been decided that it will be the responsibility of the pension disbursing authority including the nationalized banks etc. to calculate the quantum of the dearness relief payable in each individual cases.

6. The expenditure involved will be debitable to the Major Head "2071-Pension and Other Retirement Benefits".

7. Copy of these orders is also available on the website which can be down-loaded from the site, "[www.finhry.gov.in](http://www.finhry.gov.in)".

Yours faithfully,

Sd/-  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**IMPORTANT****No. 5/6/2002-1B&C**

From

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

To

All Head of Departments in Haryana State,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
Commissioner, Hisar, Ambala, Rohtak and Gurgaon Divisions,  
All the Deputy Commissioners in the State  
All Chairperson/Managing Director of Boards/  
Corporations/Cooperative Societies &  
Government Undertakings in the State,  
The Registrar of all the Universities in the State.**Dated, Chandigarh, the 2nd May, 2007****Subject : Economy measures – Regarding withdrawal of ban on promotional vacancies.**

Sir,

I am directed to invite your attention towards the instructions issued by the Finance Department vide letter No. 5/6/92-1B&C, dated 26th August, 1996 vide which a ban was imposed on filling up the promotional posts upto 90% of the Cadre strength.

2. On reconsideration, the Government has now decided to withdraw the existing ban on promotional vacancies and such vacancies may henceforth be filled-up according to the requirement upto the sanctioned strength after following due procedure as per the Government instructions communicated to the departments from time to time.
3. The instructions of the Finance Department issued from time to time on other matters relating to economy in expenditure will, however, continue to be effective as before.
4. These instructions may please be brought to the notice of all concerned for compliance.

Yours faithfully,

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 5/6/2002-1B&amp;C

Dated, Chandigarh, the 2nd May, 2007

A copy is forwarded to the Accountant General (A&E/Audit), Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

The Chief Secretary to Govt., Haryana,  
All the Financial Commissioners & Administrative Secretaries to  
Govt. Haryana, for information and necessary action.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana.  
All the Financial Commissioners & Administrative  
Secretaries to Govt., Haryana.

U.O. No. 5/6/2002-1B&C

Dated, Chandigarh, the 2nd May, 2007

A copy is forwarded to the Principal Secretary/Additional Principal Secretaries I & II/  
Officer on special Duty I & II/Senior Secretaries/Secretaries/Private Secys. to the Chief Minister/  
Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary  
Secretaries/Deputy Chairman, Planning Board, Haryana for information of the Chief Minister/  
Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary  
Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretaries I & II/  
Officer on Special Duty I & II/Senior Secretaries/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/Ministers of State/Chief Parliamentary Secretary/  
Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

U.O. No. 5/6/2002-1B&C

Dated, Chandigarh, the 2nd May, 2007

**INTERNAL DISTRIBUTION IN FINANCE DEPARTMENT**

All Officers & Superintendents  
PS/FM  
PS/FS  
In-charge Computer Cell.

\*\*\*\*\*



***These instructions have been Revised vide  
No. 8/29/06-4Pension, Dt. 4.4.2008.***

**No. 8/29/06-4Pension**

Form

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

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioner,  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 9th May, 2007**

**Subject :** Regarding release of withheld gratuity of retirees.

Sir,

I am directed to refer to the subject cited above and to say that some amount of gratuity is withheld by the Accountant General (A&E) Haryana for want of final No Dues Certificate from the Department. It has been informed by the Accountant General (A&E) Haryana that in a number of cases final NDC is not being issued by the Departments and the gratuity amount is withheld for a number of years which causes undue hard ship to the retirees. It has, therefore, been decided that withheld gratuity amount upto Rs. 20,000/- which has been lying with AG Office for more than five years may be released after giving two registered notices to the concerned Departments by the AG Office. You are, therefore, requested to send reply to such notices received from AG Office within stipulated time failing which the withheld gratuity amount of the concerned retirees will be released and the recovery, if any, against the retirees will be recovered from the official/officer responsible for not sending final No Dues Certificate.

Receipt of these instructions may pleased be acknowledged.

Yours faithfully,

*Sd/-*  
Account Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been revised vide  
No. 2/2/04-WM(6), Dated 01.04.2008.***

**No. 2/2/07-WM(6)**

From

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

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners &  
S.D.Os. (C) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 14th May, 2007**

**Subject : Grant of Advance for the purchase of Motor Car to Haryana Government employees.**

Sir,

With reference to subject noted above, I am directed to refer to Finance Department's circular letter No 2/2/04-WM(3) dated the 6th May, 2005 and to say that the State Government has reviewed the policy regarding grant of loan for the purchase of Motor Car to the State Government employees and taking the hike in prices of Motor Vehicles, into consideration, it has been decided to revise the admissibility limit for Motor car advance, with immediate effect as under :-

<b>Sr. No</b>	<b>Category</b>	<b>Admissibility Conditions</b>	<b>Admissibility Limit of Advance and Instalments of Recovery.</b>
1	Advance for the purchase of Motor Car	Government employees drawing Basic Pay of Rs. 12000/- including D. Pay/ Special Pay/NPA & above	25 Basic Pay including D. Pay Spl. Pay/Personal Pay/NPA or Rs. 5.00 lakh, or actual price of vehicle whichever is less, recoverable in 100 monthly instalments

2. The cases in which the amount of advance has already been earmarked/drawn shall not be reopened for earmarking of funds as a result of this revision.

3. All other terms and conditions for the Motor Car Advance, as laid down by the Finance Department from time to time, shall be applicable mutatis and mutandis.

4. These instructions may be brought to the notice of all officers/officials working under your control.

5. Copy of this Instruction is also available on the website which can be down loaded from the site, [www.finhry.gov.in](http://www.finhry.gov.in).

6. Kindly acknowledge receipt.

Yours faithfully,

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

No. 2/2/07-WM(6)

Dated, Chandigarh, the 14th May, 2007

A copy is forwarded to the Accountant General (A&E & Audit), Haryana, Chandigarh for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secretary to Govt., Haryana,  
Revenue Department.  
All the Financial Commissioner & Principal Secretaries/Administrative  
Secretaries to Govt., Haryana;  
for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

To

The Financial Commissioner & Principal Secretary to Govt., Haryana,  
Revenue Department.  
All the Financial Commissioner & Principal Secretaries/Administrative  
Secretaries to Govt., Haryana.

U.O. No. 2/2/07-WM(6)

Dated, Chandigarh, the 14th May, 2007

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I&II/Officer on Special Duty I & II /Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/ Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana for the information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I&II/Officer on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Sectaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

U.O. No. 2/2/07-WM(6)

Dated, Chandigarh, the 14th May, 2007

No. 2/2/07-WM(6)

Dated, Chandigarh, the 14th May, 2007

A copy is forwarded to the following for information :-

The Secretary to Governor, Haryana.  
The Secretary, Haryana Vidhan Sabha.  
The State Election Commissioner, Haryana.  
The Managing Directors of all Boards/Corporations of Haryana.  
Vice Chancellors of all the Universities/Director Medical College in Haryana.  
Computer-in-Charge, Computer Cell, Finance Department Haryana.  
Record Section, Finance Department with 50 spare copies.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**IMMEDIATE/DATE BOUND**  
**COPU MATTER**

**Subject : Submission of replies of various pending paras of the reports of CAG/COPU.**

Will all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government, Haryana kindly refer to the subject noted above?

2. A meeting of the Committee on Public Undertakings for the current financial year was held on 17.4.2007 in Haryana Vidhan Sabha under the Chairmanship of Shri Sher Singh, MLA. During the course of discussions, it observed that the pace of submitting the replies of paras of Comptroller & Auditor General of India/Committee on Public Undertakings, reports by various departments to the Secretary Haryana Vidhan Sabha is not encouraging. The Committee has observed as under :-

**"The Committee scrutinized the replies received from the various Government Department and the Committee has found that some departments are not sending their replies within the stipulated period of three months. The Committee has taken a serious view of it and desired that Finance Department should direct all the concerned departments to expedite the submission of replies and informed the Committee accordingly within a stipulated period. "**

3. They are, therefore, requested to monitor the work pertaining to the reports of Comptroller & Auditor General of India/Committee on Public Undertakings meticulously. It is, further, suggested that fortnightly meetings should be taken by the concerned Administrative Secretaries to review the position. The proceedings of the meeting may be sent to the Accountant General (Audit), Haryana and to the Finance Department immediately after the meeting.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

**U.O. No. 34/2/2007-2B&C**

**Dated : 16th May, 2007**

No. 34/2/2007-2B&C

Dated : 16th May, 2007

A copy is forwarded to all the (i) Head of Departments (ii) Managing Director/ Chairman of Boards/Corporations for immediate necessary action.

*Sd/-*

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 34/2/2007-2B&C

Dated : 16th May, 2007

A copy is forwarded to the :-

Secretary, Haryana Vidhan Sabha, Chandigarh,

Accountant General (Audit), Haryana, Chandigarh  
for information and action where necessary.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 34/2/2007-2B&C

Dated : 16th May, 2007

A copy is forwarded to the Member Secretary, HBPE for information and necessary action.

2. It is requested that he should liaise with the concerned Board/Corporation under his control for getting the action completed within the stipulated period positively. He is also requested to get the reply relating to Para 2.1.19 of AG's report for the year 2004-05 pertaining to Power Department sent to Haryana Vidhan Sabha, AG (Audit) and Finance Department immediately.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**IMPORTANT**

**No. 5/1/2007-1B&C**

From

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

To

All the Head of Departments,  
Commissioner of Divisions and  
Deputy Commissioners,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 17th May, 2007**

**Subject : Creation of supernumerary posts and adjustment of staff appointed against such posts — Clarification thereof.**

Sir,

I am directed to refer to the subject noted above and to say that it has come to the notice of the Government that in some departments supernumerary posts have been created, in order to regularize the services of daily wages employees as per the policy of the Government, as a separate and distinct from the regular sanctioned posts especially when regular sanctioned posts were not available. Departments are filling up some of the vacancies occurring against sanctioned posts when supernumerary posts also exist.

2. It is clarified that when financial benefit is to be given only temporary posts should be created. However, if supernumerary posts have been created, when regular sanctioned posts were not available, the same are personal to the employees for whom these were created and no other employee can be appointed against such posts. Such supernumerary posts stand abolished as soon as the employees for whom these were created retires or gets confirmed on another post or vacates the post for any other reasons whatsoever. When such supernumerary posts stand abolished the same cannot be filled up thereafter. It is also clarified that supernumerary posts can be created only for a definite and fixed tenure sufficient for the purpose in view and can even be abolished before the fixed tenure if in the meanwhile a post has become available to accommodate the employee for whom the supernumerary post had been created.

3. You are, therefore, requested to ensure that no supernumerary post(s) have been filled up in your department after the official for whom these were created have vacated it/them on account of whatever reasons as indicated above.

Yours faithfully,

*Sd/-*

Under Secretary, Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 5/1/2007-1B&C

Dated, Chandigarh, the 17th May, 2007

A copy is forwarded to the Accountant General, (A/E & Audit) with 10 spare copies for information and necessary action.

*Sd/-*  
Under Secretary, Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the following :-

Chief Secretary to Government, Haryana;  
All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana;  
for information and necessary action.

*Sd/-*  
Under Secretary, Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

Chief Secretary to Government, Haryana;  
All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana;

U.O. No. 5/1/2007-1B&C

Dated, Chandigarh, the 17th May, 2007

A copy is forwarded to the Member Secretary, Haryana Bureau of Public Enterprises for information and necessary action.

2. He is requested to ensure that no supernumerary post(s) have been filled up in any Board/corporation, Cooperative Institutions, Public Sector Undertakings and in any University of Haryana after the employees(s) for whom these were created have vacated it on account of retirement, confirmation on another post or any other reason whatsoever and such supernumerary posts be considered to have been abolished. No one should be appointed against such abolished posts.

*Sd/-*  
Under Secretary, Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

Member Secretary,  
Haryana Bureau of Public Enterprise

U.O. No. 5/1/2007-1B&C

Dated, Chandigarh, the 17th May, 2007

A copy is forwarded to the Principal Secretary/Additional Principal Secretaries I & II/ Officer on special Duty I & II/Senior Secretaries/Secretaries/Private Secretaries to the Chief



Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/  
Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana for information of the  
Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/  
Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*

Under Secretary, Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretaries I & II/  
Officer on special Duty I & II/Senior Secretaries/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/Ministers of State/Chief Parliamentary Secretary/  
Parliamentary Secretaries/Dy. Chairman, Planning Board, Haryana.

U.O. No. 5/1/2007-1B&C

Dated, Chandigarh, the 17th May, 2007

Endst. No. 5/1/2007-1B&C

Dated, Chandigarh, the 17th May, 2007

A copy is forwarded to all the Officers/Superintendents of the Finance Department  
for information and necessary action.

*Sd/-*

Under Secretary, Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 1046/2004-2FICW, Dated 27.01.2009.***

**No. 10/24/2007-2FICW**

From

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

To

All Heads of Department,  
Commissioner Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 25th May, 2007**

**Subject : Grant of House Rent Allowance to Haryana Government employees posted at NCT, Delhi.**

Sir,

I am directed to refer to Finance Department letter No. 10/46/2004-2FICW, dated 17-12-2004 on the subject noted above. The matter regarding consideration of further revision in rates of house rent allowances admissible to the Haryana Government employees posted at NCT, Delhi was pending with Government and it has now been decided to revise it as per the following slab system with effect from 1-6-2007 :-

**FOR HARYANA GOVERNMENT EMPLOYEES POSTED IN AREA OF NCT DELHI**

<b>Sr. No.</b>	<b>Existing pay ranges</b>	<b>Existing rates of HRA</b>	<b>Revised rates of HRA</b>
1.	2550-2790	320	640
2.	2791-2935	385	770
3.	2936-4570	445	890
4.	4571-4870	510	1020
5.	4871-6060	570	1140
6.	6061-8440	695	1390
7.	8441-9785	820	1640
8.	9786-10680	885	1770
9.	10681-11655	1010	2020
10.	11656-12030	1135	2270
11.	12031 and above	1260	2520

2. The grant of House Rent Allowance shall however be subject to the same conditions as have already been laid down for this purpose in Finance Department letter No. 10/46/2004-2FICW, dated 17-12-2004. The other instructions in the matter issued from to time shall remain the same.

Yours faithfully,

Sd/-

(B.B. Kaushik)

Deputy Secretary Finance,

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 10/24/2007-2FICW

Dated, Chandigarh, the 25th May 2007

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

Accountant General, Haryana (A&E) and (Audit), Haryana, Chandigarh  
with 15 spare copies.  
The Finance Secretary, Chandigarh Administration.  
All Treasury Officers/Assistant Treasury Officers in Haryana.  
The Director Treasury & Accounts, Haryana.

*Sd/-*  
(K.K. Grover)  
Superintendent FICW  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/  
Administrative Secretaries to Govt. Haryana for information and necessary action.

*Sd/-*  
(K.K. Grover)  
Superintendent FICW  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All Administrative Secretaries to Govt. Haryana.

U.O. No. 10/24/2007-2FICW

Dated, Chandigarh, the 25th May 2007

A copy is forwarded to the Principal Secretary/Additional Principal Secretary-I-  
II/Officer on Special Duty-I-II/Senior Secretary/Secretaries/Private Secretaries to the Chief  
Minister/Deputy Chief Minister/Ministers/Chief Parliamentary Secy./Parliamentary Secretaries/  
Deputy Chairman Planning Board for information.

*Sd/-*  
(K.K. Grover)  
Superintendent FICW  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary-I-II/  
Officer on Special Duty-I-II/Senior Secretary/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/  
Deputy Chairman Planning Board.

U.O. No. 10/24/2007-2FICW

Dated, Chandigarh, the 25th May 2007

\*\*\*\*\*

***These instructions have been Revised vide  
No. 5/27/98-1FR, Dated 31.12.2010.***

**No. 5/27/98-1FR**

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

To

All Heads of Departments,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Chandigarh.

**Dated, Chandigarh, 18th June, 2007**

**Subject : Air Travel by Government servants on official duty.**

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular No. 5/27/98-1FR, dated 7th March, 2007 and to state that the Government have decided to further revise the above mentioned instructions. Now revised entitlement for air travel will be as follows :

<b>(a)</b>	<b>Within India</b>	
	Officers of above the rank of Financial Commissioner	Executive class
	Others	Economy (Tourist) Class/ Standard
<b>(b)</b>	<b>Outside India</b>	
	Officers in the scale of Chief Secretary of and above	First class
	Officers in the rank of Financial Commissioners & officers in the pay scale of Rs. 22,400-24,500	Business class
	Others	Economy class

2. The above instruction may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Chander Bhan Pannu)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 5/27/98-1FR

Dated, Chandigarh, the 18-6-2007

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

Accountant General (A&E) and Audit, Haryana, Chandigarh.

All Treasury Officers/Assistant Treasury Officers in Haryana.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 5/27/98-1FR

Dated, Chandigarh, the 18-6-2007

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

Advocate General, Haryana, Chandigarh.  
Legal Remembrancer, Haryana, Chandigarh.  
Secretary, Haryana Vidhan Sabha, Chandigarh.  
The Chairman/Chief Executive Officer/Managing Directors of all  
Corporations/Boards in Haryana.  
Member Secretary, HBPE.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries to Government, Haryana and all Administrative Secretaries to Government, Haryana for information necessary action.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 5/27/98-1FR/

Dated, Chandigarh, the 18-6-2007

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary-I&II/OSD-I&II/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

278

To

The Principal Secretary/Additional Principal Secretary-I&II/OSD-I & II/  
Senior Secretary/Secretaries/Private Secretaries to the Chief Minister/  
Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary  
Secretary/Parliamentary Secretaries, Haryana.

U.O. No. 5/27/98-1FR/

Dated, Chandigarh, the 18-6-2007

\*\*\*\*\*

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

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 19th June, 2007.**

***Subject : Disbursement of Pay and Allowances/Pension for the month of June, 2007.***

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 30th June, 2007 and 1st July, 2007 on account of Saturday and Sunday respectively, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the June, 2007 for all Gazetted/Non Gazetted Haryana Govt. employees and pension for the month of June, 2007 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 29th June, 2007.

Yours faithfully,

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 19.06.2007

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

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 19.06.2007

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for

Haryana State for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana.  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 19.06.2007.

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for the information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/  
Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 19.06.2007

\*\*\*\*\*



***These instructions have been revised vide  
No. 5/27/98-1FR, dated 31.12.2010.***

**No. 5/27/98-1FR**

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Chandigarh, the 19th June, 2007**

To

All Head of Departments, Commissioner of Divisions,  
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.  
Registrar, Punjab and Haryana High Court, Chandigarh

**Subject :** Revised rates of daily allowance for different places and Hotel/Tourist Bungalow charges in Delhi.

Sir,

I am directed to invite a reference to the Haryana Government, Finance Department circular No. 5/27/98-1FR-II(Part-I), dated 29-7-98 on the subject noted above and to say that due to increase in price index the question of revising the rates of daily allowance for different places and Hotel/Tourist Bungalow charges in Delhi has been engaging the attention of Government for sometime past and after careful consideration it has now been decided to make modifications in "**Para-E**" & "**Para-F(i)**" of the aforesaid instructions as under :-

**Para-E**

The revised rate(s) of daily allowance for different places would be as under :

<b>Pay Range</b>	<b>In Haryana</b>	<b>Outside Haryana (other than column 4)</b>	<b>Other towns above 10 lacs population</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Grade-I	160	210	260
Grade-II	130	170	210
Grade-III	105	130	170
Grade-IV	90	120	145
Grade-V	80	105	130

**Para-F (i)**

Where an employee has to stay in accommodation run on commercial line in Delhi, actual Hotel/Tourist Bungalow expenses shall be reimbursable maximum up to the following limits :

Grade-I	Rs. 1300
Grade-II	Rs. 975
Grade-III	Rs. 650
Grade-IV	Rs. 400
Grade-V	Rs. 260

This decision shall take effect from the date of issue of these instructions.

Yours faithfully,

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 5/27/98-1FR

Dated, Chandigarh, 19th June, 2007

A copy is forwarded for information and necessary action to the :-  
Accountant General (A&E) and Audit, Haryana, Chandigarh with 50 spare  
copies.  
All Treasury Officers/Assistant Treasury Officers of Haryana.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial. Commissioner & Principal Secretaries to  
Government, Haryana and all Administrative Secretaries to Government Haryana for  
information and necessary action.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to Govt.,  
Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 5/27/98-1FR

Dated, Chandigarh, the 19th June, 2007

A copy each is fortyto the Principal Secretary/Additional Principal Secretary-  
I&II/OSD-I&II/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy  
Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secys.,  
Haryana for information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief  
Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary-I&II/OSD I & II/  
Senior Secretaries/Private Secretaries to the Chief Minister/Deputy Chief  
Minister/Minster/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries, Haryana.

U.O. No. 5/27/98-1FR

Dated, Chandigarh, the 19th June, 2007

\*\*\*\*\*

**No. 15/40/2007-3B&C**

From

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

To

All the Heads of Departments in Haryana,  
The Registrar, Punjab & Haryana High Court.

**Dated, Chandigarh, the 2nd July, 2007.**

**Subject : Implementation of recommendation of the Shakhdar Committee on functioning by PAC/COPU.**

Sir,

I am directed to invite your attention to Finance Department Circular No. 18/2/92-3B&C, dated 27.10.95 on the subject cited above wherein procedure for implementation of the recommendations made by the Shakhdar Committee on functioning of PAC of Haryana Vidhan Sabha has been laid down.

2. As per recommendations of the PAC, immediately on the presentation of C.A.G. of India's Audit Reports, the Administrative Department should furnish annotated replies within a period of 3 months. But it has been observed that some departments have lost sight of the procedure laid down in the above mentioned instructions. It has been generally observed that Departments submit the replies of PAC/COPU relating to the paragraphs included in the reports of the C.A.G. of India very late. In some cases annotated replies are sent on the same day or a day before the PAC meeting itself when ample time is given to the concerned departments right from the stage, the Audit is conducted. First opportunity is given to the department at the time of conducting Audit through Audit Memo's and Inspection Reports are issued. Further six weeks period is given at each stage i.e. when the paragraphs are issued as advance para and further as draft para. Thereafter 3 months time is allowed after the inclusion of paragraphs in C.A.G. of India Reports.

3. I am to impress once again that replies in annotated form be supplied within 3 months from the date of the letter issued with a copy of Report of CAG of India, with full facts on the following points :-

- (a) The date on which the Audit para was received in the Department;
- (b) The date on which action thereon was initiated by the Department;
- (c) What was the result of inquiry, if any, held to know the background and the causes of financial irregularities, defalcation;
- (d) Whether, action against the defaulters, if any, has been initiated and if so, what is the latest position in regard thereto.

4. The Nodal Officer (PAC/COPU matter) will ensure the compliance of above

instructions. In this context, it is also made clear that PAC/COPU matter is to be given TOP-PRIORITY.

Yours faithfully,

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 15/40/2007-3B&C

Dated : 2.7.2007

A copy is forwarded to the Accountant General (Audit) Haryana, Chandigarh, w.r.t. letter No. Report(civil)/PAC/07-08/32, dated the 16.04.2007 for information. A copy of instructions bearing No. 18/2/92-3B&C, dated 27.10.1995 and No. 24/30/96-2B&C, dated 30.7.1996 regarding implementation of the Recommendations made by Shakhdar Committee on the functioning of PAC/COPU is also enclosed in which the steps taken for implementation recommendations of Shakhdar Committee are mentioned.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/All the Administrative Secretaries to Government, Haryana for information and necessary action. Please inform the Chief Administrators/Managing Directors of Board/Corporations who working under the administrative Control of their department.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 15/40/2007-3B&C

Dated : 2.7.2007

\*\*\*\*\*

**HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT**

**Notification**

**The 6th July, 2007**

**No. G.S.R. 20/Const./Art. 309, 187 and 318/2007.**— in exercise of the powers conferred by the proviso to article 309 and clause (b) of article 318 read with clause (3) of article 187 of the Constitution of India, the Governor of Haryana in consultation with the Speaker of the Haryana Legislative Assembly in so far as such consultation is necessary under the aforesaid provisions, hereby makes the following rules further to amend the Haryana Civil Services (Punishment and Appeal) Rules, 1987, namely :-

1. These rules may be called the Haryana Civil Services (Punishment and Appeal) Second Amendment Rules, 2007.
2. In the Haryana Civil Services (Punishment and Appeal) Rules, 1987 (hereinafter called the said rules), in Rule 4A, in sub rule (1),—
  - (a) after clause (b), before the existing proviso, the following provisos shall be inserted, namely :-
 

“Provided that where a Government Employee against whom disciplinary proceedings are contemplated is suspended, such suspension shall not be valid, unless before the expiry of a period of ninety days from the date from which the employee was suspended, disciplinary proceedings are initiated against him :

Provided further that the competent authority in the matter may, at any time before the expiry of the said period of ninety days and after considering the special circumstances for not initiating disciplinary proceedings, to be recorded in writing and after seeking the approval of next higher authority allow continuance of the suspension beyond the period of ninety days without the disciplinary being initiated.”,
  - (b) in the existing proviso, for the words “Provided that”, the words “Provided further that” shall be substituted.
3. In the said rules, in rule 7,—
  - (A) in sub rule (2), in the proviso—
    - (i) in clause (a), the word “and” existing at the end shall be omitted;
    - (ii) in clause (b), for sign “.” existing at the end, the sign “;” shall be substituted;
    - (iii) after clause (b), the following clauses shall be added at the end, namely :-
      - “(c) the Inquiry Officer appointed to conduct enquiry shall issue maximum two notices to the charged person to appear before him for presenting his/her case. In case charged persons do not appear after the communication of two notices, the Inquiry Officer shall be competent to proceed ex-parte in the matter. However, after considering the circumstances to be recorded, the Inquiry Officer may issue third notice also;
      - (d) as per the Punjab Departmental Enquiries (powers) Act, 1955 (Punjab Act 8 of 1955), the officer conducting enquiry under these rules shall be competent to exercise the same powers for

summoning of witnesses and for compelling the production of documents as are exercisable by a Commission appointed for an enquiry under the Public Servants (Inquiries) Act, 1850 (Act 37 of 1850);

- (e) in case the competent authority is satisfied with the explanation given by the charged person, it may drop the charge-sheet without resorting to the procedure of conducting enquiry. Similarly if the competent authority after considering the reply of the charged person is of the opinion that awarding of minor punishment shall meet the end of justice, then the authority competent may award minor punishment without following the procedure of conducting the enquiry.”

(B) for sub-rule (6), the following sub-rules shall be substituted, namely :-

- “(6) After the enquiry against a Government employee has been completed, the disciplinary authority shall forward or cause to be forwarded a copy of the enquiry report, and where the disciplinary authority does not agree with the enquiry report or any part thereof, the reasons for such disagreement shall be communicated alongwith the enquiry report, to the Government Employee who may submit, if he so desires, a written representation to the disciplinary authority within a period of one month from the date of such communication
- (7) The disciplinary authority shall consider the representation, if any, submitted by the Government Employee and record its findings before proceeding further in the matter as specified in rule 4.”.

PREM PRASHANT  
Chief Secretary to Government, Haryana.

\*\*\*\*\*

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

**IMMEDIATE**  
**DATE BOUND**

**No. 8/8/2006-6PR(FD)**

From

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

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Gurgaon, Rohtak & Hisar Divisions,  
Registrar, Punjab & Haryana High Court, Chandigarh,  
All Deputy Commissioner and  
Sub Divisional Officer (Civil) in Haryana.

**Dated, Chandigarh, the 13th July, 2007**

***Subject : Information regarding data base of pay scales of various categories of posts for Sixth pay Commission, purposes.***

Sir,

I am directed to invite your attention on the subject noted above and to request you to send the information regarding pay scales of various categories of post in the enclosed format within one month of the receipt of this communication. The information should be typed, neatly in the proforma and verified by an officer designated by you who should sign every page of the proforma. Two copies of Service Rules relevant to each category of post in your Department should also be sent alongwith the pay scale information.

Yours faithfully,

*Sd/-*

Senior Accounts Officer,(PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 62/32/2006-6GSI**

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments,  
Commissioners, Ambala, Hisar, Gurgaon & Rohtak Divisions,  
The Registrar, Punjab & Haryana High Court, Chandigarh,  
All Deputy Commissioners in Haryana,  
Special Representative, Haryana Bhawan,  
Copernicus Marg, New Delhi.

**Dated, Chandigarh, the 23rd July, 2007**

**Subject : Amendment in Haryana Civil Services (Punishment and Appeal) Rules, 1987.**

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that the Government has carried out certain amendments in the Haryana Civil Services (Punishment and Appeal) Rules, 1987 vide notification No. G.S.R.20/Const./Art.309, 187 and 318/2007, dated 6th July, 2007. A copy of this notification is sent herewith for your information and necessary action.

Yours faithfully,

Sd/-

Superintendent General Services-I,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/ Commissioners & Secretaries to Government Haryana for information.

Sd/-

Superintendent General Services-I,  
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners & Principal Secretaries/  
Commissioners & Secretaries to Government, Haryana.

U.O. No. 62/32/2006-6GSI

Dated, Chandigarh, the 23-7-07

No. 62/32/2006-6GSI

Dated, Chandigarh, the 23-7-07

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

The Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar, Ch. Devi Lal University, Sirsa and Bhagat Phool Singh Mahila Vishav Vidyalya Khanpur, Sonapat.

All the Managing Directors of Boards/Corporations.

Sd/-

Superintendent General Services-I,  
for Chief Secretary to Government, Haryana.

\*\*\*\*\*



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

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 20th August, 2007**

***Subject : Disbursement of Pay and Allowances/Pension for the month of August, 2007.***

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 1st 2nd and 3rd September, 2007 on account of Saturday, Sunday and Janamashtami respectively, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the August, 2007 for all Gazetted/Non Gazetted Haryana Govt. employees and pension for the month of August, 2007 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 31st August, 2007.

Yours faithfully,

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 20.08.2007.

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

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 20.08.2007

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for

Haryana State for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana.  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 20.08.2007

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for the information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/  
Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 20.08.2007

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 31st August, 2007**

**No. 2/5/2006-4FR.**— In exercise of the powers conferred by clause (2) of Article 283 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Treasury Rules and Subsidiary Treasury Rules, Volume I, in their application to the State of Haryana, namely :

1. These rules may be called the Punjab Treasury Rules and Subsidiary Treasury Rules, Volume I (Haryana Second Amendment) Rules, 2007.
2. In the Punjab Treasury Rules and Subsidiary Treasury Rules, Volume I, in rule 7, in sub-rule (2), after clause (1) and before the proviso, the following clause shall be inserted, namely :-

"(m) In the case of user fee collected by health institutions including raising of resources through grant-in-aid, donations, leasing out vacant land in the premises of health institutions etc and utilized in meeting expenditure for improving health care facilities:"

N. BALA BASKAR,  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/5/2006-4FR

Dated, Chandigarh, the 31st August, 2007

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

All Heads of Departments, Commissioners of Divisions.  
All Deputy Commissioners and Sub Divisional Officers (Civil) Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/5/2006-4FR

Dated, Chandigarh, the 31st August, 2007

A copy is forwarded to the Accountant General (A & E and Audit) Haryana, Chandigarh for information with reference to their letter No. TM(T)Amendment in Rules 2006-07/2949-50 dated 26th February, 2007 and letter No. CCS/Amendment/05-06/692-93 dated 12th January, 2007 respectively.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/5/2006-4FR

Dated, Chandigarh, the 31st August, 2007

A copy is forwarded to the Secretary, Council of Ministers, Haryana, for information with reference to their U.O. No. 9/129/2007-2Cabinet dated 23rd August, 2007.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/5/2006-4FR

Dated, Chandigarh, the 31st August, 2007

A copy is forwarded to the Controller, Printing & Stationery, Haryana for information and necessary action.

He is requested that this Notification may please be got printed in the Haryana Government Gazette and 500 spare copies be supplied to the Finance Department for record.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All Financial Commissioner & Principal Secretaries to Government,  
Haryana.  
All the Administrative Secretaries to Government, Haryana.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 2/5/2006-4FR

Dated, Chandigarh, the 31st August, 2007

\*\*\*\*\*

**No. 1/16/2005-3PR(FD)**

From

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

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th September, 2007**

- Subject :**
- (i) Grant of new pay scale of Rs. 7500-250-10000-EB-250-13000 to Junior Engineers of three wings of P.W.D.**
  - (ii) To designate the post of Junior Engineer as Additional Sub Divisional Engineer.**
  - (iii) Grant of two advance increments on acquiring AMIE/BE Degree.**

Sir,

I am directed to refer to Haryana Goy Notification No. GSR 3/Const. Art.309/1998, dated the 7th January, 1998 and No. GSR. 4/Const/Art.309/1998, dated 7.1.1998 vide which the pay scales of State Govt. employees were revised w.e.f. 1.1 96 and Finance Department letter No. 1/65/98-3PR(FD) dated 7.8.98, No. 10/15/97-1PR(FD) dated 28.4.2003; No. 10/15/97-1PR(FD) dated 30.12.2003, No. 10/15/97-1PR(FD) dated 9.3.2006, No. 8/10/2006-3PR(FD) dated 14.2.2007 and 8/4/2007-1PR(FD) dated 30.3.2007 vide which the pay scales of certain categories of employees were further revised/modified.

The Diploma Engineers, Association of Junior Engineers of three wings of PWD have been representing to the Govt. for removal of anomalies in their ACP Scales and grant of Gazetted status. The matter was examined in detail and considered by the Government. The following decisions were taken which will be effective from the date of issue.

The new nay scales of Rs. 7500-250-10000-EB-250-13000 to the Junior Engineers of three wings of PWD after completion of 18 years regular & satisfactory service, who have not been promoted to next higher post will be granted subject to the following conditions :-

1. Junior Engineers in the pay scale of Rs. 7500-250-10000-EB-250-13000 will be designated as Additional Sub Divisional Engineer and they will continue to discharge the duties of Junior Engineers with the new designation and pay scale.
2. Those Junior Engineers who have already availed of the benefit of 2nd ACP scale of Rs. 6500-10500, after 20 years regular satisfactory service, will not be entitled for the next stage of pay fixation under Rule 4.4 (C) of CSR Vol. I Part I.
3. Junior Engineers eligible for the new time scale of Rs. 7500-250-10000-EB-13000 after completion of 18 years regular satisfactory service will not be considered for 2nd ACP Scale, on completion of 20 years of regular satisfactory service.

It has also been decided to grant of two advance increments to Junior Engineers who acquire AMIE/BE degree after joining the service subject to the condition that the incumbent has completed a minimum of 5 years regular and satisfactory service. The advance increments would be given with prospective effect. No arrears on this account would be payable, irrespective of the date of acquisition of the higher qualification.

The pay of the employees whose pay scales have been modified/revised is to be fixed in accordance with the rules laid down in the Punjab Civil Services Rules Vol. I Part-I, the rules prescribed vide extra ordinary Gazette notification No. GSR3/Const/Art.309/1998, dated 7th January, 1998 and No. GSR4/Const/Art.309/1998, dated 7.1.98 and instructions issued on the subject from time to time.

Yours faithfully,

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/16/2005-3PR(FD)

Dated 5th Sept., 2007

A copy for information is forwarded to the following :-

The Accountant General (A&E) and (Audit) Haryana, Chandigarh.  
The Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Administrative Secretaries to  
Government, Haryana.

U.O. No. 1/16/2005-3PR(FD)

Dated 5th Sept., 2007

A copy is forwarded to the Senior Secretary, Private Secretaries to PS/CM/ APSCM-I/APSCM-II/OSD-I/OSD-II/OSDII(R)/Sr. Secretaries/Secretaries/Private Secretaries to the Chief Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretaries for the information of their concerned.

*Sd/-*  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Senior Secretaries to PSCM/Private Secretary Secys. to PSCM-I/  
APSCM-II/PS/OSD-I/PS/OSD-II/PS/OSD-III(R)/Sr. Secys./Secretaries/  
Private Secretaries to the Chief Ministers/Ministers of State/  
Chief Parliamentary Secy. and Parliamentary Secretaries.

U.O. No. 1/16/2005-3PR(FD)

Dated 5th Sept., 2007

A copy is forwarded to the Secretary, Council of Ministers, Haryana with  
reference to their U.O. No. 9/13/2007-2 Cabinet dated 23.8.2007 for information.

*Sd/-*

Under Secretary Finance (PR),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

U.O. No. 1/16/2005-3PR(FD)

Dated 5th Sept., 2007.

\*\*\*\*\*

**Subject :** To remove the anomaly in the pay scale of Private Secretary and Personal Assistant.

Will the Chief Secretary to Govt., Haryana kindly refer to their proposal bearing No. 1/32/2007-7Estt.(I), dated 13.8.07 on the subject noted above ?

The proposal has been examined and the same was placed before the HPOC. On recommendations of the HPOC, it has been decided to modify/revise the pay scales of the following categories as under :-

Sr. No.	Name of the Department	Name of the Post	Existing Pay Scales (on 1.1.1996)	Modified/Revised pay scales
1.	Haryana Civil Secretariat, FCR, Haryana Vidhan Sabha, H.P.S.C., L.R., and Governor House	Private Secretary	Rs. 6500-10500 plus 200/-S.P.	Rs. 8000-275-10200-EB-275-13500 (without special pay and without Selection Grade w.e.f. 1.1.1996 subject to the condition that notional benefit of the pay will be given w.e.f. 1.1.1996 and actual from the date of issue of the letter. It has also been decided that the same parity of the pay scales will be maintained for Private Secretaries working in the office of Haryana Civil Secretariat, F.C.R., Haryana Vidhan Sabha, H.P.S.C., L.R. & Governor House
2.	Haryana Civil Secretariat, FCR, Haryana, Vidhan Sabha H.P.S.C., L.R., and Governor House	Personal Assistant	Rs. 5500-9000+150 S.P. Rs. 6500-9900(SG) +150 SP (after 10 years regular satisfactory service as P.A. and limited to 20% of the total posts of PAs) .	Rs. 6500-200-8500-EB-200-10500. (without special pay and without Selection Grade w.e.f. 1.1.1996 subject to the condition that notional benefit of the pay will be given w.e.f. 1.1.1996 and actual from the date of issue of the letter. It has also been decided that the same parity of the pay scales will be maintained for PAs working in the office of Haryana Civil Secretariat, F.C.R., Haryana Vidhan Sabha, H.P.S.C., L.R. & Governor House

The pay of the employees whose pay scales have been modified/revise is to be fixed in accordance with the rules laid down in the Punjab Civil Services Rules, Volume-I, Part-I, the rules prescribed vide extra ordinary gazette notification No. GSR 3/Const./Art.309/1998 dated 7th January, 1998 and No. GSR4/Const./Art.309/1998, dated 7.1.1998 and the instructions issued on the subject from time to time.

Sd/-  
Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana.

**U.O. No. 1/33/2005-2PR(FD)**

**Dated, Chandigarh, the 7th September, 2007**



Endst. No. 1/33/2005-2PR(FD)

Dated, Chandigarh, the 7th Sept., 2007

A copy is forwarded to Legal Remembrancer & Secretary to Govt., Haryana, Law & Legislative Department for information.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/33/2005-2PR(FD)

Dated, Chandigarh, the 7th Sept., 2007

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

Secretary to Governor, Haryana.  
Secretary, Haryana Vidhan Sabha.  
Secretary Haryana Public Service Commission, Sector-17, Chandigarh.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/33/2005-2PR(FD)

Dated, Chandigarh, the 7th Sept., 2007

A copy for information is forwarded to the following :-

The Accountant General (A&E) and (Audit), Haryana Chandigarh.  
Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 10th September, 2007**

**No. 1/43/06-1Pension.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules Volume II, as applicable to the State of Haryana, namely :-

- "1. (1) These rules may be called the Punjab Civil Services Volume II (Haryana Amendment) Rules, 2007.
- (2) They shall come into force on the date of their publication in the Office Gazette.
2. In the Punjab Civil Service Rules Volume II, in rule 4.3,—
  - (i) in part (a), for the words and sign "may, at the discretion of Government, be allowed to count", the words "shall be counted" shall be substituted;
  - (ii) in part (b), the words "without the sanction of the competent authority" shall be omitted."

N. BALA BASKAR

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/43/06-1Pension

Dated, Chandigarh, the 10th September, 2007

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

All Head of Departments, Commissioners of Divisions,  
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

Sd/-

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/43/06-1Pension

Dated, Chandigarh, the 10th September, 2007

A copy alongwith 1000 spare copies is forwarded to Accountant General (A&E/Audit) Haryana, Chandigarh for information and necessary action

Sd/-

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/43/06-1Pension

Dated, Chandigarh, the 10th September, 2007

A copy is forwarded to the Secretary, Council of Ministers, Haryana, for information with reference to their U.O. No. 9/130/2007-2Cabinet, dated 23rd August, 2007.

Sd/-

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/43/06-1Pension

Dated, Chandigarh, the 10th September, 2007

A copy is forwarded to the Controller, Printing and Stationery, Haryana, Chandigarh for information and necessary action.

He is requested that this Notification be got printed in the Haryana Government extraordinary Gazette and 1500 spare printed copies be, supplied to Finance Department for record.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded for information and necessary action :-

All the Financial Commissioner & Principal Secretaries to Government,  
Haryana.

All Administrative Secretaries to Government, Haryana.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.

All Administrative Secretaries to Government, Haryana.

No. 1/43/06-1Pension

Dated, Chandigarh, the 10th September, 2007

\*\*\*\*\*

**No. 1/2(38)99-2FR-II/4Pension**

From

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

To

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

**Dated, Chandigarh, the 12th September, 2007**

**Subject : Implementation of Government's decision on Pension & Family Pension related matters – clarification regarding post/scale of pay held by pre-1996 pensioners.**

Sir,

I am directed to invite your attention towards Finance Department Notification No. 1/2(8)/98-2FR-II(Part-V) dated 18.1.2000 and Notification O.M. No. 1/2(8)/98-2FR-II(Part-III) dated 7th January, 2002 on the above noted subject. The Notification dated 7.1.2002 is based on Govt. of India O.M. No. 45/86/96-P&PW(A) (Point) dated 11th May, 2001 wherein it was clarified that pension of all pensioners irrespective of the date of retirement shall not be less than 50% of the minimum of the corresponding scale as on 1.1.96 of the scale of pay held by the pensioner at the time of superannuation/retirement.

2. The Govt. of India O.M. No. 45/86/96-P&PW(A)(Point) dated 11th May, 2001 has been sub-judice in different Courts. Now the Govt. of India has clarified vide their O.M. No. 38/109/2006-P&PW(A) dated 27.12.2006 (copy enclosed) that Hon'ble Supreme Court of India vide judgment dated 23.11.2006(copy enclosed) in K.S. Krishnaswami Vs UOI CA No. 3173-74/2006 and 3188-3190/2006 has held that DOP & PW O.M. No. 45/86/97-P&PW(A)(Pt.) dated 11.5.2001 is valid.

3. Since the Hon'ble Supreme Court has set aside Delhi High Court judgment and held OM dated 11.5.2001 as valid, as such all the Departments are advised to revise pension in left out cases of pre-1996 pensioners in terms of FD's OM No. 1/2(8)/98-2FR-II(Part-III) dated 18.1.2000 and dated 7th January, 2002 read together and review the earlier cases of revision of pension, wherever necessary in the light of Supreme Court judgment dated 23.11.2006.

Yours faithfully,

Sd/-

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Contd...**

**Encl.**

**38/109/2006P&PW(A)**  
**GOVERNMENT OF INDIA**  
**Ministry of Personnel, P.G. & Pensions**  
**Department of Pension & Pensioners' Welfare**

Bhavan,

3rd Floor, Lok Nayak

Khan Market, New Delhi.  
27th December, 2006

**Office Memorandum**

**Subject :** (i) Revision of pension of pre-1996 pensioners.  
(ii) Implementation of Supreme Court Judgement dated 23-11-2006 in K.S. Krishanswamy Vs. UOICA No. 3173-3174/2006 and 3188-3190/2006 Regarding validity of DOP&PW OM dated 11-5-2001.

The undersigned is directed to say that Supreme Court has set aside the Judgement of Delhi High Court in S.C. Parasher Vs. UOI and upheld the Judgement of Madras High Court in WP No. 2444-2451/2001 dated 29-4-2005. The Supreme Court has held that DOP&PW OM No. 45/86/97/P&PW(A)Pt. dated 11-5-2001 is valid.

2. Since the Supreme Court Judgement dated 23-11-2006 has set aside Delhi High Court Judgement and held OM dated 11-5-2001 as valid, therefore, the Judgements of all other High Courts and CAT holding OM dated 11-5-2001 as null & void, stand set aside in the light of Supreme Court Judgement dated 23-11-2006. All the Ministries and Departments are therefore, requested to revise pension of pre-1996 pensioners in terms of OM dated 17-12-1998 and OM dated 11-5-2001 read together.

3. All Ministries/Departments are also requested to review the earlier cases for revision of pension in the light of Supreme Court Judgement dated 23-11-2006 in consultation with Ministry of Law and Ministry of Finance.

Sd/-  
(M.P. Singh)  
Director

To

All Ministries/Departments  
CGA  
CAG

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

**CASE No. :  
Appeal (Civil) 3174 of 2006**

PETITIONER:  
K.S. Krishnaswamy etc.

RESPONDENT  
Union of India & Anr.

DATE OF JUDGMENT: 23/11/2006

BENCH  
H.K.SEMA & P.K. BALA SUBRAMANYAN

JUDGMENT  
J U D G M E N T  
With Civil Appeal Nos. 3173, 3188, 3189 and 3190 of 2006

H.K. SEMA, J

Civil Appeal Nos. 3174 and 3173 of 2006 are preferred by the pensioners against the judgment and order of the High court of Madras dated 29.4.2005 in Writ Petition Nos. 24451/2001, 14913/2002 and 32527/2004. Civil appeal Nos. 3188, 3189 and 3190 of 2006 are preferred by the Union of India against the Judgments and orders of the Delhi High Court dated 17.8.2005, 5.9.2005, 10.11.2005 and 3.8.2005 passed in W.P. Nos. 17745/2004, 16975/2005, 6831/2004, 4597/2003 respectively.

We have heard Mr. P.A. Kulkarni, Mr. T. Harish Kumar, Mr. C.S. Rajan, Mr. Sanjeev Kumar Chaudhary and Mr. Prashant Bhushan, learned counsel appearing for different appellants/respondents.

In all these appeals, the controversy relates to the scale of pay recommended by the 5th Pay Commission and corresponding acceptance of the Government by a Policy decision dated 30.9.1997 and Executive Instructions dated 17.12.1998 clarified by Executive Instructions dated 11.5.2001.

We may briefly notice the scale of pay enjoyed by the employees at the time of retirement and corresponding increase in the 4th and the 5th pay Commission.

**Civil Appeal No. 3174 of 2006**

The appellants were holding the post of Superintending Engineers in All India Radio. They retired from service on attaining the age of superannuation between 1982 to 1985 Undisputedly, at the time of retirement, they were holding the scale of pay of Rs. 1500-2000. In the 4th Pay Commission, their scale was revised to Rs. 3700-5000. In the 5th Pay Commission Report, which was accepted w.e.f. 1.1.1996, their scale was correspondingly revised to 12000-16500.

The employees, who had rendered 13 years of service, were granted special grade in the pay scale of Rs. 2000-2250. This special scale of pay was confined to 20 senior incumbents. In the 4th Pay Commission, their scale was correspondingly revised to 4500-5700. In the 5th Pay Commission, this scale was correspondingly revised to 14300-18300 w.e.f. 1.1.1996. It is undisputed that the appellants never enjoyed the special scale of Rs. 2000-2250.

They claimed the pensionary benefits on the basis of scale of Rs. 14300-18300, which was rejected by the High Court.

#### **Civil Appeal No. 3173 of 2006**

The appellant retired on 30.9.1993 as Member (Personnel) Postal Services Board in the pay scale of Rs. 7300-8000. In the 5th Pay Commission, the scale was revised to Rs. 22400-26000 w.e.f. 1.1.1996. The Ministry of Finance, by a Memorandum dated 30.6.1999, revised, scale of certain high posts upwards and revised the scale of three posts of Members as 24050-26000. The appellant claimed that he is entitled to the same upward revision of pay. His claim was contested by the Union of India that upward revision of Office Memorandum dated 30.6.1999 is only prospective in nature and, therefore, the same is not applicable to the case of the appellant, as he was a Member only up to 30.9.1993.

#### **Civil Appeal No. 3188 of 2006**

The respondents were the General Managers in the Indian Railways, retired prior to 1.1.1996. They were holding the pay scale of Rs. 7300-8000 at the time of their retirement. In the 5th Pay Commission, their scale was correspondingly revised to Rs. 24050-26000. Their claim was rejected by the Tribunal. However, the High Court upset the order of the Tribunal and, hence, the present appeal by the Union of India:

#### **Civil Appeal No. 3189 of 2006**

The respondent was Technical Adviser in the Department of Women and Child Development, Ministry of Human Resource Development. He retired on 30.11.1995 to the pay scale of Rs. 3700-5000. In the 5th Pay Commission the scale was correspondingly revised to Rs. 12000-16500. The respondent claimed the scale of Rs. 14300-18300. His claim was rejected by the Central Administrative Tribunal. The Tribunal's order was, however, upset by the High Court by the impugned order.

#### **Civil Appeal No. 3190 of 2006**

The respondent, retired as Director in the Central Secretariat Official Language Service on 30.6.1989 in the scale of Rs. 3700-5000 in the 5th Pay Commission, the scale was correspondingly revised to Rs. 12000-16500. The respondent claimed the benefit of pay scale of Rs. 14300-18300, which was rejected by the Tribunal. However, the order of the Tribunal was upset by the High Court by the impugned order and hence this appeal by the Union of India.

At this stage, we may recite briefly the genesis leading to the present controversy. The recommendations of 5th Pay Commission were considered by the Union of India and on 30.9.1997 Policy Resolution was notified. In the said Notification the scope and extent of the application of the 5th Pay Commission recommendations accepted by the Government of India was mentioned. The Policy Resolution was notified under the Executive Business Rules of the Government. As is usual, the implementation and acceptance of 5th Pay Commission Report was followed by a large number of representations from pensioners which led to confusion and litigations culminated the Government of India to issue Executive instructions in the Office Memorandum dated 17.12.1998 thereby the import and intent of the applications of Policy Resolution notified on 30.9.1997. It may be pertinent to mention here that the substance of the Policy Resolution notified on 30.9.1997 which led to the present controversy was in the following terms :

"Accepted with modification that 40% of the basic pension shall be added while consolidating the pension as on 1.1.1976 but the consolidated as on 1.1.1996 shall

not be raised to 50% of the minimum of the revised pay of the post held by the pensioner at the time of retirement."

The aforesaid Policy Resolution was further clarified by Executive Instructions in the form of Office Memorandum dated 17.12.1998, the substance of which reads as under :-

"The President is now pleased to decide that w.e.f. 1.1.1996, pension of all pensioners irrespective of their date of retirement shall not be less than 50% of the minimum pay in the revised scale of pay introduced w.e.f. 1.1.1996 of the post last held by the pensioner,"  
(emphasis supplied)

As the controversy/confusion still and for the smooth and efficient implementation of the Policy Resolution, the Government of India issued further Executive instructions by way of office Memorandum dated 11.5.2001 clarifying the Executive instructions issued on 17.12.1998. The substance of the Executive instructions dated 11.5.2001 (by which the Pensioners are aggrieved and the core question in these appeals) reads as under :

"in the course, of implementation of the above order, clarifications have been sought by Ministries/Departments of the post last held by the pensioner at the time of his/her superannuation. The second sentence of O.M. dated 17.12.1998 i.e. "pension of all pensioners irrespective of their date of retirement shall not be less than 50% of the minimum pay in the revised scale of pay w.e.f. 1.1.1996 of the post last held by the pensioner, shall mean that pension of all pensioners irrespective of their date of retirement shall not be less than 50% of the minimum of the corresponding scale as on 1.1.96, of the scale of pay held by the pensioner at the time of superannuation/ retirement.'  
(emphasis supplied)

The clarification brought out in the O.M. dated 17.12.1998 and O.M. dated 11.5.2001 is clearly discernible. Whereas O. M. dated 17.12.1998 speaks of the minimum pay in the revised scale of pay w.e.f. 1.1.1996 of the post last held by the pensioner, the OM. dated 11.5.2001 clarifies it as minimum of the corresponding scale as an 1.1.1996 of the scale of pay held by the pensioner at the time of superannuation/retirement. The clarification brought about in the O.M. dated 11.5.2001 is of the last post held by the pensioner as the last scale of pay held by the pensioner at the time of superannuation/retirement.

It is common knowledge that the corresponding increase in any Pay Commission is of the scale of pay and not of the post.

The grievances raised in the two sets of appeals are the same. The basic question that arises for consideration is as to whether the Executive Instructions in the form of OM dated 11.5.2001 over-ride the O.M. dated 17.12.1998 and are null and void. In other words, as to whether the O.M. dated 11.5.2001 over-rides the earlier O M. dated 17.12.1998 clarifying the Policy Resolution of the Government dated 30.9.1997.

The main thrust of the submissions of learned counsel for the appellants is that the O.M. dated 11.5.2001 over-rides the original OM dated 17.12.1998 and creates two classes of pensioners. We are unable to accept this contention. As noticed above the recommendations of the 5th Pay Commission were accepted to the extent of Policy Resolution dated 30.9.1997. The aforesaid Policy Resolution was further clarified by issuing instructions in O.M. dated 17.12.1998, which were clarified by another Executive Instructions in O.M. dated 11.5.2001. It is well, settled principle of law that recommendations of the Pay Commission are subject to the acceptance/ rejection with modifications of the appropriate Government. It is also well settled principle of law that a policy decision of the Government can be reviewed/alterd/modified by



Executive instructions it is in these circumstances that a policy decision cannot be challenged on the ground of estoppels. In the present case, the recommendations of the 5th Pay Commission were accepted by a Policy Resolution dated 30.9.1997 that the ceiling on the amount of pension will be 50% of the highest pay in the Government. The pension of all pre 1.1.96 retirees including pre-86 retirees shall be consolidated as on 1.1.1996, but the consolidated pension shall not be brought on to the level of 50% of the minimum of the revised pay of the post, held by the pensioner at the time of retirement. The subsequent O.M. dated 17.12.1998 clarified the Policy Resolution dated 30.9.1997 by Executive instructions in O.M. dated 17.12.1998 and further clarified in the form of O.M. dated 11.5.2001 clarifying the contents of Policy Resolution of the Government dated 30.9.1997. They are both complementary to each other. Both clarify the Government Policy Resolution dated 30.9.1997. The appellants are not aggrieved by the Executive Instructions in O.M. 17.12.1998. In our view, therefore, the contention of the appellant that the O.M. dated 11.5.2001 over-rides the original O.M. dated 17.12.1998 thereby creates two classes of pensioners is absolutely ill founded and untenable.

It is common knowledge that an increase in the pay scale in any recommendation of a pay commission is a corresponding increase in the pay scale. In our view, therefore, Executive Instruction dated 11.5.2001 have been validly made keeping in view the recommendations of the Pay Commission accepted by the Policy Resolution of the Government on 30.9.1997, clarified by Executive Instructions dated 17.12.1998. The Executive Instructions dated 11.5.2001 neither over-ride the Policy Resolution dated 30.9.1997 nor Executive Instructions dated 17.12.1998 clarifying the Policy Resolution dated 30.9.1997. The Executive Instructions dated 11.5.2001 were in the form of further clarifying the Executive Instruction dated 17.12.1998 and do not over-ride the same. Counsel for the appellants heavily relied on the Constitution Bench decision of this Court D. S. Nakara v. Union of India (1983) 1 SCC 305 where this Court at Page 345 SCC observed that "liberalised pension scheme becomes operative to all pensioners governed by 1972 Rules irrespective of the date of retirement."

Nakara's case (supra) has been distinguished by this Court in State of Punjab & Ors. V. Boota Singh & Anr. (2000) 3 SCC 733, State of Punjab & Anr. v. J.L. Gupta & Ors. (2000) 3 SCC 736, State of West Bengal and Anr. v W.B. Govt. Pensioners' Association & Ors. (2002) 2 SCC 179 and State of Punjab & Ors. v/s Amar Nath Goyal & Ors. (2005) 6 SCC 754.

Nakara's case (supra) was a case of revision of pensionary benefits and classification of pensioners into two groups by drawing a cut off line and granting the revised pensionary benefits to employees retiring on or after cut-off date. The criterion made applicable was "being in service and retiring subsequent to the specified date". This Court held that for being eligible for liberalized pension scheme application of such a criterion is violative of Article 14 of the Constitution, as it was both arbitrary and discriminatory in nature. It was further held that the employees who retired prior to a specified date, and those who retired thereafter formed one class of pensioners. The attempt to classify them into separate classes/groups for the purpose of pensionary benefits was not founded on any intelligible differentia, which had a rational nexus with the object sought to be achieved. The facts of Nakara's case (supra) are not available in the facts of the present case. In other words, the facts in Nakara's case are clearly distinguishable.

In Indian Ex-Services League v. Union of India (1991) 2 SCC 104, this Court distinguished the decision in Nakara's case (supra) and held that the ambit of that decision cannot be enlarged to cover all claim by retirees or a demand for an identical amount of pension to every retiree, irrespective of the date of retirement even though the emoluments for the purpose of computation of pension be different. In K.L Rathee v. Union of India (1997) 6 SCC 7, this Court, after referring to various judgments of this Court, has held that Nakara case cannot be interpreted to mean that emoluments of persons who retired after a notified date

holding the same status, must be treated to be the same. In our view, therefore, the ratio in Nakara's case (supra) is not applicable in the facts of the present case. Lastly, it is contended that against the decision of the Delhi High Court, an SLP was dismissed by this Court on 8.7.2004 and, therefore, the doctrine of merger applies. It is not disputed that the SLP was dismissed in limine without a speaking order. This question has been set at rest by a three judge bench of this Court in Kunhayammed & Ors. v. State of Kerala & Anr. (2000) 6 SCC 359, where this Court after referring to a two-Judge Bench, of this Court in V.M. Salgaokar & Bros. (P) Ltd. v. CIT (2000) 5 SCC 373 held at page 375 (para 22) SCC as under.

“22. We may refer to a recent decision, by a two Judge Bench, of this court in V.M. Salagaokar & Bros. (P) Ltd. CIT (2000) 5 SCC 373 holding that when a special leave petition is dismissed, this Court does not comment on the correctness or otherwise of the order from which leave to appeal is sought. What the Court means is that it does not consider it to be a fit case for exercising its jurisdiction under Article 136 of the Constitution. That certainly could not be so when appeal is dismissed though by a non-speaking order. Here the doctrine of merger applies. In that case the Supreme Court upholds the decision of the High Court or of the Tribunal. The doctrine of merger does not apply in the case of dismissal of a special leave petition under Article 136. When appeal is dismissed, order of the High Court is merged with that of the Supreme Court. We find ourselves in entire agreement with the law so stated. We are clear in our mind that an order dismissing a special leave petition, more so when it is by a non-speaking order, does not result in merger of the order impugned into the order of the Supreme Court.”

Therefore, when the special leave petition is dismissed by the Supreme Court under Article 136 of the Constitution, the doctrine of merger is not attracted. For the reasons afore stated, the view taken by the Madras High Court that the clarificatory Executive Instructions in O.M. dated 11.5.2001 are an integral part of the O.M. dated 17.12.1998 clarifying the Policy Resolution of the Government dated 30.9.1997 and do not over-ride the original O.M. dated 17.12.1998 is correct law and it is, accordingly, affirmed. The view taken by the Delhi High Court that O.M. dated 11.5.2001 over rides the original O.M. dated 17.12.1998 and creates two classes of pensioners does not lay down the correct law and is, hereby, set aside.

The net result is that the Civil Appeal Nos. 3174 and 3173 of 2006, preferred by the pensioners, are dismissed and the Civil Appeal No. 3188, 3189 and 3190 of 2006, preferred by the employer Union of India, are allowed. The Judgment and order of the Madras High Court dated 29.4.2005 is affirmed. The Judgment and Orders of the Delhi High Court dated 17.8.2005, 5.9.2005, 10.11.2005 and 3.8.2005 are set aside.

Parties are asked to bear their own costs.

\*\*\*\*\*

**No. 1/3/70/99-2 Pension**

From

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

To

All Heads of Departments,  
Commissioners, Ambala, Gurgaon, Rohtak & Hisar Divisions,  
The Registrar, Punjab & Haryana High Court, Chandigarh.  
All Deputy Commissioners &  
Sub Divisional Officer (Civil) in Haryana.

**Dated, Chandigarh, the 13th September, 2007**

**Subject : Submission of application for revision of pension/family pension of pre and post 1986 pensioners/family pensioners.**

Sir,

I am directed to invite your attention towards this department letter No. 1/3/70/99-Pension, dated 15.12.2004 vide which the date for submission of application for the revision of pension/family pension of the Haryana Govt. pensioners was extended upto to 28.02.2005. After due consideration and keeping in view difficulties being faced by pre 1996 pensioners, it has been decided to remove the condition of cutoff date for submission of applications for the revision of pension/family pension by pensioners. Therefore, applicable for revision of pension/family pension be entertained without consideration of any cutoff date.

2. This communication may please brought to the notice of all the concerned for information and necessary action.

Yours faithfully,

Sd/-

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 4/2/98-5FR/1219**  
**GOVERNMENT OF HARYANA**  
**FINANCE DEPARTMENT**  
**Chandigarh, the 27th September, 2007**

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Subject : Payment of Dearness Allowance – Revised rates effective from 01-07-2007.**

Sir,

I am directed to refer to this department circular letter No. 4/2/98-5FR/418, dated 4th April, 2007 on the Subject noted above and to say that the Governor of Haryana is pleased to decide that the Dearness Allowance payable to Haryana Government employees shall be enhanced from the existing rates of 35% to 41% of the pay w.e.f. 1st July, 2007.

2. The other provisions regarding payment of dearness allowance contained in FD's letter No. 4/2/98-1FR-II/623, dated 30-4-1999 and for those employees who opted to retain pre-revised scales in their case provisions contained in para 2 of letter No. 4/2/98-1FR/654, dated 23rd June, 2000 shall continue to be applicable while regulating Dearness Allowance under these orders. However, with effect from 01-04-2004, Dearness Allowance will be computed on the basis of Basic Pay, Dearness Pay and NPA.

3. The additional installment of D.A. payable under these orders shall be paid in cash to all Haryana Government Employees.

4. Copy of these orders is also available on website which can be downloaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

From

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

To

All Heads of Departments,  
Commissioner of Divisions.  
All Deputy Commissioner,  
Sub Division Officer (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Memo No. 3/13/05-2Pension**

**Dated, Chandigarh, the 4th October, 2007**

**Subject : C.W.P filed by employees retired prior to 1-4-1995 on issue of merger of DA in gratuity.**

Kindly refer to this Department memo No. 3/13/05-2Pension dated 17.8.2006 and 22.8.2006 on the subject noted above.

2, A number of retirees who retired prior to 1.4.1995 have filed writ petitions for grant of benefits of DA on gratuity. Most of these writs have been disposed of with direction to respondents to pass Speaking Orders in terms of judgment in C.W.P No. 7446/2003 decided on 23-8-2005. Therefore, Departments were advised to pass Speaking Orders in such cases as per model draft sent vide above quoted reference.

3. Hon'ble High Court of Punjab & Haryana, Chandigarh while deciding C.W.P 2893/2006 vide judgment dated on 2.8.2007 has up-held the cutoff date 1.4.1995 as valid and no relief can be given to pre 1.4.1995 retirees. A copy of operative part of judgment is enclosed. While passing Speaking Orders in future, the judgment of Hon'ble High Court be also mentioned as grounds of rejection of claim of DA on gratuity of pre 1.4.1995 retirees.

Sd/-  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Contd...**

**Encl..**

**IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH (CIVIL WRIT JURISDICTION)**

To

State of Haryana through Chief Secretary, Government of Haryana, Haryana Civil Secretariat, Chandigarh  
Financial Commissioner & Principal Secy., Department of Finance, Haryana Civil Secretariat, Chandigarh  
Financial Commissioner & Principal Secretary, Department of Education, Government of Haryana  
Haryana Civil Secretariat, Chandigarh  
Accountant General (A&E), Haryana Lekha Bhawan, Plot No. 4 and 5, Sector 33B, Chandigarh.

**Subject : C.W.P. No. 2893 of 2006**

Banri Dhar

.....Petitioner(s)

Versus

The state of Haryana and others

.....Respondent(s)

Sir,

In continuation of this I am directed to forward herewith a copy of order dated 2.8.2007 passed by this Hon'ble Court in the above noted case for immediate strict compliance.

Given under my hand and seal of this court on this day of August, 2007.

*Sd/-*  
Superintendent  
for Assistant Registrar (Writs)

**C.W.P. No. 2893 of 2006**

Present. Mr. N.S. Shekhawat, Advocate  
for the petitioner,  
Mr. Harish Rathee, Senior DAG, Haryana  
for the State.

The petitioners had served in the Department of Education and retired on attaining the age of superannuation. All the petitioners had retired prior to 1.4.1995. They have prayed that the directions be issued for quashing the condition of the dearness allowance to be treated as dearness pay for reckoning emoluments for the purpose of retirement gratuity/death gratuity under the State Government Rules in the case of Haryana Government employees, who have retired or died on or after 1.4.1995.

Reply has been filed on behalf of the respondents, wherein it has been averred that Hon'ble the Supreme Court in Civil Appeal No. 129 of 2003 vide order dated 11.8.2005 has upheld the cut off date 1.4.1995 and, therefore, no relief can be given to the petitioners.

Dismissed.

*Sd/-*  
Ashutos Mohunta  
Judge

*Sd/-*  
T.P.S. Mann  
Judge

August 02, 2007

\*\*\*\*\*

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Office Memorandum**

**No. 4/7/99-2FR/1312**

**Dated, Chandigarh, the 10th October, 2007**

To

1. All the Head of Department, Commissioner of Divisions,  
All Deputy Commissioners and S.D.Os. (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

**Subject : Grant of dearness relief to the pensioners/family pensioners of the Haryana Government on the revised pension/family pension w.e.f. 1.7.2007.**

Sir/Madam,

I am directed to invite a reference to this department circular letter No. 4/7/99-2FR/536, dated the 20th April, 2007 on the subject noted above and to state that the Governor of Haryana is pleased to decided that the dearness relief shall be paid to the Haryana Government Pensioners/Family Pensioners to compensate them for the rise in cost of living at the rate of 41% w.e.f. 1.7.2007.

2. Payment of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee if the same is 50 paise or above. Conversely, it will be rounded off to the lower side if the same is less than 50 paise.

3. These orders will not apply to the Pensioners whose pension has been determined on adhoc basis without reference to the emoluments drawn by them, that is, Political Pension, Special Pension, War Risk Pension etc. The relief will also not be admissible to the re-employed pensioners during the period of their re-employment.

4. The dearness relief mentioned above will not be admissible to the employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee, who, on permanent absorption in the said bodies, elects the alternative of receiving the death-cum-retirement gratuity in lump-sum, in view of pension as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume-II, as amended from time to time and as applicable to the pensioners/family pensioners under the rule making power of Haryana Government, will not eligible to the dearness relief even after he/she has ceased to be in the employment of the organization concerned.

5. In view of the position stated above, Haryana Government pensioners shall be entitled for the payment of dearness relief at a uniform rate of 41% of their pension/family pension w.e.f. 1.7.2007. Therefore, it has been decided that it will be the responsibility of the pension disbursing authority including the nationalized banks etc. to calculate the quantum of the dearness relief payable in each individual cases.

6. The expenditure involved will be debitable to the Major Head "2071-Pension and Other Retirement Benefits".



7. Copy of these orders is also available on the website which can be down-loaded from the site, "[www.finhry.gov.in](http://www.finhry.gov.in)".

Yours faithfully,

Sd/-  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

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

**FAX**  
**IMMEDIATE**  
**DATE BOUND**

**No. 8/41/2007-6PR(FD)**

From

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

To

All Financial Commissioners and Principal Secretaries/  
Commissioners and Secretaries to Govt., Haryana.  
All Head of Departments in Haryana.  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 11th October, 2007**

***Subject : Reg. information in r/o of Pay Scales w.e.f. 01.01.1996 to Haryana Govt. employees.***

Sir/Madam,

I am directed to request you that Accountant General (A&E), Haryana has sought the information for implementing a new Pension Program for Haryana Govt. employees namely Pension SAI Project from 15.10.2007. For this purpose, detail of post wise scale applicable w.e.f. 01.01.1996 is required.

2. You are, therefore, requested to send the above information to the Accountant General (A&E) Haryana, Lekha Bhawan, Plot No. 4 & 5, Sector 33-B Chandigarh in the soft copy (i.e. CD) as well as in hard copy through special messenger by 15.10.2007 positively and both the copies may also be sent to the undersigned.

*Sd/-*  
Senior Accounts Officer, (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 22nd October, 2007**

**No. 11/28/04-1FR.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume I, Part II, in their application to the State of Haryana, namely.—

1. These rules may be called the Punjab Civil Services Rules, Volume I, Part II, (Haryana second Amendment) Rules, 2007.
2. In the Punjab Civil Services Rules, Volume I, Part II, in Appendix 18, (Referred to in Note 2 to paragraph 2 of Annexure I to section I of Chapter VIII), against heading "II (B) Education (Technical)", under column 2, for the existing entry, the following entry shall be substituted, namely :-
  - "1. Staff (excluding ministerial and class IV employees, Principals, Training and Placement Officers, Workshop Superintendents, Foreman Instructors, Workshop Instructors, Librarians) of the Government Polytechnic Institutions.
  2. Principals and staff (excluding ministerial and class IV employees) of the Government Engineering Colleges"

S.P. SHARMA  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 11/28/04-1FR

Dated, Chandigarh, the 22nd October, 2007

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

All Heads of Departments, Commissioners of Divisions,  
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

Sd/-  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 11/28/04-1FR

Dated, Chandigarh, the 22nd October, 2007

A copy is forwarded to Accountant General (A&E/Audit) Haryana, Chandigarh for information and necessary action.

Sd/-  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 11/28/04-1FR

Dated, Chandigarh, the 22nd October, 2007

A copy is forwarded to the Secretary, Council of Ministers, Haryana for information with reference to their U.O. No. 9/157/2007-2Cabinet, dated 05th October, 2007.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 11/28/04-1FR

Dated, Chandigarh, the 22nd October, 2007

A copy is forwarded to the Secretary, Haryana Vidhan Sabha for information and necessary action with reference to their U.O. No. 20-EA-2007/12124, dated 14th August, 2007.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 11/28/04-1FR

Dated, Chandigarh, the 22nd October, 2007

A copy alongwith an attested copy is forwarded to the Controller, Printing & Stationery, Haryana, Chandigarh for information and necessary action.

He is requested that this Notification be got printed in the Haryana Government Gazette and 500 spare copies be supplied to Finance Department for record.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioners and Principal Secretaries to Government, Haryana.

All the Administrative Secretary to Govt., Haryana.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretaries to Government, Haryana.

All the Administrative Secretary to Govt., Haryana.

U.O. No. 11/28/04-1FR

Dated, Chandigarh, the 22nd October, 2007

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary/ OSD-I&II/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries,

Haryana for information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary/OSD-I&II/  
Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/  
Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary  
Secretary/Parliamentary Secretaries, Haryana.

U.O. No. 11/28/04-1FR

Dated, Chandigarh, the 22nd October, 2007

\*\*\*\*\*

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

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 24th October, 2007**

**Subject : Disbursement of Pay and Allowances/Pension for the month of October, 2007.**

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 1st November, 2007 on account of Haryana Day the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the October, 2007 for all Gazetted/Non Gazetted Haryana Govt. employees and pension for the month of October, 2007 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 31st October, 2007.

Yours faithfully,

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1/2/90-4FR

Dated, Chandigarh, the 24th.10.2007

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

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 24th.10.2007

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for

Haryana State for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana.  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 24.10.2007

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for the information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/  
Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 24.10.2007.

\*\*\*\*\*

**IMPORTANT**

**Subject : Regarding sanction of touring beyond 10 days in a month by the Administrative Departments.**

Will the Chief Secretary and all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Govt. Haryana kindly refer to Finance Department U.O. No. 5/7/2005-1B&C dated 9-5-2005 on the subject of sanction of expenditure by the Administrative Department ?

2. Finance Department has already delegated powers vide even number dated 9.5.2005 (in para 4) referred to above that all those cases where approval of Finance Department is required beyond 10 days in a month the same should be disposed off at the level of the concerned Minister.

3. In order to improve efficiency and speedy disposal of cases of touring beyond 10 days in a month, it has now been decided by the Finance Department that the touring cases upto 15 days in a month may be disposed off at the level of concerned Administrative Secretary and beyond 15 days by the Minister Incharge provided the tour is administratively justified.

4. It is requested that these instructions may be brought to the notice of all concerned for compliance.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Govt., Haryana.  
All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

**U.O. No. 5/7/2005-1B&C**

**Dated : 30th October, 2007**

No. 5/7/2005-1B&C

Dated : 30th October, 2007

A copy is forwarded to All Head of Departments for information and necessary action.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 5/7/2005-1B&C.

Dated : 30.10.2007

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

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



A copy is forwarded to all Officers/Deputy/Under Secretaries/Superintendents of the Finance Department (Expenditure Control Branch) for information and necessary action.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Officers/Deputy/Under Secretaries/Superintendents of the  
Finance Department (Expenditure Control Branch).

U.O. No. 5/7/2005-1B&C

Dated : 30.10.2007

No. 5/7/2005-1 B&C

Dated : 30.10.2007

A copy is forwarded to the Principal Secretary/Additional Principal Secretaries I & II/  
Additional Principal Secretary/Officer on special Duty I & II/Senior Secretaries/Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/  
Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board,  
Haryana for information of the Chief Minister/Deputy Chief Minister/Ministers of State/Chief  
Parliamentary Secy./Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretaries I & II/  
Additional Principal Secretary/Officer on special Duty I & II/  
Senior Secretaries/Secretaries/Private Secretary to Chief Minister/  
Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary  
Secretary/Parliamentary Secretaries/Deputy Chairman, Planning  
Board, Haryana.

**INTERNAL DISTRIBUTION IN FINANCE DEPARTMENT**

PS/FM  
PS/FS  
In-charge Computer Cell.  
Record Room - 20 Copies.

\*\*\*\*\*

**No. 36/2/2007-WM(6)**

From

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

To

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

**Dated, Chandigarh, the 30th October, 2007.**

**Subject : Grant of interest free Festival Advance to Class IV Government employees during the year 2007-2008.**

Sir,

With reference to subject noted above, I am to say that the State Government has decided to grant an interest free festival advance of Rs. 1500/- (Rupees One thousand and five hundred only) to all Class IV Govt. employees in the State who apply for it.

2 The advance will be admissible to permanent/temporary Class IV employees and to adhoc employees who are continuing in service for the last one year and will likely to continue for another four months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it will be fully secured and its recovery will be ensured from the loanee before the close of the financial year 2007-08.

3. The following conditions should also be observed in sanctioning this advance :-

- (i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly instalments and the entire advance should be recovered from the pay of the employees before the close of the financial year 2007-2008.
- (iii) The advance may be drawn and disbursed on or before 9.11.2007.
- (iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- (v) The advance should not be granted by parent Departments to those Class IV employees who are on deputation to other Governments/ Corporations and Local Bodies etc.

- (vi) If both husband & wife are employed, the advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each bill in the enclosed Performa-I. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana (A&E) Chandigarh every month.

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by the end of December, 2007 positively in the enclosed Performa-II.

6. The expenditure will be debited to the Major Head "7610-Loans-to Government Servants etc. 800-Other Advances (98) Festival Advance (50) Advances (Non-Plan). The recoveries made will be credited to the corresponding receipt head i.e. "7610-Loans to Governments Servants etc. 800-Other Advances (98) Festival Advances (Receipt).

Copy of this letter can be down loaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

*Sd/-*  
Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2007

A copy is forwarded to the Accountant General, (A&E and Audit) Haryana Chandigarh with 20 copies for information and necessary action.

The expenditure will be debited against grant No. 25 under Major Head "7610-Loans to Government Servants etc.800-Other Advances-(98) Festival Advance (50)-Advances (Non-Plan)".

The detailed account of recoveries will be maintained by the Drawing and Disbursing Officers.

*Sd/-*  
Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 30th October, 2007

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers of Haryana at Chandigarh/Delhi and in Haryana with the request that the stipulated date way please be strictly followed and no bill be passed after 9.11.2007. The payment made on the basis of the sanction issued by the department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

*Sd/-*  
Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioners and Principal Secretary to Govt.  
Haryana, Revenue Department.  
All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt. Haryana;  
for information and necessary action.

*Sd/-*

Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

To

The Financial Commissioners and Principal Secretary to Govt.,  
Haryana, Revenue Department.  
All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt. Haryana.

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 30th October, 2007

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officer on Special Duty I, II & III/Media Advisor/Political Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Deputy Chairman Planning Board/Chief Parliamentary Secretary/Parliamentary Secretaries for the information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Deputy Chairman Planning Board/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*

Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/  
Officer on Special Duty I, II & III/Media Advisor/Political Advisor/  
Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/  
Deputy Chief Minister/Ministers/State Ministers/Dy. Chairman Planning  
Board/Chief Parliamentary Secretary/Parliamentary Secretaries.

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 30th October, 2007

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 30th October, 2007

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

The State Election Commissioner, Haryana.  
The Secretary to Governor, Haryana.  
The Secretary, Haryana Vidhan Sabha.  
Chairman/Chief Administrator/Managing Director of all Boards/

Corporations in Haryana.  
Vice Chancellor of all the Universities.  
Director, Pt. B.D. Sharma, PGIMS, Rohtak.

*Sd/-*  
Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

**INTERNAL DISTRIBUTION**

PS/FM  
PS/FCF  
Record Section FD with 20 spare copies.  
In-Charge, Computer Cell.

**PROFORMA - I**

**SCHEDULE OF RECOVERIES**

Sr. No.	Name & Designation of employee(s)	Total amount of advance Rs.	Recoveries upto last month of Financial Year 2007-2008 Rs.
1	2	3	4

Amount of advance recovered in this bill Rs.	Total amount of recovered upto date Rs.	Balance Rs.	Remarks
5	6	7	8

**PROFORMA - II**

Name of Department	Name of Office	Drawing & Disbursing Officer	Amount of Festival advance granted to the employees Rs.
1	2	3	4

\*\*\*\*\*

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

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 15th November, 2007.**

***Subject : Disbursement of Pay and Allowances/Pension for the month of November, 2007.***

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 1st and 2nd December, 2007 on account of Saturday and Sunday respectively, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the November, 2007 for all Gazetted/

Non-Gazetted Haryana Govt. employees and pension for the month of November, 2007 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 30th November, 2007.

Yours faithfully,

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 15.11.2007.

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

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 15.11.2007

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for Haryana State for information.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana.  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 15.11.2007.

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for the information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/  
Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 15.11.2007.

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**30th November, 2007**

**No. 3/8/04-2Pension.**— In exercise of powers conferred by the proviso to article 309 of Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume-II, in their application to the State of Haryana, namely :-

1. (1) These rules may be called the Punjab Civil Service Volume-II (Haryana Second Amendment) Rules, 2007.
- (2) They shall be deemed to have come into force on the date of their publication in the Official Gazette.
2. In the Punjab Civil Service Rules, Volume-II, for rule 6.24, the following rule shall be substituted, namely :-

**“6.24** (1) The pension shall be calculated on the pay last drawn by the Government employee on the date of retirement.

- (2) If on date of retirement of his service a Government employee has been absent from duty on leave with leave salary and also on extraordinary leave which counts for pension or having been suspended, has been reinstated without forfeiture of service, his emoluments should be taken at what they would have been had he not been absent from duty or suspended; provided always that, except as provided in note below, his pension must not be increased on account of increase in pay not actually drawn.

**Note :** In the case of Government employee who has been on earned leave till last date of his retirement and during this period he earns an increment which was not withheld during the currency of the earned leave such increment though not actually drawn, shall be included in the last pay drawn.

- (3) If a Government employee retires while he is absent from duty or on leave without leave salary not counting for pension or was under suspension which does not count for pension, the pay drawn by him prior to the period of such absence, leave or suspension shall be taken as last pay drawn for calculation of pension.
- (4) Except as provided in sub-rules (2) and (3) above, only emoluments actually received can be included in the calculation. For example, when a Government employee is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not reckoned in the calculations.
- (5) In the case of section-writers whose service has been allowed to count for pension and of press employees whose service qualifies under rule 3.28 “average-emoluments” means the average earnings of the last seventy-two months in superior service.

**Note-1** This clause applies in the case of a press employee remunerated by a fixed rate of pay if his pay is met from the grant for piece work.

**Note-2** Overtime earning of press employees paid at piece work rates may be taken into account in calculating average emoluments under this clause; but such



earning must be excluded in reckoning the average emoluments of press employees who draw pay at fixed rates.

If during the last 72 months of service a press employee has been for some period on fixed pay and for other periods a piecework employee, overtime earnings may be taken into account in calculating pension only for the periods during which he was remunerated at piece-work rates.

- (6) Basis for calculation of pension in respect of seasonal establishments governed by rule 3.18, shall be calculated on the pay last drawn in respect of seasonal establishments including the periods which count but during which no emoluments were drawn should enter into calculation and not merely the periods during which emoluments were drawn. The emoluments that should be taken into account should, under sub-rule (4) above, be those actually drawn during that period."

S.P. Sharma

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 3/8/04-2Pension

Dated, Chandigarh, the 30th November, 2007

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

All Heads of Department, Commissioners of Divisions.

All Deputy Commissioners and sub Divisional Officers (Civil) in Haryana.

The Registrar, Punjab and Haryana High Court, Chandigarh.

Sd/-

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 3/8/04-2Pension

Dated, Chandigarh, the 30th November, 2007

A copy alongwith 1000 spare copies are forwarded to Accountant General (A&E, Audit) Haryana, Chandigarh for information and necessary action.

Sd/-

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 3/8/04-2Pension

Dated, Chandigarh, the 30th November, 2007

A copy is forwarded to the Secretary, Council of Minister, Haryana, for information with reference to their U.O. No. 9/170/2007-2 Cabinet, Dated 29th November, 2007.

Sd/-

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 3/8/04-2Pension

Dated, Chandigarh, the 30th November, 2007

A copy is forwarded to the Controller, Printing & Stationery, Haryana, Chandigarh for information an necessary action.

He is requested that this Notification be got printed in the Haryana Govt. Gazette and 2000 spare copies be supplied to Finance Department.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 3/8/04-2Pension

Dated, Chandigarh, the 30th November, 2007

A copy is forwarded for information and necessary action :-

All the Financial Commissioners and Principal Secretary to Government,  
Haryana.  
All Administrative Secretary to Government, Haryana.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretary to Government, Haryana.  
All Administrative Secretary to Government, Haryana.

U.O. No. 3/8/04-2Pension

Dated, Chandigarh, the 30th November, 2007

Endst. No. 3/8/04-2Pension

Dated, Chandigarh, the 30th November, 2007

A copy is forwarded to the In-charge, Computer Cell, Finance Department for information and necessary action.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 3/8/04-2Pension

Dated, Chandigarh, the 30th November, 2007

\*\*\*\*\*

From

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

To

All Head of Departments in Haryana.

**Memo No. 34/21/2007-2B&C**

**Dated, Chandigarh, the 3rd December, 2007**

**Subject : Regarding submission of Agenda Items to Finance Department of various meetings well in time.**

Reference subject noted above.

2. It has been observed by the Finance Department that agenda items pertaining to various meetings are not being sent by the departments to Finance Department well in time. Consequently, required comments cannot be offered by this department immediately in the meetings. It is, therefore, requested that agenda items of various meetings in which officers of Finance Department have to take part may please be sent to the concerned branch of Finance Department, atleast one week before the scheduled date of meeting.

3. **It may be treated as Most Urgent.**

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt. Haryana, for information and necessary action.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

U.O. No. 34/21/2007-2B&C

Dated, Chandigarh, the 3.12.2007

A copy is forwarded to all the Special Secretaries/Joint Secretary/Dy. Secretaries/  
Under Secretaries/Joint Director, ERAMU and all Superintendents of Finance Department for  
their information and necessary action.

*Sd/-*

Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Special Secretaries/Joint Secretary/Deputy Secretaries/  
Under Secretaries/Joint Director, ERAMU and all Supdts. of F.D.

U.O. No. 34/21/2007-2B&C

Dated, Chandigarh, the 3.12.2007

\*\*\*\*\*

***These instructions have further been clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 17.04.2008.***

From

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

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar, Punjab and Haryana High Court.

**Memo No. 68/2/2001/FD/Pension/SAP**

**Dated, Chandigarh, the 19th December, 2007**

**Subject :** **Computerization of Pension Functions – System Automation Initiative (SAI) Project.**

Reference this department letter No. 5/60/05-Pension, dated 16-1-2006 on the subject mentioned above.

2. The Accountant General (A&E) Haryana has brought out that Departmental Data Sheet which was circulated vide above quoted reference is not being enclosed with the pension cases by most of the Departments. After adopting New Software System for pension, Departmental Data Sheet is a prime requirement for picking up the data for finalization of pension cases. Therefore, it has been requested to ensure that the Departmental Data Sheet complete in all respects be attached while forwarding each and every pension case to the Accountant General (A&E) Haryana. You are accordingly requested to ensure compliance of instructions already issued vide above quoted reference and a copy of this reference is again enclosed herewith for ready reference.

3 It has further been requested by the Accountant General (A&E) Haryana that a list of Pension Sanctioning Authority indicating their designation and addresses may be supplied. In this connection, FD has already issued instructions that pension cases will be referred to the AG (A&E) Haryana by the Head of Offices. Therefore, sanction of Pension Sanctioning Authority will not be required in the cases of sanction of superannuation pension and Head of Offices will work as Pension Sanctioning Authorities. You may, therefore, issue instructions at your level to all Head of Offices under your control for strict compliance of FD's instructions issued vide No. 68/2/2001/FD/Pension/SAP, dated 10-10-2006 and further a list of Pension Sanctioning Authorities of your department be sent to Accountant General (A&E) Haryana. A copy of the instructions issued and list of Pension Sanctioning Authorities be also sent to Finance Department.

4. It has also been pointed out by the Accountant General (A&E) Haryana that instructions of FD dated 10-10-2006 whereby it has been prescribed that pension cases will be sent one year in advance to the A.G. Office are not being complied and in many cases, pension cases are sent even after date of superannuation and that too incomplete viz. without sending attested joint photographs indicating names on the photographs, LPC and unconditional No Due

Certificate etc. In such a situation finalization of pensionary benefits is delayed. It is a serious matter and the Government has to pay interest on the delayed retiral benefits. Therefore, strict compliance of F.D's instructions dated 10-10-2006 may please be ensured and if any delay is found in timely submission of pension cases, disciplinary action may be taken against the defaulters.

Receipt of these instructions may please be acknowledged.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 68/2/2001/FD/Pension/SAP                      Dated, Chandigarh, the 19th Dec., 2007

No. 68/2/2001/FD/Pension/SAP                      Dated, Chandigarh, the 19th Dec., 2007

A copy is forwarded to Accountant General (A&E) Haryana for information with reference to his letter No. Pen-I/HCLT/SAI/07-08/2301 dated 29.10.2007.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

**Office of the Accountant General (A&E), Haryana  
Lekha Bhawan, Plot No. 4 & 5, Sector 33-B,  
Chandigarh-160020.**

**Ref. No. : Pen-1/HCLT/SAI/05-06/2141  
Dated : 10.10.2005**

To

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

**Subject : Computerization of Pension functions - System Automation Initiative (SAI)  
Project.**

Sir,

At present the work relating to authorization of pensionary benefits of Haryana Govt. employees is being done under the Fox-Pro system. This office is going to change the system module on Oracle. The work for the development of new software system for pension package is being developed by A.G. Maharashtra through M/s HCL Technologies Ltd. The work has been commenced w.e.f. 7.7.2005 with the system study. Certain information for new pension package has been desired by the office of A.G. Maharashtra for onward submission to M/s HCL Technologies Ltd. The Finance Department is requested that following proposal may please be adopted and information make available immediately :-

1. A specimen of Departmental Data Sheet designed for new system is enclosed for adoption and circulation among all the Pension Sanctioning Authorities in the State of Haryana. All the Pension Sanctioning Authorities may please be directed to instruct the all concerned that while forwarding pension cases to A.G. office, the departmental data sheet duly filled in and signed may be attached in the prescribed format with each Pension case invariably. Suitable instructions may be issued to the concerned authorities to start attaching the departmental data sheet with pension cases by the office concerned immediately.
2. A list of Pension Sanctioning Authorities indicating their designation and addresses may be supplied. Names of Distt. Treasuries and Sub Treasuries under each Distt. Treasury may also be intimated. A list of various corresponding pay scales sanctioned by Haryana Govt. alongwith details of designation to which the scales pertains applicable may also be made available.

An early and favourable action will be highly appreciated.

Yours faithfully,

Encl. : Data Sheet

*Sd/-*  
Dy. Accountant General (P).

**Annexure – A — Departmental Data Sheet**

10 digits DDO Code \_\_\_\_\_ Class of pension \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_

Designation \_\_\_\_\_ Group/Class \_\_\_\_\_

(a) Address Before Retirement

(b) Address After, Retirement

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department \_\_\_\_\_

Place/District of Retirement \_\_\_\_\_

DDO Retired from \_\_\_\_\_

T.O. for Pension \_\_\_\_\_ T.O. for DCRG \_\_\_\_\_

Bank Details :

(a) Bank Name \_\_\_\_\_

(b) Bank Branch \_\_\_\_\_

(c) Bank A/c. No. \_\_\_\_\_

G.P.F. Account No. allotted by A.G. Office \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Appointment \_\_\_\_\_

Date of commencement of Pensionable service \_\_\_\_\_ Date of Retirement/Death \_\_\_\_\_

Date of Medical Certificate invalidating Government servant \_\_\_\_\_

Date of lodging FIR in absconding cases \_\_\_\_\_

Period of Foreign Service : \_\_\_\_\_

Whether contributions received for the above period : \_\_\_\_\_

Length of Military Service, if any \_\_\_\_\_

Amount of Military Pension/Gratuity, if any : \_\_\_\_\_

	Years	Months	Days
	Years	Months	Days
Gross Service			
Non-Qualifying Service			
Weightage			
Net Qualifying Service			

Average Emoluments		Last Pay drawn	
Non-Practicing Allowance		DA/DP	
Other Allowances		Total of pay & other allowances.	

Signature of the Competent Authority

\*\*\*\*\*



(Copy of F.D. Hr. No. 28/2/2008-1B&C, dated 10th January, 2008)

**Subject : Recording of Recoveries of Overpayments under Minor Head “911 Deduct recoveries of Overpayments.”**

Reference Accountant General office letter No. TM(T)LMHH/2007-2008/1275 dated 24/31.12.2007 (copy on reverse) on the subject noted above.

2. Accountant General, Haryana, has brought to the notice of Finance Department that most of the departments are not depicting in the pay bills/voucher and recovery schedules, the period to which the recoveries of overpayments pertain, resulting in not operating of Minor Head “911-Deduct Recoveries of Overpayments” in the Finance Accounts.

3. You are, therefore, requested that period of recoveries of overpayment should be recorded in the pay bills/vouchers and recovery schedules so that the recoveries of overpayments pertaining to previous years may be depicted separately in the accounts as desired by Accountant General.

Copy of A.G. (A&E) Hr. No. TM(T)/LMMH/2007-08-1275, dated 24/31.12.2007

**Subject : Recording of Recoveries of Overpayments under Minor Head “911-Deduct - Recoveries of Overpayments”.**

I am to invite your kind attention to Para 3.10 of “General Directions” to “List of Major and Minor Heads of Accounts” which interalia provides that “Recoveries of overpayments whether made cash or by short drawal from a bill during the same financial year in which such overpayments were made, shall be recorded as reduction of expenditure under the concerned Service Head. Recoveries of overpayments pertaining to previous year(s) shall be recorded under distinct Minor Head ‘Deduct Recoveries of overpayments (Code-911)’ below the concerned Major Head/Sub Major Head in the Appropriation Accounts”.

It has been noticed that in most of the cases period to which the recoveries of overpayments pertain is not being mentioned in the Vouchers and recovery schedules received from the different Department, resulting in to not operating of Minor head “922-Deduct-Recoveries of overpayments” in the Finance Accounts.

You are, therefore, requested to direct all the departments to record the period of recoveries of overpayments in the pay bills/vouchers and recover schedules so that the recoveries of overpayments pertaining to previous years may be depicted separately in the Accounts as referred above under the minor head 911–Deduct-Recoveries of Overpayments”.

\*\*\*\*\*

**No. 34/2/94-WM(3)**

From

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

To

All Head of Departments, Commissioner of Divisions,  
Deputy Commissioners & S.D.Os. (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court &  
All District & Session Judges in Haryana State.

**Dated, Chandigarh, the 15th January, 2008.**

**Subject : Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employees and also fixation of rate of interest on General Provident Fund for the financial year 2007-2008.**

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2007-2008 at the rates given below :-

Sr. No.	Purpose	Rate of Interest for 1st Advance 2007-2008 per annum.	Rate of Interest for 2nd Advance for 2007-2008 per annum
1.	House Building Advance	8%	9%
2.	Motor Car/Motor Cycle/ Scooter/Moped Advance.	8%	9%
3.	Marriage Advance	8%	9%
4.	Computer Advance	8%	9%
5.	Cycle Advance	7%	8%

2. In case of mis-utilization of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest.

3. It has also been decided to fix the rate of interest at 8% (Eight Percent) per annum on deposits in the General. Provident Fund well 1st April 2007 and also on accumulations as Stood on 31st March 2007 This rate of interest will remain in force during the financial year 2007-2008.

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

Yours faithfully,  
Sd/-

(Surinder Mohan)

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 34/2/94-WM(3)

Dated, Chandigarh, the 15th January, 2008

A copy is forwarded to the Accountant General (A&E) Audit, Haryana Chandigarh with 50 spare copies for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 15th January, 2008

No. 34/2/94-WM(3)

Dated, Chandigarh, the 15th January, 2008

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

The State Election Commissioner, Haryana.  
The Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.  
The Secretary to Governor, Haryana.  
The Secretary, Haryana Vidhan Sabha.  
Directors of Medical Colleges in Haryana State.  
Member Secretary, Haryana Bureau of Public Enterprises.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officers on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Secretaries/ Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman Planning Board for the information of Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/ Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/  
Officers on Special Duty I & II/Media Advisor/Advisor/Senior Secretaries/  
Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary  
Secretaries/Deputy Chairman Planning Board, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 15th January, 2008

**INTERNAL DISTRIBUTION**

PS/FM  
PSIFCF  
PS/SSF  
FS/SSF(B)  
Incharge, Computer Cell  
Record 20 Copies

\*\*\*\*\*

**No. 34/2/94-WM(3)**

From

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

To

All Head of Departments, Commissioner of Divisions,  
Deputy Commissioners & S.D.Os. (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court &  
All District & Session Judges in Haryana State.

**Dated, Chandigarh, the 15th January, 2008**

**Subject : Rate of interest to be charged on House Building/Motor Car/Scooter/Motor Cycle/Moped/Cycle/Computer and Marriage Advance granted to the Government employees and also fixation of rate of interest on General Provident Fund for the financial year 2007-2008.**

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding charging of interest on various loans and advances given to the Government employees including AIS Officers has been considered and it has been decided to charge interest on various loans and advances granted/sanctioned during the financial year 2007-2008 at the rates given below :-

Sr. No.	Purpose	Rate of Interest for 1st Advance 2007-2008 per annum.	Rate of Interest for 2nd Advance for 2007-2008 per annum
1.	House Building Advance	8%	9%
2.	Motor Car/Motor Cycle/ Scooter/Moped Advance.	8%	9%
3.	Marriage Advance	8%	9%
4.	Computer Advance	8%	9%
5.	Cycle Advance	7%	8%

2. In case of mis-utilization of any loan, penal interest @ 10% per annum will be charged from the applicant over and above normal rate of interest

3. It has also been decided to fix the rate of interest at 8% (Eight Percent) per annum on deposits in the General Provident Fund w.e.f. 1st April 2007 and also on accumulations as stood on 31st March 2007 This rate of interest will remain in force during the financial year 2007-2008

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

Yours faithfully,

Sd/-

(Surinder Mohan)

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 34/2/94-WM(3)

Dated, Chandigarh, the 15th January, 2008

A copy is forwarded to the Accountant General (A&E) Audit, Haryana Chandigarh with 50 spare copies for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/ Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 15th January, 2008

No. 34/2/94-WM(3)

Dated, Chandigarh, the 15th January, 2008

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

The State Election Commissioner, Haryana.  
The Resident Commissioner, Government of Haryana, Haryana Bhawan,  
New Delhi.  
The Secretary to Governor, Haryana.  
The Secretary, Haryana Vidhan Sabha.  
Directors of Medical Colleges in Haryana State.  
Member Secretary, Haryana Bureau of Public Enterprises.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officers on Special Duty I&II/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman Planning Board for the information of Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secy./Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/  
Officers on Special Duty I & II/Media Advisor/Advisor/Senior Secretaries/  
Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary  
Secretaries/Deputy Chairman Planning Board, Haryana.

U.O. No. 34/2/94-WM(3)

Dated, Chandigarh, the 15th January, 2008

**INTERNAL DISTRIBUTION**

PS/FM

PS/FCF

PS/SSF

FS/SSF(B)

Incharge, Computer Cell

Record 20 Copies

\*\*\*\*\*

**No. 2/53/2007-1Pension**

From

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

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar, Punjab and Haryana High Court.

**Dated, Chandigarh, the 25th January, 2008**

**Subject :** Follow up action on the recommendations made by Hon'ble Justice (Retd.)  
N. K. Sud, Lokayukta, Haryana.

Sir,

I am directed to inform you that it has been observed that most of the departments do not obtain authentic information about the date of birth of dependent children of retiring employees while forwarding their pension cases to Accountant General (A&E) Haryana. This has resulted in excess payment of family pension in many cases. It has, therefore, been decided that each Head of Office/Pension Sanctioning Authority will obtain the information about the date of birth of dependent children and verify the same well in advance from the attested copies of birth certificates so that no omission takes place while forwarding pension cases to the Accountant General, Haryana

2. You are requested that the above instructions may please be brought to the notice of all the officers/officials dealing with the pension cases under your control for strict compliance.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.



Endst. No. 2/53/2007-1Pension

Dated, Chandigarh, the 25-1-2008

A copy alongwith 100 spare copies is forwarded to Accountant General (A&E) Haryana for information & necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/53/2007-1Pension

Dated, Chandigarh, the 25-1-2008

A copy is forwarded to the In-charge Computer Cell, Finance Department for information & necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

*These instructions have become obsolete.*

**SUPPLEMENTARY ESTIMATES**  
**DATE BOUND**

**No. 7/2/2008-2B&C**

From

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

To

All Heads of Departments in Haryana.

**Dated, Chandigarh, the 30th January, 2008**

**Subject : Supplementary Estimates 2007-08 (2nd instalment).**

Sir,

I am directed to address you on the above subject and to say that the Supplementary Estimates for the year 2007-08 (2nd Instalment) are to be presented to the State Legislature in its forthcoming session. In order to complete all the formalities connected with the presentation of the Supplementary Estimates to Legislature, I am to request that Schedules and Explanatory Memoranda (in triplicate both in Hindi and English languages) containing the relevant details in respect of the items of expenditure concerning only for the hard pressed cases which are absolutely necessary and required to be provided in the Supplementary Estimates, 2007-08 (2nd Instalment) may please be forwarded to the Finance Department (concerned expenditure control branch) as per the enclosed pattern latest by 8th February, 2008.

2. They are also requested to supply three copies of "Note for the pad" for the Finance Minister containing detailed replies to all possible supplementary questions.

Yours faithfully,

Sd/-  
Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Copies are forwarded to all Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-  
Superintendent Budget & Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 7/2/2008-2B&C

Dated, Chandigarh, 30th January, 2008.

Copies are forwarded to all the Branch Officers, Superintendents of Expenditure Control Branches of the Finance Department, with the request that it may please be ensured that the Schedule and Memoranda alongwith "**Note for the pad**" (three copies only) are received from the departments by the due date viz. 8.2.2008 and three copies thereof in English and Hindi languages duly checked are supplied to the Budget and Committee Branch by **12.2.2008** alongwith "**Note for the pad**". Format of the Schedule is attached herewith for guidance.

*Sd/-*  
Superintendent Budget & Committee,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To  
All the Branch Officers/Supdts.  
In Finance Department.

U.O. No. 7/2/2008-2B&C

Dated, Chandigarh, 30th January, 2008.

**Encls.**

**SCHEDULE PROFORMA****DEMAND NO.** \_\_\_\_\_

See page(s) \_\_\_\_\_ of statement of Demands for Grants and Appropriations for the year 2007-2008.

1. Original Grant :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

2. Supplementary Estimates of the Amount required in the year ending 31st March, 2008 to defray charges in respect of :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

3. SUB MINOR HEAD(s) under which the Supplementary Grants will be accounted for :-

Major Head (Plan/Non-plan)

Sub Major Head

Minor Head

Sub Head

Detailed Head

Object Head

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

4. Total Original Estimates 2007-2008 :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

5. Add-sum now required :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

6. Total Estimates after adding the sum now required :-

**Revenue**

Voted :

Charged :

**Capital**

Voted :

Charged :

\*\*\*\*\*

***These instructions have been Revised vide  
No. 2/2/2007-WM(6), Dated 01.04.2008.***

**No. 2/2/2007-WM(6)**

From

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

To

All Head of Departments,  
Commissioner of Divisions,  
Deputy Commissioners &  
S.D.Os. (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court &  
All District & Session Judges in Haryana State.

**Dated, Chandigarh, the 12th February, 2008**

**Subject : Grant of Advance for the purchase of Personal Computer to Government employees - Admissibility Condition/Limit of Advance and Installments of recovery.**

Sir,

With reference to the subject noted above, I am directed to refer to Finance Department's circular letter even No. dated 25th June, 2004 and to say that the matter of further liberalising the admissibility condition for Computer advance have been under the consideration of Government from some time past. It has now been decided to further revise the admissibility condition and the limit of the personal computer advance to Haryana Government employees as under :-

Sr. No.	Admissibility	Limit of advance and installments Recovery
1.	Government employees drawing pay of Rs. 4,500/- p.m. and above (including D. Pay/ Spl. Pay/NPA).	Rs. 30,000/- or the actual price of the Computer, whichever is less, recoverable in not more than 75 equal monthly installments.

2. All other conditions shall continue to be applicable as heretofore. The liberalisation of admissibility condition have to be backed with stronger internal control mechanism by ensuring that the Computer advances are not used other than purchase of Computer/Lap-top.

3. The decision contained in this circular letter shall take effect from the date of its issue. The revised limit of the advance shall be applicable to those employees also whose applications for this advance may be pending for sanction on the date of issue of this circular letter. But the case already decided/sanctioned shall not be re-opened.

4. These instructions may be brought to the notice of all officers/ officials working under your control.

5. Copy of this instruction is also available on the website which can be down loaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

6. The receipt of this letter may kindly be acknowledged.,

Yours faithfully,

*Sd/-*

(Surinder Mohan)

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

\*\*\*\*\*

***These instructions have been withdrawn vide  
No. 15/48/89/Acctt/HBPE (FD), Dt. 10.04.2008.***

**No. 15/48/89/Acctt/HBPE (FD)**

From

The Member Secretary,  
Haryana Bureau of Public Enterprises,  
Finance Department, New Secretariat Bldg.,  
Sector-17, Chandigarh.

To

The Managing Directors/Chief Administrators/  
Chief executive Officers of all the State Public Enterprises in  
Haryana (Boards, Corporations, Companies and  
Co-operative Institutions.)

**Dated, Chandigarh, the 14th February, 2008**

**Subject : Grant of Functional Autonomy to State Public Enterprises.**

Sir,

I am directed to invite your attention to the subject noted above and to say that the issue of giving autonomy in specific areas to the State Public Enterprises has been under the active consideration of the State Government for some time past, with an objective of bringing in greater efficiency in their functioning as well as accountability.

2. For the above purpose, the State Government had constituted a Committee of Officers under the Chairmanship of Chief Secretary, Haryana to examine its various aspects. The recommendations made by the Committee have been considered by the State Government and it has been decided as under :-

- (A) In the first instance, it has been decided to grant limited autonomy to the State Public Enterprises listed below :-
  - (i) Haryana Urban Development Authority.
  - (ii) Haryana State Industrial and Infrastructure Development. Corporation.
  - (iii) Haryana State Agricultural Marketing Board.
  - (iv) Haryana State Co-operative Supply & Marketing Federation.
  - (v) Haryana Vidyut Prasaran Nigam, Haryana Power Generation Corporation, Uttar Haryana, Bijli Vitran Nigam, Dakshin Haryana Bijli Vitran Nigam, Haryana Tourism Corporation.
- (B) A Committee of officers comprising the Chief Secretary, Haryana, Finance Secretary, concerned Administrative Secretary and Member Secretary, HBPE has been constituted for considering addition/deletion of the names of State Public Enterprises to the list of State Public Enterprises for grant of agreed extent of autonomy. This Committee shall meet as and when necessary for the said purpose.



- (C) The State Public Enterprises listed in para (A) above and others which may be included in the approved list from time to time shall have autonomy in the following matters :-
- (i) Replacement of condemned vehicles with new ones with the prior approval of their Board of Directors and Administrative Department. They need not refer this matter to HBPE.
  - (ii) Purchase of additional new vehicles with the prior approval of their Board of Directors and Administrative Department at the level of Chief Minister, Haryana. They need not refer this matter to HBPE or to the State Motor Vehicle Board.
  - (iii) Foreign tours/visits of various functionaries with the prior approval of their Board of Directors and Administrative Department at the level of Chief Minister, Haryana. They need not refer this matter to HBPE.
  - (iv) Filling up of existing sanctioned vacancies with the prior approval of their Board of Directors and Administrative Department, subject to the condition that they have got themselves rightsized/restructured as per instructions issued from time to time.
  - (v) All recruitments to group 'A' & 'B' posts with the prior approval of their Board of Directors and Administrative Department. They need not refer this matter to Haryana Public Service Commission. However, before initiating this process, a recruitment policy should be got approved by the concerned State Public Enterprise from its Administrative Department each time.  
Group 'C' & 'D' posts would continue to be filled up through Staff Selection Commission or otherwise as before.
  - (vi) The listed State Public Enterprises shall be out of the purview of Haryana State Electronics Development Corporation (HARTRON) for procurement of computers and related equipments.
  - (vii) Subject to the approval of the IT Plan by the I.T. Department, the listed State Public Enterprises will have full autonomy for their computerisation including recruitment of technical manpower. This would be further subject to the condition that recruitment policies are approved by their Administrative Department and are in consonance with the general policy framework prepared by the I.T. Department.
  - (viii) The listed State Public Enterprises will be fully autonomous for outsourcing any service or class of services, subject to the condition that their policies in this regard are in consonance with the policy guidelines of the Chief Secretary to General Administration Department.
- (D) Matters of the following types and any other matter not specified above shall continue to be referred by all the State Public Enterprises including those, listed in para A) above to the relevant wings of the State Government as before :-
- (i) Creation of new posts over and above the existing sanctioned strength.
  - (ii) Upgradation of an existing post which has the effect of altering its pay scales.
  - (iii) Limited or general revision of Pay scales of employees of different categories.
  - (iv) Amendment of service rules relating to the service condition of employees.

- (v) Policies regarding grant of additional allowances including bonus to the employees over and above prescribed in the normal policy of the State Government.
- (vi) Restructuring proposals.
- (vii) Grant of Government guarantees.
- (viii) Sanction/release of share capital, loans, grant-in-aid, subsidy etc.
- (ix) All recruitments to group 'C' & 'D' posts in accordance with the qualifications/experience prescribed by the competent authority.
- (x) Examination and approval of I.T. plan including sanction of posts of different categories.
- (E) All the State Public, Enterprises except those which are, included in the list in para (A) pertaining to grant of limited autonomy, shall continue to refer all matters to the relevant wings of the State Government as before.
- (F) These instructions shall supersede all previous instructions to the extent mentioned in the preceding paragraphs.
- (G) The instructions issued by various State Government departments/ organizations from time to time in the matter specified in these instructions shall stand modified to that extent.

Yours faithfully,

*Sd/-*  
Management Consultant,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

A copy is forwarded to the following with the request to suitably modify the relevant instructions issued from time to time in so far as their applicability to the State Public Enterprises to whom autonomy has been granted as specified in para 2 (A) above, so as to avoid any confusion :-

- (i) The Chief Secretary, Haryana.
- (ii) The Financial Commissioner & Principal Secy. to Govt., Haryana, Finance Department.
- (iii) The Financial Commissioner & Principal Secy. to Govt., Haryana, Information Technology Department.
- (iv) The Managing Director,  
Haryana State Electronics Development Corporation.

*Sd/-*  
Management Consultant,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

To

The Chief Secretary, Haryana.  
The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

The Financial Commissioner & Principal Secy. to Government,  
Haryana, Information Technology Department.  
The Managing Director,  
Haryana State Electronics Development Corporation.

U.O. No. 15/48/89/Acctt/HBPE (FD)

Dated, Chandigarh, the 14th Feb., 2008.

A copy is forwarded to all Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government Haryana for information and necessary action.

*Sd/-*  
Management Consultant,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 15/48/89/Acctt/HBPE (FD)

Dated, Chandigarh, the 14th Feb., 2008.

Endst. No. 15/48/89/Acctt/HBPE (FD)

Dated, Chandigarh, the 14th Feb., 2008.

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

*Sd/-*  
Management Consultant,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

\*\*\*\*\*

**Subject : Removal of anomalies in the pay scale of Senior Scale Stenographers.**

Will the Chief Secretary to Govt. Haryana kindly refer to their proposal bearing No. 1/10/2007-7E(I) dated 17-4-07 on the subject noted above?

The proposal has been examined and the same was placed before the HPOC. On recommendations of the HPOC, it has been decided to modify/revise the pay scale of Senior Scale Stenographer as under :-

Sr. No.	Name of the Department	Name of the post	Existing pay scale (on 1.1.96)	Modified /Revised pay scale
1.	Haryana Civil Secretariat, FCR, Haryana Vidhan Sabha, H.P.S.C., L.R. and Haryana Raj Bhawan	Senior Scale Stenographer	Rs. 5450-8000+60/- S.P. (1.1.96)	Rs. 5500-9000 (without Special Pay) subject to the condition that notional benefit of pay will be given w.e.f. 1.1.96 to 29.3.2007 and actual from 30.3.2007 as decided in the case of Assistants of Haryana Civil Secretariat. It has also been decided that same parity of pay scale will be maintained for Senior Scale Stenographers working in the offices of the Hr. Civil Secretariat, FCR, Haryana Vidhan Sabha, H.P.S.C, L.R and Haryana Raj Bhawan.

The pay of the employees whose pay scales have been modified/revise is to be fixed in accordance with the rules laid down in the Punjab Civil Services Rules, Volume-I, Part-I, the rules prescribed vide extra ordinary gazette notification No. GSR 3/Const Art.309/1998 dated 7th January, 1998 and No. GSR 4/Const. Art.309/1998 and the instructions issued on the subject from time to time.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Chief Secretary to Government, Haryana.

**U.O. No. 1/1/98-5PR(FD)**

**Dated, Chandigarh, the 14th February, 2008**

Endst. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14th February, 2008

A copy is forwarded to Legal Remembrancer and Secretary to Government, Haryana, Law and Legislative Department for information.

Sd/-

Under Secretary Finance (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14th Feb, 2008

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

Secretary to Governor, Haryana.  
Secretary, Haryana Vidhan Sabha.

Secretary, Haryana Public Service Commission, Sector-17, Chandigarh.

*Sd/-*  
Under Secretary Finance (PR),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14th Feb, 2008

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

The Accountant General (A&E) and (Audit), Haryana, Chandigarh.  
Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*  
Under Secretary Finance (PR),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner & Principal Secy. to Government, Haryana, Revenue Department and all the Financial Commissioners and Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*  
Under Secretary Finance (PR),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Revenue Department.  
All the Financial Commissioners & Administrative Secretaries to  
Govt., Haryana.

U.O. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14th Feb., 2008

A copy is forwarded to Senior Secretary to PSCM/Private Secretary to APSCM-I/ APSCM-II/OSD-I/OSD-II/OSD-III/Senior Secretaries/Private Secretaries to the Chief Minister/ Ministers/Ministers of State/Chief Parliamentary Secretaries/Parliamentary Secretaries for information.

*Sd/-*  
Under Secretary Finance (PR),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

Senior Secretary to PSCM/Private Secretary to APSCM-I/APSCM-II/OSD-I/OSD-II/OSD-III/Senior Secretaries/Private Secretaries to the Chief Minister/Ministers/ Ministers of State/Chief Parliamentary Secretaries/Parliamentary Secretaries.

U.O. No. 1/1/98-5PR(FD)

Dated, Chandigarh, the 14th Feb., 2008.

\*\*\*\*\*

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

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 18th February, 2008**

***Subject : Disbursement of Pay and Allowances/Pension for the month of February, 2008.***

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 1st and 2nd March, 2008 on account of Saturday and Sunday respectively, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the February, 2008 for all Gazetted/ Non-Gazetted Haryana Govt. employees and pension for the month of February, 2008 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 29th February, 2008.

Yours faithfully,

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 18.02.2008.

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

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 18.02.2008.

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for Haryana State for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana.  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 18.02.2008.

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for the information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/  
Deputy Principal Secretary I & II/O.S.D.I&II/Senior Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 18.02.2008.

\*\*\*\*\*

**No. 1/1/2004-1Pension**

From

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

To

All the Head of Departments of Haryana,  
All the Commissioners of the Divisions,  
All the Deputy Commissioners,  
The Registrar Punjab and Haryana High Court.

**Dated, Chandigarh, the 18th February, 2008**

**Subject :** **Regarding supply of information in respect of the Government employees appointed on or after 1.1.2006.**

Sir,

I am directed to refer to the subject noted above and to state that the matter of implementation of New Pension Scheme is actively under consideration with the Government. Some information regarding the officers/officials of State Govt. who have been recruited on or after 1.1.2006 is required in the Annexure-I enclosed.

Further information is also required for amount of arrears of matching contribution as per Annexure-II enclosed. The summery of total amount of matching contribution up to Feb. 2008 in respect of such employees may also be supplied.

The above information in Annexure-I & II (in duplicate) may be supplied to the Finance Department within a fort-night positively through your Administrative Department.

Yours faithfully,

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and Principal Secretaries to Govt. Haryana and all Administrative Secretaries to Govt. Haryana for information and necessary action.

They are requested to direct their subordinate Departments to supply the information within the stipulated period.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries and  
all Administrative Secretaries to Govt., Haryana.

U.O. No. 1/1/2004-1Pension

Dated, Chandigarh, the 18-2-2008

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



**ANNEXURE - I**

1	2	3	4	5
Sr. No.	Name of officer/ official	Designation	Date of Joining	Pay Scale in which recruited

Signature alongwith Stamp

**ANNEXURE - II****FORMAT OF SCHEDULE OF GOVERNMENT MATCHING CONTRIBUTIONS TOWARDS NEW PENSION SCHEME**

1	2	3	4	5	6	7	8	9
Sr. No.	Name of Govt. servant	Designation	Year and Month	Basic Pay + DP	DA	Total (Col. 5&6)	Govt.'s contribution @ 10% of Col. 7	Remarks

Signature of DDO alongwith Stamp

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 20th February, 2008**

**No. G.S.R.8/Const./Art.283/2008.**— In exercise of the powers conferred by clause (2) of article 283 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Departmental Financial Rules, in their application to the State of Haryana, namely :-

1. These rules may be called the Departmental Financial (Haryana Amendment) Rules, 2008.
2. In the Departmental Financial Rules (hereinafter referred to as the said rules) in rule 10.2,—
  - (a) for serial numbers 4, 5, 6, 13 and 16 and entries there against, the following serial numbers and entries there against shall be substituted, namely :-

1	2	3	4	
4	To sanction tents.	(i)	Chief Engineer	Rs. 10.00 lacs
		(ii)	Superintending Engineers	Rs. 2.00 lacs
5	To sanction office furniture for new office subject to the instructions of Finance Department on economy measures, if any.	(i)	Chief Engineer	Rs. 2.50 lacs
		(ii)	Superintending Engineers	Rs. 0.50 lac
		(iii)	Executive Engineers	Rs. 0.25 lac
6	To sanction the purchase, manufacture and repair of articles including special Tools and plants (except purchase of motor vehicles, live stock, tents and office furniture), chargeable to works under extension, improvement and maintenance and repairs, chargeable to Revenue accounts.	(i)	Chief Engineer	Rs. 20.00 lacs
		(ii)	Superintending Engineers	Rs. 5.00 lacs
		(iii)	Executive Engineers	Rs. 0.20 lac
13	To sanction repairs and carriage of Tools and Plants.		Executive Engineers	Rs. 0.25 lac
16	To obtain rain gauges and measure glasses.	(i)	Superintending Engineers	Rs. 0.25 lac
		(ii)	Executive Engineers	Rs. 0.05 lac

- (b) Serial numbers 11 and 12 and the entries there-against shall be omitted.

3. In the said rules, in rule 10.3, for serial numbers 2 and 3 and entries there-against the following serial numbers and entries there-against shall be substituted, namely :-

2	To sanction estimate for repairs and carriage of tools and plants including special tools and plants	(i)	Chief Engineer	Full powers
		(ii)	Superintending Engineers	Rs. 10.00 lacs
		(iii)	Executive Engineers	Rs. 0.10 lac subject to the budget provision of the Division.
3	To sanction estimates for the purchases and manufacture of Tools and Plants including special Tools and Plants.	(i)	Chief Engineer	Rs. 10.00 lacs
		(ii)	Superintending Engineers	Rs. 2.50 lacs

4. In the said rules, in rule 10.4,—“(a) for serial numbers 7-A and entries there-against the following serial numbers and entries there-against shall be substituted, namely :-

7A	To convey administrative approval to expenditure in connection with Public Works Department Rest Houses/Inspection Bungalows, Civil Rest Houses/ Dak Bungalows	(i)	Chief Engineer	Rs. 1.00 lac
		(ii)	Superintending Engineers	Rs. 0.25 lac
		(iii)	Executive Engineers	Rs. 0.10 lac

5. In the said rules, in rule 10.5,—

- (a) for serial number 1, 3, 4, 13, 14 and 22 and entries there-against the following serial numbers and entries there-against shall be substituted, namely :-

1	To accord technical sanction to detailed estimates of original works and special repairs. (Plan and Non-plan)	(i)	Chief Engineer	Full powers subject to maximum 10 percent excess over the amount of administrative approval.
		(iii)	Executive Engineers	Rs. 1,000.00 lacs subject to maximum 10 percent excess over the amount of administrative approval.
		(iii)	Superintending Engineers	Rs. 25.00 lacs subject to maximum 10 percent excess over the amount of administrative approval.
		(iv)	Executive Engineers	Rs. 5.00 lacs subject to maximum 10 percent excess over the amount of administrative approval.

3	To accord technical sanction to estimates for maintenance and repair (Non-plan) only : (a) Ordinary maintenance and repairs. (b) Electricity telephone, water and other energy charges. (c) Establishment. (d) Municipal and other statutory taxes and other statutory taxes and charges.	(i)	Engineer-in-Chief	Full Powers
		(ii)	Chief Engineer	Rs. 100.00 lacs
		(iii)	Superintending Engineers	Rs. 25.00 lacs
		(iv)	Executive Engineers	Rs. 2.00 lacs
4	To sanction new works or addition chargeable to extension and improvement.		Executive Engineers	Rs. 0.25 lac
13	To sanction works for other departments, in case of urgency when there is no local authority of the department concerned.		Superintending Engineers	Rs. 0.50 lac
14	To sanction expenditure on survey and other preliminary works connected with the preparation of estimates chargeable to minor head works and other charges falling under all heads of accounts.	(i)	Engineer-in-Chief	Rs. 25.00 lacs
		(ii)	Chief Engineers	Rs. 15.00 lacs
		(iii)	Superintending Engineers	Rs. 2.50 lacs (Authority in column 3 should not split the works so as to make it fall so as to make it fall within their power).
		(iv)	Executive Engineers	Rs. 0.10 lac (Authority in column 3 should not split the works so as to make it fall so as to make it fall within their power).
22	To sanction estimates for the construction of new drains etc., chargeable to major head-"Works"- "Drain works" (For Irrigation Branch only)	(i)	Engineer-in-Chief	Rs. 10.00 lacs
		(ii)	Chief Engineers	Rs. 5.00 lacs ordinarily to be enhanced up to Rs. 10.00 lacs in cases of emergency.
		(iii)	Superintending Engineers	Rs. 2.00 lacs

(b) Serial numbers 7 and 20 and entries there against shall be omitted.

6. In the said rules, in rule 10.6, for serial number 1 and 4 and entries there against, the following serial numbers and entries there-against shall be substituted, namely :-

1	To accept tenders for the execution of works by contract	Tender Allotment Committee as appointed, either generally or with respect to any/some specific purpose, by the respective Administrative Department with such terms and conditions, including the one relating to the quorum, as the respective Administrative Department may determine, and till such time as it has not been appointed to be otherwise, and/or has not been determined to be otherwise, the Tender Allotment Committee comprising Engineer-in-Chief as Chairman and Chief Engineers and Chief Accounts Officer as its members with quorum being three including Engineer-in-Chief and the concerned Chief Engineer to whom agenda pertains.	Full Powers
		(i) Chief Engineer	Full powers upto Rs. 500.00 lacs
		(ii) Any other officer/authority appointed by the respective Administrative Department to be the Chief Engineer for this purpose.	
		(i) Superintending Engineers	1. Full powers upto Rs. 10.00 lacs
		(ii) Any other officer/authority appointed by the respective Administrative Department to be the Superintending Engineer for this purpose.	2. Rs. 10.00 lacs to Rs. 25.00 lacs when the tendered rates are not more than 10 percent over Haryana schedule of rates plus sanctioned premium and non-scheduled item do not exceed 10 percent of the estimates.
		3. Rs. 25.00 lacs to Rs. 50.00 lacs when the tendered rates are not more than 5 percent over Haryana Schedule of Rates plus sanctioned premium and	

			<p>non-scheduled item do not exceed 10 percent of the estimates</p>
			<p>4. Rs. 50.00 lacs to Rs. 100.00 lacs when the tendered rates are not more than 10 percent over Haryana Schedule of Rates plus sanctioned premium and Non-Scheduled item do not exceed 10 percent of the estimates.</p> <p><b>Note</b>—Superintending Engineer shall exercise these powers only after the estimate is technically sanctioned by competent authority.</p>
		<p>(i) Executive Engineer (ii) Any other officer/authority appointed by the respective Administrative Department to be the Executive Engineer for this purpose.</p>	<p>1. Full Powers upto Rs. 5.00 lacs when Non-scheduled item do not exceed 10% of the estimates.</p> <p>2. 5.00 lacs to Rs. 10.00 lacs when the tendered rates are not more than 5 percent over Haryana schedule of rates plus sanctioned premium and Non-scheduled item do not exceed 10 percent of the estimates.</p> <p><b>Note</b>—1. Executive Engineer shall exercise these powers only after the estimate is technically sanctioned by competent authority.</p> <p>2. In case Non Scheduled items exceed 10% of the estimates, then the tender would be decided by Superintending Engineer.</p> <p>3. Approval of next higher authority shall be obtained if a tender other than the lowest is to be accepted and also if single tender is to be accepted.</p>

4	To issue work orders for works and repairs.	(i)	Executive Engineers, Buildings and Roads and Water Supply and Sanitation Department.	Rs. 0.50 lac (No enhancement is allowed)
		(ii)	Sub Divisional Officers, Buildings and Roads and Water Supply and Sanitation Department.	Rs. 0.20 lac (No enhancement is allowed)

S.P. SHARMA,  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 18/2/2008-3B&C**

From

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

To

All the Head of Departments,  
Commissioners of Divisions,  
Deputy Commissioners in Haryana, State.

**Dated, Chandigarh, the 3rd March, 2008**

**Subject : Regulations on Audit and Accounts 2007.**

Kindly refer to the subject noted above. A copy of the Regulation on Audit and Accounts 2007, is sent herewith for your reference and record. These regulations are also available on the website of the Comptroller & Auditor General of India, New Delhi i.e. [www.cag.gov.in](http://www.cag.gov.in). under the heading 'mandate'.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy of above stated rules is forwarded to all the Financial Commissioner & Principal Secretaries/Commissioner & Secretaries to Govt. Haryana for their reference and record.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Commissioner & Secretaries to Govt. Haryana.

U.O. No. 18/2/2008-3B&C

Dated : 3.3.2008

Endst. No. 18/2/2008-3B&C

Dated : 3.3.2008

A copy of above stated rules is forwarded to Accountant General (Audit) Haryana for information.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



Endst. No. 18/2/2008-3B&C

Dated : 3.3.2008

A copy of above stated rules is forwarded to :-

All the Managing Directors of Boards and Corporations,  
Registrars of the Universities in Haryana  
for their reference and record.

*Sd/-*  
Superintendent Budget & Committee  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been withdrawn vide dated 20.08.2009.***

**COURT CASE/MOST URGENT**

**No. 6/40/2007-4PR(FD)**

From

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

To

All Heads of Departments in Haryana,  
All Divisional Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th March, 2008**

**Subject : Court cases.**

Reference on the subject noted above.

2. A Bunch of Civil Writ Petitions in main C.W.P. No. 18601 of 2006 was fixed for hearing on 03.03.2008 and the same has been adjourned to 26.03.2008 with a direction to the State Government Haryana to provide the list of all the Court Cases wherein the employees are claiming the benefit of bunching of increments under the provision of Rule 7 of the Haryana Civil Services revised pay Rules, 1998 and provision of Rule 15 of Haryana Civil Services A.C.P. Rules, 1998.

**Rule 7 of Haryana Civil Services, Revised Pay Rules, 1998:-** Provided further that the fixation thus made shall ensure that every employee will get at least one increment in the revised scale of pay for every three increments (inclusive of stagnation increment(s), if any) in the existing scale of pay.

**Rule 15 of A.C.P. Rules, 1998:- provided further that** the fixation thus made shall ensure that every employee will get at least one increment (inclusive of stagnation increment(s), if any in the present scale of pay.

3. In view of the above, it is requested that the requisite information may be supplied to the office of Advocate General, Haryana up to 15.03.2008 under intimation to this office.

4. Since maximum cases have been filed by the teachers of Primary Education/ Secondary Education Department, Haryana. The Director, Secondary Education, Haryana will coordinate all the cases.

5. The concerned department will be responsible for any lapse on this account.

Sd/-  
Sr. Accounts Officer (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**अति आवश्यक/पी.ए.सी. मेटर**  
**तिथि-बद्ध**

**क्रमांक 18/25/2007-3ब.वक.**

प्रेषक

वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

हरियाणा राज्य के सभी विभागाध्यक्ष।  
आयुक्त अम्बाला, हिसार, गुडगांव तथा रोहतक मण्डल।

**दिनांक, चण्डीगढ़ 12 मार्च, 2008 (12th March, 2008)**

**विषय :** भारत के नियन्त्रक व महालेखापरीक्षक की 31 मार्च, 2007 को समाप्त वर्ष (सिविल)-  
हरियाणा सरकार की रिपोर्ट।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर दिलाऊं तथा हरियाणा सरकार से सम्बन्धित 31 मार्च, 2007 को समाप्त वर्ष के भारत के नियन्त्रक व महालेखापरीक्षक के प्रतिवेदन (सिविल) की एक-एक प्रति (अंग्रेजी व हिन्दी में) भेजते हुए अनुरोध करूं कि आप अपने विभाग से सम्बन्धित पैरों के एनोटेटिड उत्तर (अंग्रेजी व हिन्दी में) तथा संलग्न प्रपत्र में सूचना अपने प्रशासकीय विभाग के माध्यम से हरियाणा विधान सभा में पेश होने की तिथि के 3 महीने की निर्धारित अवधि के अन्दर-अन्दर सचिव, हरियाणा विधान सभा, महालेखाकार हरियाणा तथा वित्त विभाग को भेजना सुनिश्चित करें। कृपया यह भी ध्यान में रखा जाये कि समय पर उत्तर प्राप्त न होने पर लोक लेखा समिति द्वारा प्रशासकीय सचिवों का मौखिक परीक्षण भी किया जा सकता है। अतः उत्तर में देरी के कारण लोक लेखा समिति की किसी भी प्रकार की प्रताड़ना से बचने के लिए हर सम्भव प्रयत्न किया जाये। यह रिपोर्ट हरियाणा विधान सभा में दिनांक 7.3.2008 को पेश की गई।

2. जैसा कि आपको विदित है कि प्रत्येक विभाग में इस कार्य के लिए नोडल अधिकारी नियुक्त किये गये हैं और विभागाध्यक्षों की अध्यक्षता में विभागीय मोनिट्रिंग कमेटियों का भी गठन किया हुआ है। अतः उक्त समिति की बैठकें करके सभी सम्बन्धित पैरों का उत्तर निर्धारित सीमा के अन्दर भिजवाना सुनिश्चित करें।

भवदीय,

हस्ता: /—

अधीक्षक बजट एवं कमेटी,

कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

पृ0 क्रमांक 18/25/2007-3ब.वक.

दिनांक, चण्डीगढ़ 12-3-2008

इसकी एक प्रति सचिव, हरियाणा विधान सभा, चण्डीगढ़ को उनके पत्र क्रमांक पी.ए.सी.  
-22/2007/3914 दिनांक 7.3.2008 के सन्दर्भ में सूचनार्थ भेजी जाती है।

हस्ता: /—

अधीक्षक बजट एवं कमेटी,

कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

पृ० क्रमांक 18/25/2007-3ब.वक.

दिनांक, चण्डीगढ़ 12-3-2008

इसकी एक प्रति महालेखाकार (लेखा परीक्षा) हरियाणा चण्डीगढ़ को उनके पत्र क्रमांक रिपोर्ट/सिविल/07-08/544 दिनांक 22.2.2008 के सन्दर्भ में भेजी जाती है।

2. उक्त रिपोर्ट दिनांक 7.3.2008 सदन के पटल पर रख दी गई है। इसी सन्दर्भ में हरियाणा विधान सभा के पत्र क्रमांक पी.ए.सी.-22/2007/3914 दिनांक 7.3.2008 की प्रति संलग्न है।

हस्ता: /-

अधीक्षक बजट एवं कमेटी,  
कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

इसकी एक प्रति हरियाणा सरकार के सभी वित्तायुक्त एवं प्रधान सचिवों/प्रशासकीय सचिवों को सूचनाार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

2. उनसे अनुरोध है कि वे अपने विभागों से सम्बन्धित पैरों के उत्तर की 15-15 प्रतियां सचिव, हरियाणा विधान सभा तथा तीन-तीन प्रतियां महालेखाकार (लेखा परीक्षा) हरियाणा/वित्त विभाग (बजट एवं कमेटी) शाखा को तीन मास के अन्दर-अन्दर अर्थात् दिनांक 6.6.2008 से पूर्व भिजवाने की कृपा करें। कृपया यह भी सुनिश्चित करें कि मोनिटरिंग कमेटी की मासिक बैठके होती रहें ताकि प्रगति की समीक्षा की जा सके और सभी पैरों के उत्तर समय पर भेजे जा सकें।

हस्ता: /-

अधीक्षक बजट एवं कमेटी,  
कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी वित्तायुक्त एवं प्रधान सचिव  
तथा प्रशासकीय सचिव।

अशा: क्रमांक 18/25/2007-3ब.वक.

दिनांक, चण्डीगढ़ 12-3-2008

इसकी एक-एक प्रति वित्त विभाग के सभी सम्बन्धित शाखा अधिकारियों/शाखा अधीक्षकों को आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता: /-

अधीक्षक बजट एवं कमेटी,  
कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

वित्त विभाग के सभी सम्बन्धित शाखा अधिकारी/  
शाखा अधीक्षक (केवल बजट से सम्बन्धित)।

अशा: क्रमांक 18/25/2007-3ब.वक.

दिनांक, चण्डीगढ़ 12-3-2008

\*\*\*\*\*

**अति आवश्यक**  
**पी.ए.सी. मैटर**  
**तिथि-बद्ध**

**क्रमांक 18 / 23 / 2007-3ब.वक.**

प्रेषक

वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

हरियाणा राज्य के सभी विभागाध्यक्ष।  
आयुक्त अम्बाला, हिसार, गुडगांव तथा रोहतक मण्डल।

**दिनांक, चण्डीगढ़ 19-3-2008 (19th March, 2008)**

**विषय :** भारत के नियन्त्रक व महालेखापरीक्षक की 31 मार्च, 2007 को समाप्त वर्ष (राजस्व प्राप्ति)-हरियाणा सरकार।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर दिलाऊं तथा हरियाणा सरकार से सम्बन्धित 31 मार्च, 2007 को समाप्त वर्ष के भारत के नियन्त्रक व महालेखापरीक्षक के प्रतिवेदन (राजस्व) की एक-एक प्रति (अंग्रेजी व हिन्दी में) भेजते हुए अनुरोध करूं कि आप अपने विभाग से सम्बन्धित पैरों के एनोटेटिड उत्तर (अंग्रेजी व हिन्दी) तथा संलग्न प्रपत्र में सूचना अपने प्रशासकीय विभाग के माध्यम से 3 महीने की निर्धारित अवधि के अन्दर-अन्दर अर्थात् 6.6.2008 से पूर्व सचिव, हरियाणा विधान सभा, महालेखाकार हरियाणा तथा वित्त विभाग को भेजना सुनिश्चित करें। कृपया यह भी ध्यान में रखा जाये, कि समय पर उत्तर प्राप्त न होने पर लोक लेखा समिति द्वारा प्रशासकीय सचिवों का मौखिक परीक्षण भी किया जा सकता है। अतः उत्तर में देरी के कारण लोक लेखा समिति की किसी भी प्रकार की प्रताड़ना से बचने के लिए हर सम्भव प्रयत्न किया जाये। यह रिपोर्ट हरियाणा विधान सभा में दिनांक 7.3.2008 को पेश की गई।

2. जैसा कि आपको विदित है कि प्रत्येक विभाग में इस कार्य के लिए नोडल अधिकारी नियुक्त किये गये हैं और विभागाध्यक्षों की अध्यक्षता में विभागीय मोनिटरिंग कमेटियों का भी गठन किया हुआ है। अतः उक्त समिति की बैठके करके सभी सम्बन्धित पैरों का उत्तर निर्धारित सीमा के अन्दर भिजवाना सुनिश्चित करें।

भवदीय,

हस्ता: / -

अधीक्षक बजट एवं कमेटी,  
कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

पृ० क्रमांक 18/23/2007-3ब.वक.

दिनांक, चण्डीगढ़ 19-3-2008

इसकी एक प्रति महालेखाकार (लेखा परीक्षक) हरियाणा चण्डीगढ़ को उनके पत्र क्रमांक Report/Revenue/06-07/2007 दिनांक 17.12.2007 के सन्दर्भ में भेजी जाती है।

2. उक्त रिपोर्ट दिनांक 7.3.2008 सदन के पटल पर रख दी गई है। इसी सन्दर्भ में हरियाणा विधान सभा के पत्र क्रमांक PAC-22/2007/3912 दिनांक 7.3.2008 की प्रति संलग्न है।

हस्ता: /—

अधीक्षक बजट एवं कमेटी,

कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

इसकी एक प्रति हरियाणा सरकार के सभी वित्तायुक्त एवं प्रधान सचिवों/प्रशासकीय सचिवों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

2. उनसे अनुरोध है कि वे अपने विभागों से सम्बन्धित पैरों के उत्तर की 15-15 प्रतियां सचिव, हरियाणा विधान सभा तथा तीन-तीन प्रतियां महालेखाकार (लेखा परीक्षा) हरियाणा/वित्त विभाग (बजट एवं कमेटी) शाखा को तीन मास के अन्दर-अन्दर अर्थात् दिनांक 6.6.2008 से पूर्व भिजवाने की कृपा करें। कृपया यह भी सुनिश्चित करें कि मोनिटरिंग कमेटी की मासिक बैठके होती रहें ताकि प्रगति की समीक्षा की जा सके और सभी पैरों के उत्तर समय पर भेजे जा सकें।

हस्ता: /—

अधीक्षक बजट एवं कमेटी,

कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

हरियाणा सरकार के सभी वित्तायुक्त एवं प्रधान सचिव  
तथा प्रशासकीय सचिव।

अशा: क्रमांक 18/23/2007-3ब.वक.

दिनांक, चण्डीगढ़ 19-3-2008

इसकी एक-एक प्रति वित्त विभाग के सभी सम्बन्धित शाखा अधिकारियों/शाखा अधीक्षकों को आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता: /—

अधीक्षक बजट एवं कमेटी,

कृते: वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
वित्त विभाग।

सेवा में

वित्त विभाग के सभी सम्बन्धित शाखा अधिकारी/  
शाखा अधीक्षक (कवल बजट से सम्बन्धित)।

अशा: क्रमांक 18/23/2007-3ब.वक.

दिनांक, चण्डीगढ़ 19-3-2008

\*\*\*\*\*

**No. 2/2/07-WM(6)**

From

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

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners &  
S.D.Os. (C) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 1st April, 2008**

**Subject : Grant of Advance for the purchase of Motor Car to Haryana Government employees.**

Sir,

I am directed to refer to Finance Department's circular letter even No. dated the 14th May, 2007 on the subject noted above and to say that the State Government has reviewed the policy regarding grant of advance for the purchase of Motor Car to the State Government employees and taking the hike in prices of Motor Vehicles into consideration, it has been decided to amend the admissibility limit for Motor car advance, with immediate effect as under :-

<b>Sr. No.</b>	<b>Category</b>	<b>Admissibility</b>	<b>Admissibility Limit of Advance and installments of Recovery</b>
1	<b>Advance for the purchase of Motor Car</b>	Government employees drawing Basic Pay of Rs. 12000/- including D. Pay/Special Pay/NPA & above	25 Basic Pay including D. Pay/Spl. Pay/Personal Pay/NPA or Rs. 6.00 lakhs, or actual price of vehicle whichever is less, recoverable in 100 monthly installments.

2. The cases in which the amount of advance has already been earmarked/ drawn shall not be reopened for earmarking of funds as a result of this revision.

3. All other terms and conditions for the Motor Car Advance, as laid down by the Finance Department from time to time, shall be applicable mutatis and mutandis.

4. These instructions may be brought to the notice of all officers/officials working under your control.

5. Copy of this Instruction is also available on the website which can be down loaded from the site, [www.finhry.gov.in](http://www.finhry.gov.in).

6. Kindly acknowledge receipt.

Yours faithfully,

*Sd/-*

(Surinder Mohan)

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

\*\*\*\*\*

**No. 4/2/98-5FR/534**  
**GOVERNMENT OF HARYANA**  
**FINANCE DEPARTMENT**  
**Chandigarh, the 1st April, 2008**

To

All Heads of Departments,  
Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Subject : Payment of Dearness Allowance - Revised rates effective from 01.01.2008.**

Sir,

I am directed to refer to this department circular letter No. 4/2/98-5FR/1219, dated 27th September, 2007 on the Subject noted above and to say that the Governor of Haryana is pleased to decide that the Dearness Allowance payable to Haryana Government employees shall be enhanced from the existing rates of 41% to 47% of the pay w.e.f. 1st January, 2008.

2. The other provisions regarding payment of dearness allowance contained in FD's letter No. 4/2/98-1FR-II/623, dated 30-4-1999 and for those employees who opted to retain pre-revised scales in their case provisions contained in para 2 of letter No. 4/2/98-1FR/654, dated 23rd June, 2000 shall continue to be applicable while regulating Dearness Allowance under these orders. However, with effect from 01-04-2004, Dearness Allowance will be computed on the basis of Basic Pay, Dearness Pay and NPA.

3. The additional installment of D.A. payable under these orders shall be paid in cash to all Haryana Government Employees.

4. Copy of these orders is also available on website which can be downloaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*



***These instructions have been Revised vide  
No. 2/2/2007-WM(5), Dated 22.11.2010.***

**No. 2/2/2007-WM(6)**

From

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

To

All Head of Departments,  
Commissioner of Divisions,  
Deputy Commissioners & S.D.Os. (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court &  
All District & Session Judges in Haryana State.

**Dated, Chandigarh, the 1st April, 2008**

**Subject : Grant of Advance for the purchase of Personal Computer to Government employees – Admissibility Condition/Limit of Advance and Installments of recovery.**

Sir,

I am directed to refer to Finance Department's circular letter even No. dated 12th February, 2008 on the subject noted above and to say that the matter of further liberalizing the admissibility condition for computer advance have been under the consideration of Government. It has now been decided to further amend the admissibility condition for grant of personal computer advance to Haryana Government employees as under :-

Sr. No.	Admissibility condition	Limit of advance and installments Recovery.
1.	No pay limit	Rs. 30,000 or the actual price of the Computer, whichever is less, recoverable in not more than 75 equal monthly installments.

2. All other conditions shall continue to be applicable as heretofore.
3. The decision contained in this circular letter shall take effect from the date of its issue. The revised limit of the advance shall be admissible to those employees also whose applications for this advance may be pending for sanction on the date of issue of this circular letter. But the cases already decided/sanctioned shall not be re-opened.
4. These instructions may be brought to the notice of all officers/officials working under your control.
5. Copy of this instruction is also available on the website which can be down loaded from the site [www.finhry.gov.in](http://www.finhry.gov.in).

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

Yours faithfully,

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

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

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 4th April, 2008.**

**Subject : Disbursement of Pay and Allowances/Pension to the Haryana Government employees/pensioners for the financial year 2008-2009.**

Sir,

I am directed to say that in view of the Gazetted holidays falling on the 31st May, 2008, 1st June, 2008 and 1st & 2nd November, 2008 and further on 31st January, 2009, 1st February, 2009, 28th February, 2009 and 1st March, 2009 on account of Saturday and Sunday respectively, the Governor of Haryana is pleased to decide that in relaxation of the provisions of Rule 5.1(i) of the Punjab Financial Rules Vol. I, the pay and allowances for the months of the May & October, 2008 and January & February, 2009 for all Gazetted/Non Gazetted Haryana Govt. employees and pension for the month of February, 2008 for Haryana Government pensioners as well as others who are drawing their pension from Haryana Government pensioners as well as others who are drawing their pension from Haryana Government Treasuries may be drawn and disbursed on the 30th May, 2008, 31st October, 2008 and 30th January, 2009 and 27th February, 2009 respectively.

Yours faithfully,

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 04.04.2008.

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

*Sd/-*

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/1/2/90-4FR

Dated, Chandigarh, the 18.02.2008.

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for Haryana State for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

All Financial Commissioners Haryana.  
All Administrative Secretaries to Govt., Haryana for information.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 04.04.2008

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for the information of the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary/  
Deputy Principal Secretary I&II/O.S.D.I&II/Senior Secretaries/  
Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/  
Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 04.04.2008

\*\*\*\*\*

**No. 8/29/06-4Pension**

Form

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

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioner,  
Sub Divisional Officer (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th April, 2008**

**Subject :** Regarding release of withheld gratuity of retirees.

Sir,

I am directed to invite your attention towards Finance Department instructions No. 8/29/06-4Pension dated 9-5-2007 on the subject noted above and to state that the matter has been re-considered and it has been decided that withheld gratuity amounting upto Rs. 20,000/- which has been lying with AG Office for more than three years would be released after giving two registered notices to the concerned Departments by the AG Office. You are, therefore, again requested to send reply to such notices received from AG Office within stipulated time failing which the withheld gratuity amount of the concerned retirees will be released and the recovery, if any, against the retirees will be recovered from the official/officer responsible for not sending final No Dues Certificate.

Receipt of these instructions may pleased be acknowledged.

Yours faithfully,

Sd/-

Account Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioners & Principal Secretaries to  
Government, Haryana.

All the Administrative Secretaries to Government, Haryana.

Sd/-

Account Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 8/29/06-4Pension

Dated, Chandigarh, the 4-4-2008

Endst. No. 8/29/06-4Pension

Dated, Chandigarh, the 4-4-2008

A copy is forwarded to the Accountant General (A&E) Haryana, Chandigarh for information & necessary action.

*Sd/-*  
Account Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 8/29/06-4Pension

Dated, Chandigarh, the 4-4-2008

A copy is forwarded to the Member Secretary, Haryana Bureau of Public Enterprises for information & necessary action.

*Sd/-*  
Account Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 46/1/2007-WM(6)**

From

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

To

All Head of Departments,  
Commissioner of Divisions,  
All Deputy Commissioners &  
S.D.O.s (Civil) in Haryana,  
The Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 4th April, 2008**

**Subject : Grant of interest free advance to Government employees for the purchase of wheat during the year 2008-2009.**

Sir,

With reference to subject noted above, I am directed to say that the State Government has decided to grant an interest free advance of Rs. 7000/- (Rs. Seven thousand only) to Haryana Government employees in the State who wish to purchase wheat for their own/their families consumption during the year 2008-2009 is as under :

<b>Sr. No.</b>	<b>Category</b>	<b>Admissibility Conditions</b>	<b>Admissibility limit of Advance and Installments of Recovery.</b>
1.	Wheat Advance	All Group "D" employees & Group "C" employees getting Basic Pay + DP upto Rs. 7000/-	Rs. 7,000/- recoverable in not more than 10 Installments.

2. The advance will be admissible to permanent/temporary regular employees only. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanee before the close of the financial year 2008-09.

3. The following conditions should be observed in sanctioning this loan :-

- (i) A certificate may be obtained within one month of the drawal of the advance from the loanee to the effect that he has utilized the loan for the purchase of wheat.
- (ii) The officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is effected.
- (iii) These orders will cease to operate after the 31st May, 2008.
- (iv) The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2008.

- (v) The advance should not be granted to those employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- (vi) The advance will not be admissible to work charged, contractual and daily wages employees.
- (vii) Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each pay bill in the Performa enclosed. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officers which should be reconciled with the office of the Accountant General, Haryana (A&E) every month.

5. The expenditure incurred on the grant of wheat advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by 30.06.2008 positively in the enclosed Performa.

6. The expenditure may be debited to the Major Head, "7610-Loans to Govt. Servants. etc-800-Other Advances (99) Advances for purchase of Foodgrains-50-Advances (Non-Plan). The recoveries made may be credited to the corresponding receipt head i.e." 7610-Loans to Govt. Servants etc. 800-Other Advances-(99) Advance for Purchase of Foodgrains-613-Advances (Receipt).

Yours faithfully,

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008

A copy is forwarded to the Accountant General (A&E) and Audit Haryana, Chandigarh with 20 spare copies for information and necessary action.

The expenditure will be debited against grant No. 25 under Major Head "7610-Loans to Govt.Servants-etc.800-Other advances-(99) Advances for purchases of Foodgrains-50 Advances (Non-Plan)".

Detailed accounts of recoveries will be maintained by the Drawing and Disbursing Officers.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008.

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers, of Haryana



at Chandigarh/Delhi and in Haryana with the request to entertain sanctions up to the date given in the letter i.e. 31.5.2008 may please be strictly followed and no bill be passed after 31.5.2008. The payment made on the basis of the sanction issued by the departments concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secretary to Govt. Haryana, Revenue Department.  
All the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Govt., Haryana;  
for information and necessary action.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Financial Commissioner & Principal Secy. to Govt., Haryana,  
Revenue Department.  
All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officer on Special Duty I, II & III/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board for the information of Chief Minister/Deputy Chief Minister/Minister/State Ministers/Chief Parliamentary Secretary/Parliamentary Secys./Deputy Chairman, Planning Board, Haryana.

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/  
Officer on Special Duty I, II & III/Media Advisor/Advisor/Sr. Secretaries/  
Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/  
Ministers/State Ministers/ Chief Parliamentary Secretary/Parliamentary  
Secretaries/Deputy Chairman, Planning Board, Haryana.

U.O. No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008.

No. 46/1/2007/WM(6)

Dated, Chandigarh, the 4th April, 2008.

A Copy is forwarded to the following for information :-

Managing Directors of all Boards/Corporations in Haryana.  
 Vice Chancellors of all the Universities/Director Medical College in Haryana.  
 Computer-in-Charge, Computer Cell, Finance Department Haryana.  
 Record Section, Finance Department with 50 spare copies.

Sd/-  
 (Surinder Mohan)  
 Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana Finance Department.

**PROFORMA**

Name of Department	Name of Office	Drawing and Disbursing Officer	Amt. of wheat adv. to employees
1	2	3	4

**SCHEDULE OF RECOVERIES**

S. No.	Name & Designation of employees	Total amount of advance	Recoveries upto last month	Amount of advance recovered in this bill	Total amount recovered upto date	Balance	Remarks
1	2	3	4	5	6	7	8

\*\*\*\*\*

**No. 15/48/89/Acctt/HBPE (FD)**

From

The Member Secretary,  
Haryana Bureau of Public Enterprises,  
Finance Department, New Secretariat Bldg.,  
Sector-17, Chandigarh.

To

The Managing Directors/Chief Administrators/  
Chief Executive Officers of all the State Public Enterprises in  
Haryana (Boards, Corporations, Companies and Co-operative  
Institutions).

**Dated, Chandigarh, the 10th April, 2008**

**Subject : Grant of Functional Autonomy to State Public Enterprises.**

Sir,

I am directed to invite your attention to this office letter No. 15/48/89/Acctt./HBPE (FD) dated 14th February, 2008 on the above subject.

2. After careful consideration, the State Government has decided to withdraw the said letter with immediate effect.

Yours faithfully,

*Sd/-*

Management Consultant,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

A copy is forwarded to the following for information :-

The Chief Secretary, Haryana.  
The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.  
The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Information Technology Department.  
The Managing Director, Haryana State Electronics Development  
Corporation.

*Sd/-*

Management Consultant,  
for Member Secretary, Haryana Bureau of Public  
Enterprises, Finance Department.

To

The Chief Secretary, Haryana.  
The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.  
The Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Information Technology Department.  
The Managing Director,  
Haryana State Electronics Development Corporation.

U.O. No. 15/48/89/Acctt/HBPE (FD)

Dated, Chandigarh, the 10th April, 2008.

\*\*\*\*\*

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Office Memorandum**

**No. 4/7/99-2FR/5885**

**Dated, Chandigarh, the 15th April, 2008**

To

1. All the Head of Department, Commissioner of Divisions, All Deputy Commissioners and S.D.Os. (Civil) in Haryana
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

**Subject : Grant of dearness relief to the pensioners/family pensioners of the Haryana Government on the revised pension/family pension w.e.f. 1.1.2008.**

Sir/Madam,

I am directed to invite a reference to this department circular letter No. 4/7/99-2FR/1312, dated the 10.10.2007 on the subject noted above and to state that the Governor of Haryana is pleased to decided that the dearness relief shall be paid to the Haryana Government Pensioners/Family Pensioners to compensate them for the rise in cost of living at the rate of 47% w.e.f. 1.1.2008.

2. Payment of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee if the same is 50 paise or above. Conversely, it will be rounded off to the lower side if the same is less than 50 paise.

3. These orders will not apply to the Pensioners whose pension has been determined on adhoc basis without reference to the emoluments drawn by them, that is, Political Pension, Special Pension, War Risk Pension etc. The relief will also not be admissible to the re-employed pensioners during the period of their re-employment.

4. The dearness relief mentioned above will not be admissible to the employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employee, who, on permanent absorption in the said bodies, elects the alternative of receiving the death-cum-retirement gratuity in lump-sum, in view of pension as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume-II, as amended from time to time and as applicable to the pensioners/family pensioners under the rule making power of Haryana Government, will not eligible to the dearness relief even after he/she has ceased to be in the employment of the organization concerned.

5. In view of the position stated above, Haryana Government pensioners shall be entitled for the payment of dearness relief at a uniform rate of 47% of their pension/family pension w.e.f. 1.1.2008. Therefore, it has been decided that it will be the responsibility of the pension disbursing authority including the nationalized banks etc. to calculate the quantum of the dearness relief payable in each individual cases.

6. The expenditure involved will be debit to the Major Head "2071-Pension and Other Retirement Benefits".

7. Copy of these orders is also available on the website which can be down-loaded from the site, "[www.finhry.gov.in](http://www.finhry.gov.in)".

Yours faithfully,

Sd/-  
(Chander Bhan Pannu)  
Under Secretary, Finance,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 68/2/2001/FD/Pension/SAP**

From

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

To

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

**Dated, Chandigarh, the 17th April, 2008****Subject : Computerization of Pension Functions – System Automation initiative (SAI) Project.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 68/2/2001/FD/Pension/SAP dated 19.12.2007 on the above noted subject vide which it was directed that Departmental Data Sheet Must be enclosed with each pension case to be sent to the Accountant General (A&E) Haryana as the same is prime requirement for New Software System for picking up the data for finalization of pension cases.

2. You were also advised to issue instructions to the Heads of offices for submission of pension cases directly to A.G. (A&E) Haryana and Head of offices will work as Pension Sanction Authorities for sanction of superannuation pension.

3. It is observed that most of the departments have not issued instructions in this regard and some department have delegated power of sending pension cases by Head of Offices only in respect of cases of Class-III & IV employees. It is clarified that all pension cases including Class-I & II are to be sent to AG (A&E) Haryana at the level of Head of Office, however, where pension case is of Head of Office himself, the same will be sent to AG (A&E) Haryana by the next higher authority. While delegating the powers to Heads of offices, Department can also impose certain conditions as may be necessary such as taking clearance of pending enquiry cases, if any, from the Head of Department etc.

4. In view of above you are again requested to issue instructions to all Head of offices under your control for compliance of FD's instructions issued on 19-12-2007 and a copy of instructions issued be sent to Finance Department. Further, a list of Pension Sanction Authorities of your Department indicating their designation and addresses may be supplied to Accountant General (A&E) Haryana with a copy to Finance Department. A report to the effect that FD's instruction have been complied with may be sent to Finance Department by 30-4-2008.

Yours faithfully,

Sd/-

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioners & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

*Sd/-*  
Accounts Officer (Pension),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to  
Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 17-4-2008

Endst. No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 17-4-2008

A copy is forwarded to the Accountant General (A&E) Haryana for information  
and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been revised vide  
No. 2/2/004-WM(3), Dated 22.11.2010.***

**No. 2/2/04-WM(3)**

Form

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

To

All Head of Departments,  
Commissioner of Divisions,  
Deputy Commissioner and  
Sub Divisional Officer (Civil) in Haryana.  
The Registrar, Punjab & Haryana High Court &  
All District & Session Judges in Haryana State.

**Dated, Chandigarh, the 21st April, 2008**

**Subject : Grant of House Building Advance to Haryana Government employees - enhancement in the eligibility limit.**

Sir,

I am directed to refer to Finance Department's circular letter No. 2/2/04-WM(3) dated the 25th June, 2004 on the subject noted above and to say that the State Government has reviewed the policy regarding grant of House Building Advance to the State Government employees and it has been decided to increase the present eligibility limit for the grant of House Building Advance(s) to Government employees from Rs. 7.50 lacs to Rs. 12.50 lacs.

2. The revised rates and norms of admissibility advance(s) to Government employees for the purpose of construction of house/purchase of built up house allotted by the Government agencies or any other registered societies or through private source, repair of house, extension of house and for the purchase of plot shall be as under:

**(i) For Construction of a House**

50 months Basic Pay plus Dearness Pay plus Special Pay plus NPA subject to a maximum of Rs. 12.50 lacs for construction of house/purchase of built up house allotted by the Government agencies or any other registered societies or through private source, whichever is less. Recoverable in 150 monthly installments

**(ii) For Repair of House**

10 months Basic Pay plus Dearness Pay plus Special Pay Plus NPA subject to a maximum of Rs. 2.00 lacs recoverable in 96 monthly installments.

**(iii) For Extension of a House**

12 months Basic Pay plus Dearness Pay plus Special Pay Plus NPA subject to a maximum of Rs. 2.50 lacs recoverable in 96 monthly installments.

The maximum of House Building Advance including repair of house and extension of house will be limited to Rs. 15.00 lacs.



(iv) **For the purchase of Plot**

60% of the total admissibility of House Building Advance.

3. The revised norms as indicated above will be given effect to and from the date of issue of this letter except in case where an applicant has already obtained House Building Advance in the financial year 2006-07 & 2007-08 for construction of house or purchase of flat, as the case may be, and the house or flat is incomplete. All other conditions governing the grant of these advances will remain the same as laid down in the rules/instructions issued by the Finance Department from time to time.

4. No benefit will be given to those employees who have been already completed their House/Flat.

5. The House Building Advance Rules for All India Services will be applicable to the members of All India Services.

6. The above instructions may please be brought to the notice of all officers/officials working under your control.

Kindly acknowledge receipt.

Yours faithfully,

*Sd/-*  
(Surinder Mohan)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

No. 2/2/04-WM(3)

Dated, Chandigarh, the 21st April, 2008

A copy with 10 spare copies is forwarded to the Accountant General (Audit & A&E), Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secy./ Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

To

The Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 2/2/04-WM(3)

Dated, Chandigarh, the 21st April, 2008

No. 2/2/04-WM(3)

Dated, Chandigarh, the 21st April, 2008

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

The State Election Commissioner, Haryana.  
 The Resident Commissioner, Government of Haryana, Haryana Bhawan,  
 New Delhi.  
 The Secretary to Governor, Haryana.  
 The Secretary, Haryana Vidhan Sabha.  
 Directors of Medical Colleges in Haryana State.  
 Member Secretary, Haryana Bureau of Public Enterprises.

*Sd/-*

Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana Finance Department.

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officer on Special Duty I, II & III/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board for the information of Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*

Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/  
 Officer on Spl. Duty I, II & III/Media Advisor/Advisor/Senior Secretaries/  
 Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/  
 Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary  
 Secretaries/Deputy Chairman, Planning Board, Haryana.

U.O. No. 2/2/04-WM(3)

Dated, Chandigarh, the 21st April, 2008

**INTERNAL DISTRIBUTION**

PS/FM  
 PS/FCF  
 PS/SSF  
 PS/SSF (B)  
 In-charge, Computer Cell  
 Record 50 Copies

\*\*\*\*\*

**TOP PRIORITY**

No. 9/1/2008-6B&amp;C

From

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

To

All the Head of Departments  
in Haryana State.**Dated, Chandigarh, the 25th April, 2008****Subject : Thirty-Seventh Report of the Committee on Estimates for the year 2007-08.**

Sir,

I am directed to invite your attention on the subject noted above and to say that the Committee on Estimate of the Haryana Vidhan Sabha in its Thirty-Seventh Report on the Budget Estimates for the year 2007-08 has observed as under :-

***“The Committee while scrutinizing the replies received from the Government relating to the Departments pending paragraphs of previous reports concerning these departments, have experienced that the replies thereof are not being sent by some of the departments in time in spite of the instructions issued by the Government from time to time.”***

2. Finance Department had been stressing upon the departments to attend to the matters referred to by the Haryana Vidhan Sabha Committees such as the Public Accounts Committee, Committee on Estimates etc. from time to time promptly but response from some of the departments is quite luke-warm. The said Committee(s) may in future fix responsibility of the officer(s)/official(s) of the concerned department for delay/non-submission of replies.
3. You are, therefore, requested to adhere to the time limit for supplying the material on the Budget Estimates, replies to the questionnaire framed by the Committee alongwith the self-contained notes regarding schemes/projects in the department. You are also requested to attend to the matters arising through the Haryana Vidhan Sabha Committee(s) promptly to streamline the functioning of the Committee.

Yours faithfully,

Sd/-

Superintendent, Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

Superintendent, Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 9/1/2008-6 B&C

Dated, Chandigarh, the 25th April, 2008

No. 9/1/2008-6 B&C

Dated, Chandigarh, the 25th April, 2008

A copy is forwarded to the :-

- (i) The Secretary, Haryana Vidhan Sabha with reference to his letter No. EC-39/2007-2008/5039 dated 31.3.2008.
- (ii) The Accountant General (Audit), Haryana, Chandigarh.

*Sd/-*  
Superintendent, Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**INTERNAL DISTRIBUTION**

PS/FM

PS/FCF

All officers/Superintendents of FD

Incharge, Computer Cell/FD

\*\*\*\*\*

**IMMEDIATE/DATE BOUND**  
**CPU MATTER**

**Subject : Clearance of Audited Annual Accounts of Public Undertakings.**

Will the Member Secretary, HBPE kindly refer to the subject noted above?

2. The first meeting of Committee on Public Undertakings for the current financial year was held on 9.4.2008 under the Chairmanship of Shri Anand Singh Dangi, MLA. In the meeting the Accountant General, Haryana made the following observations about the clearance of annual accounts of various Public Undertakings :-

"The total investment in 26 Government companies and 2 Statutory corporations as on 31st March, 2007 was Rs. 12311.40 crore. According to the latest available accounts, out of 26 companies and 2 Statutory corporations, 13 companies had incurred losses of Rs. 447.20 crore. Accountability of Government companies to the Legislature is to be achieved through the submission of audited annual accounts to the Legislature within the time schedule prescribed in the Companies Act. However, as on 31st March, 2008, there are 12 companies having arrears of annual accounts ranging from one year to five years and the oldest arrear of one company relates to 2002-03. May I propose to the Committee that the concerned Administrative Departments may be impressed upon to clear the arrears of accounts expeditiously so that the CAG could provide assurance to the Committee on the efficacy of these PSUs."

3. During discussions, the Committee desired that strict instructions should be issued to all concerned to submit the accounts to the Accountant General for audit so that these are presented to the Committee within stipulated period.

4. He is, therefore, requested to issue necessary instructions to all concerned to clear the arrears of annual accounts within a month, with a copy each to Secretary, Haryana Vidhan Sabha, Accountant General, Haryana and Finance Department (In Budget & Committee Branch). The matter may be looked into at personal level and a progress report in this behalf may be submitted to the Accountant General, Haryana with a copy to the Finance Department (In Budget & Committee branch).

*Sd/-*

Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

To

The Member Secretary,  
 Haryana Bureau of Public Enterprise.

**U.O. No. 34/2/2008-2B&C**

**Dated : 29th April, 2008**

No. 34/2/2008-2B&C

Dated : 29th April, 2008

A copy is forwarded to all the Members of Board of Directors of various Boards/Corporations etc from the Finance Department side/Superintendents in Finance Department for getting the action completed within the stipulated period positively.

*Sd/-*

Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

No. 34/2/2008-2B&C

Dated: 29.4.2008

A copy is forwarded to the :-

The Secretary, Haryana Vidhan Sabha, Haryana, Chandigarh,  
The Accountant General (Audit), Haryana, Chandigarh;  
for information and necessary action.

Sd/-

Under Secretary Finance (B),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**IMMEDIATE/DATE BOUND**  
**COPU MATTER**

**Subject : Submission of replies of various pending paras of the reports of CAG/COPU/PAC.**

Will all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government, Haryana kindly refer to the subject noted above?

2. The first meeting of the Committee on Public Undertakings for the current financial year was held on 9.4.2008 in Haryana Vidhan Sabha under the Chairmanship of Shri Anand Singh Dangi, MLA. During the course of discussions, it was observed that the pace of submitting the replies of paras of Comptroller & Auditor General of India/Committee on Public Undertakings reports by various departments to the Secretary Haryana Vidhan Sabha is not encouraging. The Chairman of the committee expressed grave concern about it and desired that strict instructions be issued to all the departments to attach due importance to this matter and submit the progress reports complete in all respects in prescribed proforma in time. They are, therefore, requested to monitor the work pertaining to the reports of Comptroller & Auditor General of India/Committee on Public Undertakings meticulously. It is, further, suggested that monthly meetings should be taken by the concerned Administrative Secretaries to review the position. The proceedings of the meeting may be sent to the Accountant General (Audit), Haryana and to the Finance Department immediately after the meeting.

*Sd/-*

Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
 Administrative Secretaries to Government, Haryana.

**U.O. No. 34/2/2008-2B&C**

**Dated : 29th April, 2008**

No. 34/2/2008-2B&C

Dated : 29th April, 2008

A copy is forwarded to all the  
 Head of Departments,  
 Managing Directors/Chairman of Boards/Corporations;  
 for immediate necessary action.

*Sd/-*

Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

No. 34/2/2008-2B&C

Dated: 29.4.2008

A copy is forwarded to the :-

Secretary, Haryana Vidhan Sabha, Chandigarh,  
 Accountant General (Audit), Haryana, Chandigarh;  
 for information and action where necessary.

*Sd/-*

Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

\*\*\*\*\*

**MOST IMMEDIATE****No. 20/1/2002-6 B&C**

From

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

To

All Heads of Departments in Haryana State.

**Dated, Chandigarh, the 2nd May, 2008****Subject : Reconciliation of expenditure and receipts figures with Accountant General Haryana upto the month of February, 2008.**

Sir,

I am directed to invite your attention on the subject noted above and to say that despite repeated specific instructions issued by the Finance Department, some of the head of Departments are not paying the desired attention towards reconciliation of expenditure and receipt figures with Accountant General, Haryana. The Accountant General (A&E) Haryana has again brought to the notice of Finance Department vide his letter No. TMC (C)/Recon./2008-09/38-41 dated 23.4.08 (copy enclosed) that some of the Departments have partially reconciled these figures with the result reconciliation work for the month of February, 2008 has not been completed so far.

2. Regarding Major Head 2049-Interest Payments and 0049-Interest Receipts, the Head of Departments should collect the figures of payments and receipts and send the same to the Finance Department (in Ways & Means Branch) in the consolidated form and then reconcile the same in the Finance Department. Thereafter, officials/officers of your department and that of Finance Department will get the figures reconciled in office of Accountant General (A&E), Haryana.

3. Reconciliation of Receipt and Expenditure figures with those of A.G. (A&E) Haryana is extremely essential for proper accounting and efficient management of state finance. It is, therefore again emphasized that the reconciliation work pertaining to D.D.Os under your control must be initiated and completed on priority basis under intimation to the Finance Department (in B&C Branch).

4. **This may please be treated as Most Immediate.**

Yours faithfully,

Sd/-

Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 20/1/2002-6B&amp;C

Dated, Chandigarh, the 2.5.2008

A copy is forwarded to Sr. Dy. Accountant General (A&E), Haryana w.r.t. his letter No. TMC (C)/Recon./2008-09/38-41 dated 23.4.08 for information.

Sd/-

Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



401

A copy is forwarded to the Superintendent, Ways & Means Branch for information and necessary action (Major Heads 2049 & 0049).

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Superintendent,  
Ways & Means Branch.

U.O. No. 20/1/2002-6 B&C

Dated, Chandigarh, the 2.5.2008

\*\*\*\*\*

**No. 7/8/2008-4Pension**

From

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

To

All Heads of Departments in Haryana.  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar Punjab and Haryana High Court.

**Dated, Chandigarh, the 5th May, 2008**

**Subject : Payment of Interest on delayed retiral benefits.**

Sir,

I am directed to invite your attention towards Finance Department Office Memorandum No. 1/2(152)01-2FR-II, dated 20-2-2002 on the subject noted above vide which norms for payment of interest on delayed retiral benefits were laid down. It is further clarified that interest will be payable in the case of voluntary/compulsory retirement cases also if the case is not finalized within six months after the submission of pension papers by the retiree.

2. Other terms and conditions of O.M. dated 20-2-2002 will remain unchanged.

Receipt of these instructions may please be acknowledged.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioner & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 7/8/2008-4Pension

Dated, Chandigarh, the 5-5-2008.

Endst. No. 7/8/2008-4Pension

Dated, Chandigarh, the 5-5-2008.

403

A copy is forwarded to the Accountant General (A&E) Haryana for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

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

**Subject : Economy in expenditure – curtailment of consumption of petrol, lubricants and diesel etc. by Government vehicles.**

Will all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government, Haryana kindly refer to the Finance Department letter issued vide letter No. 16/1/2003-4B&C dated 26.3.2008 on the subjected noted above. It has been observed that the requests from the various departments are received for enhancing the budget provisions on POL account. The matter has been examined in the Finance Department and it has been decided that utmost economy be exercised in the consumption of POL. However, if it becomes absolutely necessary to discharge public duties, for revision of budgetary provision, the matter should be referred to the Finance Department by the Administrative Department concerned with complete information on consumption of POL and number of vehicles in the department in the last three years as per enclosed proforma alongwith special justification for the same.

2. It has also been decided that the vehicle after use by the officer concerned should be parked in any of the office premises to be decided by him. However, if it becomes necessary to park the vehicle at a place other than the officially allocated space at headquarter (except on tour) then an entry be made in the log book mentioning the reason for parking the vehicle at the site other than the official site.

3. Please ensure the compliance of above instructions.

*Sd/-*  
Superintendent Budget and Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

**U.O. No. 16/1/2003-4B&C**

**Dated, Chandigarh, the 8th May, 2008**

No. 16/1/2003-4B&C

Dated, Chandigarh, the 8th May, 2008

A copy is forwarded to the Accountant General (A&E/Audit) Haryana for information and necessary action.

*Sd/-*  
Superintendent Budget and Committee,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 16/1/2003-4B&C

Dated, Chandigarh, the 8th May, 2008

A copy is forwarded to the following :-

State information Commissioner, SCO 70-71, Sec. 8-C, Chandigarh.  
All the Head of Departments, All Division Commissioners.

All Deputy Commissioners and Sub Divisional Officers (Civil).  
 Member Secretary, Haryana Bureau of Public Enterprises, Haryana.  
 Director Treasury and Accounts Department, Haryana, Chandigarh.  
 All Treasury Officers in Haryana, Chandigarh and Delhi.  
 for information and similar necessary action.

Sd/-

Superintendent Budget and Committee,  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

1. No. of vehicles with the department in the last three years and in the current year :

Sr. No.	Year	Petrol Driven Car/Jeep/Motorcycle others Total	Diesel Driven Car/Jeep/Motorcycle others Total	Grand Total	Designation of the entitled officer
1.		(1) Car (2) Jeep (3) Motor Cycle (4) Other	(1) Car (2) Jeep (3) Motor Cycle (4) Other		
2.		(1) Car (2) Jeep (3) Motor Cycle (4) Other	(1) Car (2) Jeep (3) Motor Cycle (4) Other		
3.		(1) Car (2) Jeep (3) Motor Cycle (4) Other	(1) Car (2) Jeep (3) Motor Cycle (4) Other		
4.		(1) Car (2) Jeep (3) Motor Cycle (4) Other	(1) Car (2) Jeep (3) Motor Cycle (4) Other		

2. Actual consumption of POL/diesel in the last three years :

Sr. No.	Year	Petrol Driven Car/Jeep/ Others Rs.	Diesel Driven Car/Jeep/ Others Rs.	Grand Total Rs.
1.				
2.				
3.				

3. Special justification for enhancement in the budget provision for POL in the current year.

Dated :

Signature of the officer Name  
 of the Department.

\*\*\*\*\*

***These instructions have been Reiterated  
from time to time.***

**Subject : Reconciliation of figures under the Major Head- 0049-Interest Receipts.**

**(Copy of letter No. 1/12/91-WM(4) dt. 21st May, 2008)**

I am directed to invite your attention towards Finance Department letter No. 1/12/91-WM(4), dated 4.7.2007 and its subsequent reminders dated 17.8.2007, 25.9.2007, 16.10.2007, 17.12.2007, 4/9.2.2008 and 9.4.2008 on the subject cited above.

2. You are again requested to collect the figures of Interest receipt under Major Head-0049-Interest receipts from April, 2007 to March, 2008 of your department and send the same to the Accountant General (A&E) Haryana and to the Finance Department in Ways & Means Branch. Thereafter official/officers of your department and that of Finance Department (in Ways & Means Branch) will get the figures reconciled with the office of Accountant General (A&E), Haryana.

3. This may please be treated as most urgent.

\*\*\*\*\*

**No. 6/84/2006-3PR(FD)**

From

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

To

All Head of Departments in Haryana,  
All Division Commissioners,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 2nd June, 2008**

**Subject :** Regarding Grant of benefit of stepping-up to senior employees at par with junior employees in case of ACP matters.

Sir,

I am directed to draw your kind attention towards FD's letter No. 6/84/2006-3PR(F.D.) dated 13th April, 2007 vide which it was decided to implement the judgement of Hon'ble Apex Court in the case of all officials promoted from Group 'D' to 'C' who are similarly placed. It was clarified that relief to officials promoted from Group 'D' to 'C' was to be provided by grant of ACP Scale from the date it has been allowed to the junior employee in the same cadre/post. If after grant of ACP scale(s) the senior employee gets lesser pay than his junior in the same cadre/post, then his salary shall also be stepped-up at par with the junior employee.

2. Now on further receipt of judgement of Hon'ble Apex Court in favour of Sh. K.C. Bhardwaj, SLP No. 13940/2002, it has now been decided to implement the judgement of the Hon'ble Apex Court in the case of all the officials promoted from Group 'C' to 'C' and 'C' to 'B' by providing ACP Scales from the date, it has been allowed to the junior employee in the same cadre/post. If after the grant of ACP scale(s) to Junior, senior employee is getting lesser pay than his junior in the same cadre/post, then his salary shall be stepped-up at par with the junior employee.

3. Necessary amendment in the relevant existence Rules in the ACP Rules, 1998 as applicable to Haryana Govt. employees will be issued in due course. Receipt of these instructions may please be acknowledged.

Yours faithfully,

*Sd/-*

Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 2nd June, 2008

A copy for information is forwarded to the following :-

The Accountant General (A&E, and Audit) Haryana, Chandigarh.

The Home Secretary, Chandigarh Administration, Chandigarh.

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Administrative  
Secretaries to Government, Haryana.

U.O. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 2nd June, 2008

A copy is forwarded to the PSCM/Addl. PSCM-I & II/Addl. PSCM/OSDCM-I & II/Sr. Secretaries/Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretaries for information of Chief Minister/Dy. Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary and Parliamentary Secretaries.

*Sd/-*  
Sr. Accounts Officer (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The PSCM/Addl. PSCM-I & II/Addl. PSCM/OSDCM-I & II/Sr. Secretaries/  
Secretaries/Private Secretaries to the Chief Minister/Dy. Chief Minister/  
Ministers/Ministers of State/Chief Parliamentary Secy. and Parliamentary  
Secretaries for information of Chief Minister/Dy. Chief Minister/Ministers/  
Ministers of State/Chief Parliamentary Secretary and Parliamentary  
Secretaries.

U.O. No. 6/84/2006-3PR(FD)

Dated, Chandigarh, the 2nd June, 2008.

\*\*\*\*\*



**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 2nd June, 2008**

**No. 1/51/2006-1Pension.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Government of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume II, in their application to the State of Haryana, namely :-

- 1 (1) These rules may be called the Punjab Civil Service Volume II (Haryana Amendment) Rules, 2008.
- (2) They shall be deemed to have come into force with effect from 1st August, 2006.
2. In the Punjab Civil Services Rules Volume II, in Appendix I, in Family Pension Scheme, 1964, for paragraphs 1 and 2, the following paragraphs shall be substituted, namely :-
  1. (i) This scheme called the “Family Pension Scheme, 1964”, has been formulated to lay down the guidelines for the grant of family pension to the family of deceased Government employee.
  - (ii) The family pension shall be calculated at a uniform rate of 30% of basic pay + dearness pay in all cases and shall be subject to a minimum of Rs. 1913/- per month and maximum of 30% of the highest pay + dearness pay.
  - (iii) “Pay” for this purpose means the pay as defined in rule 2.44 (a) (i) of the Punjab Civil Services Rules, Volume I, Part I, which the person was drawing on the date of his death while in service or immediately before his retirement and includes Dearness Pay. If on the date of his death while in service or immediately before his retirement, a person has been absent from duty or leave without leave salary i.e. extraordinary leave or suspension, “Pay” means the pay which he drew immediately before proceeding on such leave or suspension.
2. (a) In respect of Government employees who die in harness, family pension shall be admissible from the date following the date of completion of period of financial assistance as per Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006. The family pension shall be payable at enhanced rate of 50% of pay for 7 years subject to fulfillment of condition of minimum 7 years service at the time of death [see rule 9.23 (a)(ii)]. Thereafter, the family shall be entitled to family pension at the rate of 30% of pay.
- (b) In the event of death after retirement, the enhanced family pension shall be admissible at the same rate at which the pension was sanctioned to the Government employee at the time of retirement which shall include the pension which the retired Government employee may have commuted before death. The enhanced family pension shall be admissible until he would have attained the age of 65 years or for a period of 7 years,

whichever period is less. Thereafter, the family shall be entitled to family pension at the rate of 30% of pay.

S.P. SHARMA  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/51/06-1Pension Dated, Chandigarh, the 2nd June, 2008

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

All Head of Departments, Commissioners of Divisions, All Deputy Commissioners and Sub Division Officers (Civil) in Haryana.

The Registrar, Punjab and Haryana High Court, Chandigarh.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 1/51/06-1Pension Dated, Chandigarh, the 2nd June, 2008

A copy alongwith 1000 spare copies is forwarded to Accountant General (A&E) Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Secretary, Council of Ministers, Haryana, for information with reference to their U.O. No. 9/76/2008-2Cabinet, dated 29th May, 2008.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Secretary,  
Council of Ministers, Haryana.

U.O. No. 1/51/06-1Pension Dated, Chandigarh, the 2nd June, 2008

No. 1/51/06-1Pension Dated, Chandigarh, the 2nd June, 2008

A copy is forwarded to the Controller, Printing and Stationery, Haryana, Chandigarh for information and necessary action.

He is requested that this Notification be got printed in the Haryana Government extra ordinary Gazette.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**MOST URGENT****No. 15/25/2008-3B&C**

From

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

To

All Head of Departments in the State of Haryana.

**Dated, Chandigarh, the 17th June, 2008.****Subject : Submission of replies to Audit Paras as well as observations/recommendation of PAC within the stipulated period of time.**

I am directed to invited your attention towards Finance Department letter No. 18/25/2007-3B&C dated 12.3.2008, letter No. 18/23/2007-3B&C dated 14.3.2008, D.O. letter No. 15/25/2008-3B&C dated 25.4.2008 and 15/31/2008-3B&C dated 12.6.2008 on the subject noted above and to forward herewith a copy of D.O. letter dated 10.6.2008 received from Sh. K.L.Sharma, Chairman, Public Accounts Committee, in which it has been pointed out that departments are not taking the Audit Paras and the work relating to Public Accounts Committee seriously and they don't send the replies to the Audit Paras well in time and the Members of the Committee are furnished the replies just before the start of the meeting hereby leaving little time for them to study the same for discussions in the PAC meeting. As per laid procedure, the departments are expected to send the replies to audit paras within a period of 3 months from the date of lying of the report of the Comptroller & Auditor General of India on the table of the House. But the departments are either sending the replies very late after issue of reminders or submit it a day or two earlier to the date of the meeting. Sometimes, departments also ask for postponement of the meeting due to one reason or the other.

2. Finance Department has taken a serious view on the issue of non-submission of reply to audit paras in time of not only pertaining to Public Accounts Committee but also to other Committee(s) of Haryana Vidhan Sabha as well. If there is any valid reason for not sending complete reply to any audit para on any account including the pendency of matter in the court of law, then at least this fact should be replied against the audit paras concerned and expeditious action should be taken for early finalization of the matter. Thereafter in each reply the progress made by the department in finalizing the matter, wherever, pending should be mentioned.

3. They are also requested to fix responsibility for every non-submission/late submission of reply to audit paras and intimate the same to the Finance Department in the forwarding letter. Similarly, they are also requested to take prompt action on any observations of said Committee intimated to you.

4. Kindly bring these instructions to the notice of officers/officials working in your department.

5. Please treat it as Most Urgent.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to :-

The Chief Secretary to Govt., Haryana,  
Financial Commissioner & Principal Secretaries/Commissioner & Secretaries  
to Govt. Haryana, for information and necessary action.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Commissioner & Secretaries to Govt., Haryana.

U.O. No. 15/25/2008-3B&C

Dated: 17th June, 2008

Endst. No. 15/25/2008-3B&C

Dated: 17th June, 2008

A copy is forwarded to the Chairman, Public Accounts Committee, with reference to his D.O. letter dated 10.6.2008 for kind information.

*Sd/-*  
Superintendent Budget & Committee  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

**K.L. Sharma, MLA**

Chairman,  
Public Accounts Committee,  
Haryana Vidhan Sabha.  
Chandigarh.

**Dated 10th June, 2008**

Dear,

I am very sorry to observe and bring to your notice that the departments are not taking the audit paras and the work relating to Public Accounts Committee seriously and they don't send the replies to the audit paras well in time and the Members of the Committee are given the replies just before the start of the meeting depriving them to go through the replies and ask questions effectively. As per the laid procedure, the departments are expected to send the replies to the audit paras after a period of three months from the date of laying of the Report of the Comptroller and Auditor General of India on the table of the House. But the departments are not sending the replies even after issuing reminders and notice of the meeting and the same are received either one day before the meeting or just before the start of the meeting. Sometimes the departments also ask for postponement of the meeting due to one reason or the other.

In the interest of efficient working of the Public Accounts Committee and the overall interest of the State through watching on the expenditure and revenue receipts by the Committee, I would expect that you would issue necessary strict instructions to all the Financial Commissioners/Commissioners and other Heads of Departments to respond to audit paras very promptly and send the replies to the audit paras as well as to the observations/recommendations of the Committee made in its earlier reports within the stipulated time. I also hope that you will inform me of the action taken in this regard.

Yours sincerely,

*Sd/-*  
(K.L. Sharma)

**Shri Dharamvir, IAS**  
Chief Secretary to Govt.,  
Haryana, Chandigarh.

Copy of above is forwarded to the followings for information and necessary action :-  
The Financial Commissioner & Principal Secretary to Govt., Haryana, Finance Department.  
The Secretary, Haryana Vidhan Sabha, Chandigarh.

\*\*\*\*\*

***These instructions have been further clarified vide  
even No., Dated 11.12.2009.***

**URGENT**

**Subject : Expenditure Management - Economy measures and rationalization of expenditure.**

Will all the Financial Commissioners & Administrative Secretaries to Govt. Haryana kindly refer to the extract from the Ministry of Finance, Department of Expenditure office Memorandum No. 7(1)ECOORD/2008 dated 5th June, 2008 (copy enclosed) on the subject noted above?

2. In the context of the continuing rise in crude oil and commodity prices, there is a tremendous pressure on Govt. resources. Hence, there is an urgent need for economy and rationalization of expenditure. With that objective, they are, therefore, requested that guidelines with regard to 'Fiscal transfer to States' be adopted pertaining to their departments and take the required measures to prevent any stoppage of fiscal transfers from Centre to State.
3. It is also requested that they may personally monitor the measures for ensuring that the fiscal transfer to the state is not affected.

*Sd/-*

Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner &  
Administrative Secretaries to Govt., Haryana.

**U.O. No. 5/6/2002-1B&C**

**Dated : 7th July, 2008**

**Contd...**

**Encl.**

**EXTRACTS FROM MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE OFFICE  
MEMORANDUM NO. 7(1) E. COORD/2008 DATED 5<sup>TH</sup> JUNE 2008**

**3. Observance of discipline in fiscal transfers to States, Public Sector Undertakings and Autonomous Bodies at Central/State/Local level.**

3.1 No amount shall be released to any entity (including State Governments), which has defaulted in furnishing utilization certificates for grants-in-aid released by the Central Government in the past without prior approval of the Ministry of Finance.

3.2 Ministries/Departments shall not transfer funds under any Plan schemes in relaxation of conditionalities attached to such transfers (such as matching funding). Where a scheme contemplates a prior determination of each State's entitlement to Central budgetary support, the actual disbursements shall be limited to these entitlements. Specifically, it will not be open to any Ministry/Department to release excess funds to any State by diverting "savings" in respect of another State, as the practice tends to aggravate imbalances.

3.3 The State Governments are required to furnish monthly returns of plan expenditure - Central, Centrally Sponsored or State Plan - to respective Ministries/Departments alongwith a report on amounts outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.

3.4 The following Specific steps may be adopted :

- (a) The unseen balances available with the States and implementing agencies must be taken into account before further releases are made.
- (b) No further transfers shall be made to a Reserve Fund until unspent balances in the Fund have been utilised.
- (c) The sanction for payment must clearly specify either that the payee has no utilisation certificates as 'due for rendition' under the Rules under the scheme in Question or that the payment has been authorized by Department of Expenditure.
- (d) For any deviation from the above, the case should be referred to the Department of Expenditure.
- (e) The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

\*\*\*\*\*

<i>These instructions have become obsolete.</i>
---

**BUDGET INSTRUCTIONS**  
**MOST IMMEDIATE/DATE BOUND**

**NO. 2/5/2008-1B&C**

From

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Head of Departments,  
Commissioner of Division and  
Deputy Commissioners in the Haryana State,  
Registrar, Punjab & Haryana Court, Chandigarh.

**Dated, Chandigarh, the 15th July, 2008**

**Subject : Preparation of Budget, Estimates for the year 2009-2010 - Instructions regarding.**

Sir,

As you are aware, all the departments are required to submit various returns every year to the Department for the finalization of Budget Estimates for the next year. Though the comprehensive instructions for preparing these returns are contained in Chapters 3, 4 and 5 of the Budget Manual, yet some additional instructions are issued on the subject by the Finance Department every year. It has been observed that some Departments do not adhere to these instructions strictly while framing Budget Estimates leading to unwanted correspondence and delay. You are, therefore, requested to instruct the concerned officials of your organization to keep these guidelines also in view besides the provisions contained in the Budget Manual particularly to the above stated provisions while preparing the Budget Estimates for the year 2009-2010.

2. Attention is particularly invited to the submission of modified form B.M.2 (enclosed as Annexure-I) which should contain the following information :-

- (a) Original estimates of the current year 2008-2009.
- (b) Accounts of the year 2006-2007.
- (c) Actuals of previous year 2007-2008 for the last 6 months.
- (d) Actuals of current year 2008-2009 for the first 6 months.
- (e) Revised Estimates of expenditure for the year 2008-2009 proposed by Head of Departments.
- (f) Budget Estimates for the year 2009-2010 proposed by Head of Departments.
- (g) Remarks.



**INFORMATION NOT IN ABOVE FORMAT IS LIABLE TO BE RETURNED.** Further, the summary of Minor Heads with the proposal of Budget Estimates 2009-2010 is also needed. **ANY SIGNIFICANT VARIATION MAY PLEASE BE EXPLAINED IN THE REMARKS COLUMN.**

**B.M. FORM 10**

3. Information in B.M. form 10, enclosed at Annexure-II and II-A (as the case may be) regarding Pay, Dearness pay, DA, CCA, Medical Allowances etc. and Annexure-III regarding the provision to be made for **OFFICE EXPENSES** must, in all cases, be supplied alongwith the Budget Estimates for the year 2009-2010 to enable the Finance Department to assess the normal increase on account of annual increments and also on account of specific items leading to increase in contingencies. In the absence of such information, no increase would normally be provided for.

**POL**

4. The number of vehicles (petrol/diesel driven) in existence and number of vehicles likely to be condemned/replaced during the year 2009-2010 should be indicated separately, while demanding the provision for POL.

5. With regard to the preparation of Budget Estimates 2009-2010, following further clarifications are hereby made for the benefit of all concerned :

- (i) It is mandatory for the State Government to seek advice of the Accountant General (A&E), Haryana in the matter of opening of new Sub Heads (New Scheme). It is, therefore, reiterated that no new Sub Head (scheme), (both in the Plan and Non Plan budget) will be included until it is approved by the Accountant General (A&E), Haryana. Departments are advised to obtain prior approval of the Accountant General (A&E), through Finance Department, if any new scheme is to be added in the Budget Estimates, 2009-2010.
- (ii) No object head can be opened without the consent of Accountant General (A&E), Haryana. A list of standardized object heads alongwith their code numbers, as approved by the CAG of India, is enclosed (Annexure-IV), Both Plan and Non Plan budget documents will be prepared according to their object Heads with their standardized code numbering 01 to 99. All the departments are requested to restrict their budgetary proposals within these object heads without insisting upon any other object head beyond this list.
- (iii) It has been observed that various departments keep sending proposals for the purchase of motor vehicles during the year without any budget provision for the purpose. All head of departments are requested to make specific budget provisions under object head "motor vehicles" if they intend to purchase any new vehicle or replace old vehicles during 2009-2010 otherwise, no proposal for the purchase of vehicles will be entertained by the Finance Department. It is also clarified that all expenditure relating to vehicles i.e. maintenance, repair, purchase, replacement etc. will be included under the object head "motor vehicles".
- (iv) The Comptroller and Auditor General of India has desired that all expenditure on account of accommodation, transport/DA etc. of Ministers/Officers on travel abroad should be sanctioned and drawn distinctly under the object head "foreign travel allowance". It is, therefore, requested that distinct provision for

this purpose be made, if required, in the budget proposal for the year 2009-2010 under object head "48-foreign travel allowances".

- (v) It has been observed that some of the Plan scheme memoranda does not contain the requirements outlined in the standard form prescribed by the Finance Department (Annexure-V). Rather departments repeat the wording of previous year mainly changing the years only. It is requested that explanatory memoranda to all the plan schemes must be prepared giving full details, including source of funding, upto-date achievements, financial and physical targets for the year, quantum of Central Share or External Aid, as the case may be, as outlined in Annexure-V.
- (vi) Attention is also invited to Finance Department instructions bearing No. 2/1/2008-5B&C dated 4th February, 2008. It has been decided that all the Plan Schemes for Revised Estimates 2008-2009 and Budget Estimates 2009-2010 which are exclusively meant for SCSP Component and covered under Plan Ceiling should continue to be reflected under specific Minor Head 798-Special Component Plan for Scheduled Castes for State Plan Schemes or 793-Special Central assistance for Scheduled Castes Component for Central Plan Scheme. Further the said instructions be followed mutatis-mutandis in the Revised Estimates 2008-2009 and Budget Estimates 2009-2010 as well.

#### **ECONOMY IN EXPENDITURE/GUIDELINES**

6. Instructions issued from time to time regarding economy in expenditure must be kept in view.

#### **BUDGET CALENDAR**

7. Budget Calendar for the preparation of Budget Estimates for the financial year 2009-2010 is enclosed (Annexure-VI). **IT MAY PLEASE BE NOTED THAT THE FINANCE DEPARTMENT WILL NOT BE ABLE TO ENTERTAIN ANY BUDGET PROPOSAL THAT IS RECEIVED AFTER THE SPECIFIED DATES OR THAT IS NOT OTHERWISE IN ACCORDANCE WITH THESE INSTRUCTIONS. IN SUCH CASES THE BUDGET PROPOSALS WOULD BE FINALIZED BY THE FINANCE DEPARTMENT ACCORDING TO ITS OWN BEST JUDGEMENT.**

8. Receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/5/2008-1B&C

Dated 15.7.2008

A copy, with a copy of its enclosures, is forwarded to the Accountant General (Audit & Accounts), Haryana with the request that :-

- (i) He may kindly inform 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) He may kindly ensure up-to-date reconciliation of expenditure with the departments to enable the latter to frame their revised estimates 2008-2009 realistically.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy, with enclosures, is forwarded to all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government Haryana, for information.

2. They may kindly ensure that the Departments under their Administrative control submit the budget returns by the dates prescribed in the schedule at Annexure-VI.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 2/5/2008-1B&C

Dated 15.7.2008

A copy, alongwith copies of enclosures, is forwarded to all Special Secretaries/Joint Director, ERAMU/Under Secretaries/Superintendents of the Finance Department (Budget Control Branches) for information and necessary action.

2. It is requested that the dates prescribed in the Schedule should be adhered to. Cases of default should be brought to the notice of the concerned Administrative Secretary by the Branch Officer concerned. It is also requested that all the printable budget material should be signed by the concerned Assistant, Superintendent, Under/Deputy Secretary and Special Secretary Finance to ensure the correctness of not only language in Hindi and English both but also the facts, figures and other material.

*Sd/-*  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Special Secretaries/Joint Director, ERAMU/  
Under Secretaries/Superintendents of the Finance Department  
(Budget Control Branches).

U.O. No. 2/5/2008-1B&C

Dated 15.7.2008

**INTERNAL DISTRIBUTION**

PS/FM  
PS/FCF

**B.M. 2**

Paragraphs - 3.2, 3.5, 3.6, 4.5, 4.6, 4.7, 4.8, 4.11, 5.17, (ii) (a) and Appendix H

**Annexure - I****Form BM-2**

Major HEAD :

Major HEAD SUB MAJOR HEAD MINOR HEAD STANDARD OBJECT OF EXPENDITURE	Budget 2008- 2009	Accounts 2006-2007	Actuals of previous year 2007- 2008 for last 6 months	Actuals of current 2008-2009 for last 6 months	Revised Estimate 2008-2009 Proposed by Head of Department	Budget Estimate 2009-2010 Proposed by Head of Department	Remarks
Salaries							
D.A.							
Leave Travel Concession							
Medical Allowance							
Stipend/Scholarship							
Travel Expenses							
Office Expenses							
POL							
Material & Supplies							
Rent Rate and Taxes							
Wages							
Motor Vehicle							
Grant-In-aid							
Foreign Allowance							
Other Charges							
Others (Pl. Specify as selected form- Annexure-VI according to the requirement)							
Total :							

**Note :-** In the case of Irrigation Branch 6+6 months actuals need not be supplied for any head except.

“Maintenance and, Repairs” and “establishment”.



**ANNEXURE – II-A****From B.M. 10**

Nominal roll referred to in paragraph 3.6(a) and 5.6

Other for Education, Health, Police and PWD Departments

Department \_\_\_\_\_

Date : \_\_\_\_\_

1	2	3		4	5	6	7	8	
Sr. No.	Post/ Designation	Total No. of Sanctioned Posts	Filled	Vacant	Pay Scale	Basic Pay on 1/4/2009	Special Pay, if any	Date of increment	Special Pay, if any

9	10	11	12	13	14	15	16	17	18
Total Pay	CCA	HRA	Fixed Med. Allow.	Medical Reimbursement	Dearness Allowance	L.T.C.	Any other	Total Prov. for the year)	Remarks

- Notes :-**
- (1) Voted and changed item should be separately shown.
  - (2) In case of temporary establishment authority under which they are entertained should be quoted.
  - (3) Numbers and amount should agree with the entries in the estimates from.

**ANNEXURE - III****Form BM - 10**

<b>Sr. No.</b>	<b>Standard object of expenditure Head</b>	<b>Actual Expenditure 2006-2007</b>	<b>Actual Expenditure 2007-2008</b>	<b>Budget Estimates 2008-2009</b>	<b>Proposed Revised Est. 2008-2009</b>	<b>Budget Estimates 2009-2010</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

The following items only from the object Head OFFICE EXPENSES

- (i) Stationery/Office Material
- (ii) Printing of Forms etc.
- (iii) Details of any other items peculiar to Departments.

**ANNEXURE - IV**

<b>Code No.</b>	<b>Object Head (SOEs)</b>
01	Salaries
02	Wages
03	Dearness Allowances
04	Travel Expenses
05	Office Expenses
06	Rent, Rates and Taxes
07	Publications
08	Advertising and Publicity
09	Grants-in-Aid
10	Contributions
11	Subsidies
12	Scholarships and Stipends
13	Hospitality/Entertainment Expenses
14	Sumptuary Allowances
15	Secret Services Expenditure
16	Major Works
17	Minor Works
18	Maintenance
19	Machinery and Equipment
20	Tools and Plant
21	Motor Vehicle
22	Investments
23	Loans
24	Materials And Supplies
25	Interest
26	Dividends
27	Pensions
28	Gratuities
29	Depreciation
30	Inter Account Transfers
31	Write off Loans/Losses
32	Suspense
33	Professional and Special Services
34	Other Charges
35	Royalty
36	International Programmes



<b>Code No.</b>	<b>Object Head (SOEs)</b>
37	Payments out of Discretionary Grants
38	Deputation/Travel Abroad of Scientists
39	Rewards
40	Water Charges
41	Discounts
42	Commitment Charges
43	Cost of Ration
44	Arms and Ammunition
45	P.O.L
46	Clothing, Tentage and Store
47	Stores and Equipment
48	Foreign Travel Allowances
49	Festival Advances
50	Advances
51	Compensation
52	Gifts
53	Reserves
54	Expenses of Conduct Tours
55	Fees to Staff Artist
56	Feeding and Cash Doles
57	Purchase of Food Grains
58	Central State Transfer of Resources
59	Prizes and Awards
60	T.A. D.A. to Non Official Members
61	Refunds
62	National Value of Gifts Received
63	Customs Duty
64	Lands
65	Buildings
66	Proficiency & Special Services
67	Medical Reimbursement
68	Election Expenditure
69	Contractual Service
70	Leave Travel Concession
71	MRC to Pensioners
72	Aid to Poor Accused
73	Aid to indigent Persons

<b>Code No.</b>	<b>Object Head (SOEs)</b>
74	Special Comp. Plan for SC.
75	Conveyance Allowance
76	Unemployment Allowance
77	Deduct Recoveries
78	Deduct Recoveries (Suspense)
79	Ex-Gratia
80	Lump Sum Provision
81	Court Fee
82	Legal Camps
83	Equipment of Lab
84	Legal Fee to Counsels
85	Research and Development
86	Training
87	Honorarium
88	Computerisation (IT)
89	Miscellaneous
90	Rebate on Khaki
91	Recoveries
92	Energy Charges
93	Uniform/Liveries
94	Fellowship
95	Internship
96	Work Figure
97	Development of Farm
98	Furniture
99	Purchases

**ANNEXURE - V****MEMORANDUM EXPLANATORY OF THE PLAN SCHEMES**

1. Plan Head\_\_\_\_\_
2. Name of the Scheme\_\_\_\_\_
3. 17 digit code No. \_\_\_\_\_
4. Description \_\_\_\_\_ Explanatory memorandum should contain the following information/details :
  - (a) When the Scheme was started?
  - (b) Financing pattern of the scheme (SP, CSS, CSP) or EAP.
  - (c) Aims and Objects of the scheme from its initiation and its performance.
  - (d) Targets achieved so far.
  - (e) Financial and physical targets for the year 2009-2010.
  - (f) Quantum of funds likely to be borne by Government of India or by any other external agency.
  - (g) Benefit of the scheme and reasons for continuation of the scheme during the year 2009-2010.

**ANNEXURE - VI****SCHEDULE OF DATES FOR THE SUBMISSION OF RETURNS TO THE FINANCE DEPARTMENT IN CONNECTION WITH THE PREPARATION OF THE BUDGET ESTIMATES, 2009-2010.****I. Ordinary Budget****(a) Receipts Estimates - (Receipt Budget Material)**

(i)	Other than Land Revenue, Irrigation and civil works by	3rd October, 2008
(ii)	Land Revenue by	25th October, 2008
(iii)	Irrigation by	6th November, 2008
(iv)	Civil works by	20th November, 2008
(v)	Final Receipts Estimates in respect of Land Revenue, State Excise Duties, Stamps Interest, Irrigation and Extraordinary Receipt by	3rd January, 2010
(b)	Expenditure Estimates (Permanent Budget Material)	From 16th October, 2008 to 6th November, 2008

**II. Schedule of New Expenditure****A - Non-Plan- 2009-2010**

- (a) Technically New Schemes – (Material for continued SNEs) 28th August, 2008  
 (b) Proposals for New Schemes \_\_\_\_\_ 30th September, 2008

**B - Plan – 2009-2010**

(i)	Discussion with the Planning Commission to be arranged by the Planning Department by	1st week of December, 2008
(ii)	Revised Schedule in Forms B.M. 2 and Memoranda, where necessary on the basis of the discussion with the Planning Commission to be supplied to the Finance Department.	Within one week from the discussion with the Planning Commission

**III. Statement of Excesses and Surrenders**

	Statement of Excesses and Surrenders to be supplied to the Finance Department by the Head of Department by	1st December, 2008
--	--	--------------------

\*\*\*\*\*

***These instructions have been Revised/Clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 10.09.2008 and  
No. 68/2/2001/FD/Pension/SAP, Dt. 28.07.2009.***

**No. 68/2/2001/FD/Pension/SAP**

From

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

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners/SDO (Civil) in Haryana.  
Registrar Punjab and Haryana High Court.

**Dated, Chandigarh, the 23rd July, 2008**

**Subject : Time Schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.**

Sir,

I am directed to invite your attention to the instructions issued by this department vide letter No. 68/2/2001/FD/Pension/SAP dated 10-10-2006, 19-12-2007 and 17-4-2008 on the issue of timely disposal of pension cases in a time bound manner. Earlier, vide this Department letter No. 68/2/2001/FD/Pension/SAP dated 3-1-2002 (copy enclosed) a time schedule was fixed for the issue of NDC, LPC, retirement order etc. and also to ensure that PPO/GPO is given to the retiree on the date of his retirement. It has been observed that necessary compliance of these instructions has not been made by most of the departments and pension cases are delayed causing hardship to the retirees.

2. It is also brought out that vide FD letter No. 68/2/2001/FD/Pension/SAP dated 10-10-2006, Heads of Departments were requested to appoint "Nodal Officer" for each office to review and monitor the pension cases and the names of Nodal Officers of their department were to be sent to the Finance Department. Further, they were requested to review the pending cases through quarterly meetings to be held in the month of January, April, September and December and to forward the proceedings of each meeting to the Administrative Department and Finance Department.

3. You are requested to ensure compliance of the aforementioned instructions issued by the Finance Department and the "Nodal Officers" may be appointed immediately with a copy to the Finance Department. Further, quarterly meetings may be arranged at the Head quarter level regularly and a copy of proceedings of each meeting may be sent to Finance Department.

4. The receipt of these instructions may please be acknowledged.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to  
Govt., Haryana.  
All the Administrative Secretaries to Government, Haryana.

No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 23-7-2008

A copy with 100 spare copies is forwarded to Accountant General (A&E)  
Haryana, Chandigarh for information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 23-7-2008

Endst. No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 23-7-2008

A copy is forwarded to the In-charge, Computer Cell, Finance Department for  
information and necessary action.

*Sd/-*  
Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been Revised vide  
No. 28/5/2009-1B&C, Dated 16.01.2009.***

**No. 6/2/97-5FR**

From

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

To

All Heads of Departments,  
All Commissioners of Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana,  
The Registrar, Punjab and Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 25th July, 2008**

**Subject : City Compensatory Allowance.**

Sir,

I am directed to refer to Haryana Govt. Finance Department circular letter No. 6/2/97-3FR-II dated 13-8-98 on the subject noted above and to say that State Government has reclassified Rewari and Palwal (Faridabad) as class 'A' city vide letter No. 10/44/2006-2FICW dated 3rd October, 2006. Accordingly, now, it has been decided that City Compensatory Allowance for the employees stationed at Rewari and Palwal (Faridabad) may be granted at the rate of 1½% of their pay subject to the maximum of Rs. 100/- per month w.e.f. 3-10-06. The other conditions for grant of City Compensatory Allowance will, however, remain unchanged.

2. The arrear will be paid in cash.
3. The above instruction may please be brought to the notice of all officers/officials working under your control.

Yours faithfully,

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 6/2/97-5FR

Dated, Chandigarh, the 25th July, 2008

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

Accountant General (A&E) & (Audit) Haryana, Chandigarh with 30 spare copies.  
Finance Secretary, Chandigarh Administration, Chandigarh.

Director, Treasuries & Accounts Haryana with 50 spare copies for information of AO's etc.

All Treasury Officers/Assistant Treasury officers of Haryana/Chandigarh & Delhi.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioner & Principal Secretaries/Administrative Secretaries to Government of Haryana for information and necessary action.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secretaries to Govt., Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 6/2/97-5FR

Dated, Chandigarh, the 25th July, 2008

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I, II & III/Officers on Special Duty I, II & III/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman Planning Board for the information of Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman Planning Board, Haryana.

*Sd/-*

Under Secretary, Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretary I,II & III/  
Officers on Special Duty I, II & III/Media Advisor/Advisor/Sr. Secretaries/  
Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/  
Ministers of State/Chief Parliamentary Secy./Parliamentary Secretaries/  
Deputy Chairman Planning Board, Haryana.

U.O. No. 6/2/97-5FR

Dated, Chandigarh, the 25th July, 2008

\*\*\*\*\*



<b><i>Substituted vide same No. and Date.</i></b>
---

**No. 6/149/2002-4PR(FD)**

From

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

To

All Heads of Departments in Haryana,  
The Commissioners, Ambala, Hisar, Gurgaon & Rohtak Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th August, 2008****Subject : Regarding C.W.P. No. 18601 of 2006**

Sir,

On the subject noted above, I have been directed to state that as per decision in CWP No. 18601 of 2006 titled as Om Parkash Vs. State of Haryana, the clarificatory letter No. 6/149/2002-4PR(FD) dated 22.08.2003 was challenged and has been quashed by the Hon'ble High Court. In the case, the Hon'ble High Court has observed that Sh. Om Parkash, J.B.T. Teacher was entitled for one increment as he had reached the 6th stage in his present scale which was not provided to him at the time of refixation of pay after the issue of clarificatory letter dated 22.08.2003 although the benefit was available in the Rules.

In the light of these observations, all Heads of Departments should reconsider the cases of all the Petitioners/employees of their Departments under the provisions of 2nd Proviso and 3rd Proviso to Rule 7 of Revised Pay Rules, 1998 and 2nd and 3rd Proviso to rule 15 of ACP Rules, 1998 and grant benefit of increments, where admissible, if not earlier granted. Compliance of directions of Hon'ble High Court may be made accordingly.

Yours faithfully,

Sd/-

Under Secretary Finance (PR)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

***These instructions have been withdrawn vide  
No. 6/149/2002-4PR(FD) Dt. 20.08.2009.***

**(To be substituted bearing same No. and Date)**

**No. 6/149/2002-4PR(FD)**

From

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

To

All the Financial Commissioners in Haryana,  
The Commissioners, Ambala, Hisar, Gurgaon & Rohtak Divisions,  
All Deputy Commissioners and  
Sub Divisional Officer (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh.

**Dated, Chandigarh, the 5th August, 2008**

**Subject : Regarding CWP No. 18601 of 2006.**

Sir,

On the subject noted above I have directed to state that a bunch of Civil Writ Petitions in Main CWP No. 18601 of 2006 titled as Om Parkash Vs. State of Haryana were listed for hearing before the Hon'ble High Court on 10th April, 2008. The main prayer of the petitioners was to quash the Government letter dated 22.08.2003 and order dated 24.5.06 by which the pay of the petitioner has been revised by two increments with a further prayer to direct the respondents to fix the pay of the petitioner under Rule 7(1)(a) of the Revised Pay Rules, 1998 and Rule 15 of ACP Rules, 1998 as the teachers had been brought in the ambit of ACP Rules by notification dated 18.07.2001.

After revision of pay scale w.e.f. 01.01.1996 the pay of the Government employees were fixed in contravention to the provisions contained in 3rd Proviso to Rule 7 of Revised Pay Rules, 1998 and 3rd Proviso to Rule 15 of the ACP scale, 1998. As and when the said mistake came to the notice of Finance Department the issue was duly examined and accordingly the provisions of these rules were clarified vide letter dated 22nd August, 2003. Reasons for issuance of this letter have been clearly mentioned in the said letter. After issuance of letter dated 22nd August, 2003, the pay of the Government employees were to be fixed in accordance with the provisions of the Service Rules. However, while refixing the pay of the Government employees the provisions contained in 2nd Proviso to Rule 7 of Revised Pay Rules, 1998 and 2nd Proviso to Rule 15 of ACP Rules, 1998 were not considered by the department concerned. Therefore, some employees approached the Hon'ble High Court by way of writ petitions. In their writ petitions the prayer of the petitioner was to quash the Government order dated 22.08.2003 by which the provision of 3rd Proviso to Rule 7 of Haryana Civil Services Revised Pay Rules, 1998 and 3rd Proviso to Rule 15 of ACP Rules, 1998 were clarified.

While disposing of this bunch of writ petitions the Hon'ble High Court considering the provisions of 2nd Proviso to Rule 7 of Revised Pay Rules, 1998 and 2nd Proviso to Rule 15 of ACP Rules, 1998, made the following observations :-

“The basic pay of petitioner Om Parkash was Rs. 1650/- as on 31.12.95 in the pay scale of Rs. 1400-2600. The increment up to Rs. 1600/- from Rs. 1400/- is Rs. 40/- and after Rs. 1650/-, the increment in the present scale of Rs. 1400-2600 is Rs. 50/-. So, Om Parkash petitioner has reached the 6th stage of the scale in the pay scale of Rs. 1400-2600 and as such petitioner

Om Parkash is entitled to one increment in the revised pay scale and according to Rule 7 of Revised Pay Rules, 1998 and 15 of ACP Rules, 1998 as he was in 6th stage of the present scale.”

In fact, under the 2nd Proviso to Rule 7 of Revised Pay Rules, 1998 and 2nd Proviso to Rule 15 of ACP Rules, 1998, the stages in pre revised scale have to be considered while fixing the pay of a Government employee. However, for a fixation of pay under the provisions of 3rd Proviso to Rule 7 of Revised Pay Rules, 1998 and Rule 15 of ACP Rules, 1998 the increment earned in existing pay scale/present pay scale, as the case may be, have to be considered.

In the light of these observations, all Heads of Departments should reconsider the cases of all the Petitioners/employees of their Departments as per the provisions of 2nd Proviso and 3rd Proviso to Rule 7 of Revised Pay Rules, 1998 and 2nd and 3rd Proviso to rule 15 of ACP Rules, 1998 and grant the benefit of increments, wherever admissible, if not earlier granted, as Government letter dated 22.3.08 has been quashed by the Hon'ble High Court. Due compliance of directions of Hon'ble High Court may be made accordingly. If the pay of the Government employees is not fixed in accordance with the provisions of Rule 7 of Haryana Civil Services Revised Pay Rules, 1998 and Rule 15 of ACP Rules, 1998 the responsibility of the defaulting officer/officials will be fixed under the provisions of Punishment & Appeal Rules, 1987. If due to re-fixation of pay any excess payment received by a Government employee is found to be recoverable the same shall not be recovered up to the date of judgment i.e. 10th April, 2008.

Yours faithfully,

Sd/-

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

\*\*\*\*\*

***These instructions have been superseded vide  
No. 14/78/2003-3FA, Dated 18.2.2010.***

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Notification**

**The 12th August, 2008**

**No. 14/78/2003-3FA.**—In view of recommendations of 11th Finance Commission of the Government of India, the D.O. Letter from Principal Accountant General (A & E) Haryana, Chandigarh No. TM(T)PRI/2001-02/418 dated 10.8.2001 addressed to Chief Secretary to Govt. of Haryana and D.O. letter from C & AG vide No. 112-CAG/LB/2005 dated 18.4.2005 addressed to CM Haryana and letter No. PRI/ULBs/ET/2007/08/115 dated 31.12.2007 from Accountant General (Audit) Haryana, Chandigarh and in modification of decision of Govt. conveyed vide Finance Department letter No. 148-FD(ERAMU) 2007 dated 5.12.2003 addressed to Accountant General(Audit), Haryana, Chandigarh the Government has now decided that :-

- (i) Entrustment of test audit of the ULBs and PRIs to C&AG without payment of any audit fee for that test audit, by the auditee institutions i.e. ULBs/PRIs, the audit of which is being conducted by the Director, Local Audit, Department, Haryana as Statutory Auditor, taking into consideration the recommendations of the 11th Finance Commission Govt. of India. in June, 2001 under Section 20(1) of C&AG (Duties, Powers and Conditions of Service), Act, 1971 and also for allowing C&AG for providing Technical Guidance to the Director, Local Audit Department, Haryana with regard to ULBs and PRIs without affecting the administrative control of Finance Department over Director, Local Audit, Haryana and the status of Director, Local Audit Vis-à-vis. his responsibilities as Statutory Auditor of these Institutions.
- (ii) The Office of C&AG/AG will conduct Test Audit of some of the ULBs and PRIs and Director, Local Audit Department, Haryana will continue to audit these Institutions/Bodies as per his statutory responsibilities as is being done at present.
- (iii) The Director, Local Audit, Haryana will adopt the guidelines/standard of audit as may be prescribed by C&AG and will forward some of the inspection reports of audit of ULBs & PRIs being conducted by him as statutory auditor at present to the Accountant General (Audit), Haryana who may make suggestions, if required for improvement in system of reporting.

**S.P. SHARMA**  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 4/78/2003-3FA

Dated, Chandigarh, the 12th August, 2008

Copies forwarded to the following, for information/necessary action :-

Accountant General (Audit) Haryana, Chandigarh with reference to his letter no PRIs/ULBs/Ent. /2007-08/115 dated 31.12.2007.

Financial Commissioner & Principal Secy. to Govt. Haryana, Urban Local Bodies/Development & Panchayat Departments.

All Administrative Secretaries.

Director, Local Audit Haryana, Chandigarh.

All Head of the Departments Haryana.

Divisional Commissioners of all the four Divisions.

All Deputy Commissioners in State.

*Sd/-*

Under Secretary, Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 5/6(II)-85-4FR**

From

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

To

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

**Dated, Chandigarh, the 18th August, 2008**

**Subject : Deputation of Government employees on Training to various courses in India -  
Delegation of powers.**

Sir,

I am directed to refer to this Department letters No. 5/6(II)-85-3FR-II dated 28-3-1985 and 22.1.2003 on the subject cited above and to say that with a view to expeditious disposal of work the matter regarding delegation of powers in connection with the Training courses/ Seminars etc. within India has been engaging the attention of Government for some time past. After careful consideration, it has now been decided that where the duration of a Training course, including a Conference, Seminar, Refresher courses or departmental course etc., does not exceed sixty days, the Administrative Department may depute Government employee for training etc. within India at their own level subject to the terms & conditions mentioned in the above referred letter. However, the above condition of sixty days will not apply in the case of Training/Courses/Refresher courses etc., organized by Haryana Institute of Public Administration, Panchkula or any other institution under Haryana Government and Refresher Courses organized by the different Departments

2. The Administrative Department will continue be competent to sanction expenditure upto Rs. 5000/- (Rupees five thousand only) in connection with the fee of the above mentioned courses etc., provided funds are available in the sanctioned Budget of the Department.

3. All proposals regarding foreign training/courses and seminar etc. and those within India but not covered by the above instructions, should continue to be referred to the Finance Department for their prior concurrence as here-to-fore.

4. These instructions will come into force from the date of issue of this letter.

5. The contents of these instructions may kindly be brought to the notice of all concerned under your control, for information and necessary action.

Yours faithfully,

Sd/-

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 5/6(II)-85-4FR

Dated, Chandigarh, the 18th August, 2008

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

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners Principal Secretaries and All Administrative Secretaries to Government Haryana for information and necessary action.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to  
Government, Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 5/6(II)-85-4FR

Dated, Chandigarh, the 18th August, 2008

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary I, II & III/  
OSD-I, II & III/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Deputy  
Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secys.,  
Haryana.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary I, II & III/ OSD I, II & III/  
Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/  
Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary  
Secretary/Parliamentary Secretaries, Haryana.

U.O. No. 5/6(II)-85-4FR

Dated, Chandigarh, the 18th August, 2008.

\*\*\*\*\*

***This Scheme was held in abeyance vide  
No. 1/1/2004-1Pension, Dated 10.10.2008 and later on  
revised vide No. 1/1/2004-1Pension, Dated 04.12.2008.***

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 18th August, 2008**

**No. 1/1/2004-1Pension.**— In exercise of the powers conferred by the, proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following New Pension Scheme regulating the pension of all Government servants joining service on or after January, 2006, namely :-

**New Pension Scheme**

1. The New Pension Scheme shall be called the Haryana New Pension, Scheme, 2008.
2. The New Pension Scheme shall work on defined contribution basis and shall have two Tiers- viz. Tier-I and II. Contribution to Tier-I is mandatory for all Government servants joining Government service on or after 1st January, 2006.
3. In Tier-I, Government servant shall have to make a contribution of 10% of his basic pay + dearness pay and dearness allowance which shall be deducted from his salary bill every month by the Drawing and Disbursing Officer. A matching contribution shall be made by the State Government for each Government servant who contributes to the scheme.
4. Tier-II of the New Pension Scheme shall not be operational at present and no recoveries shall be made from the salaries of the Government servants on this account.
5. No deduction shall be made towards General Provident Fund contribution from the Government servants joining the service on or after 1st January, 2006, as the General Provident Fund Scheme is not applicable to them.
6. The account of New Pension Scheme shall not be mixed up with General Provident Fund account and their records/ledger account shall be independent of General Provident Funds accounts
7. No withdrawal of any amount shall be allowed from the deposits under Tier-I.
8. Accountant General (Accounts and Entitlement) shall maintain the accounts for the Contributory Pension Scheme. Permanent Pension Account Number (PPAN) of the Government servants who join the Contributory Pension Scheme shall be allotted by Accountant General (Accounts and Entitlement) on receipt of applications from the Heads of the Departments/Heads of Offices in Form I.
9. Nomination shall be filled at the time of admission to the New Pension Scheme and shall be revised, immediately as and when required (e.g. getting marriage by subscriber) and thereafter once in every five years. Necessary entry to the effect of filling the nomination alongwith name of nominee(s) shall be noted in the Service Book of the Government servants concerned.



10. Recovery from pay bills of the Government servant shall be made only after obtaining Permanent Pension Account Number from the Accountant General (Accounts and Entitlement) Haryana.
11. Schedule of recovery (in pink colour compulsorily) shall be attached to the pay bill showing the contribution to New Pension Scheme which has been prescribed separately as per Form-II. Every Drawing and Disbursing Officer shall attach this Schedule with the pay bill.
12. Schedule of matching contribution shall also be prepared by Drawing and Disbursing Officer as per Form-III (in pink colour compulsorily) and attached with the pay bill.
13. The Government matching contribution in respect of Government servants shall be debited to the following head of account by the Accountant General (Accounts and Entitlement), Haryana by book adjustment :-

Major Head	:	2071-Pension and Other Retirement Benefits.
Sub Major Head	:	01- Civil
Minor Head	:	117-Government Contribution for Defined Contribution Pension Scheme
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana
Detail Head	:	99-Government Contribution to Defined Contribution Pension Scheme.
Object Head	:	10-Contributions

14. The amount recovered from the pay bill and matching contribution shall be credited to the following Deposit Head of Account by the Accountant General (Accounts and Entitlement), Haryana in respect of Government servants:-

K. Deposits and Advance.—

- (a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits
Sub Major Head	:	51 NA
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana
Detail Head	:	99- Government servants Contribution Under Tier-I
Detail Head	:	98- Government's Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 99 and 98 as above)

15. The Accountant General (Accounts and Entitlement) Haryana shall supply a monthly statement (department wise) of the deposits under Head 8342- Other Deposits to the Financial Commissioner & Principal Secy. to Government Haryana, Finance Department (Pension).
16. The recovery Schedules attached to the pay bills by the Drawing and Disbursing Officers shall be sent to the Accountant General (Accounts and Entitlement) Haryana, Chandigarh through Treasury Officers every month.

17. The reasons for non-recovery from a Government servant in any month shall, be furnished by the Drawing and Disbursing Officer concerned in the recovery Schedule without fail.
18. The Government contribution and the Government servant contribution shall be adjusted by the Accountant General every month by book adjustment and credited to Head of account 8342-51-117-99-99-10 and 8342-51-117-99-98-10.
19. Accountant General (Accounts and Entitlement) Haryana shall issue annual statement of the deposit for each individual account holder after allowing interest thereon at the rate decided by the State Government. The interest amount shall be debited to the following Head :-

Major Head	:	2049-Interest Payments
Sub Major Head	:	03-Interest on Small Savings.
Minor Head	:	117-Interest on Defined Contribution Pension Scheme
Sub Head	:	99-Interest on Defined contributory Pension Scheme.
Detail Head	:	99-Interest on Contributions Under Tier-I
Object Head	:	25-Interest.

20. Heads of the Department/Heads of Offices shall get the Permanent Pension Account Number from the Accountant General (Accounts and Entitlement) Haryana for all the new Government servants who have already joined the Government service on or after 1st January, 2006 within a month from the date of issue of this notification. New Government servants who join service shall be admitted to this scheme compulsorily by the Heads of the Department/Heads of Offices by promptly applying for allotment of the Permanent Pension Account Number to the Accountant General (Accounts and Entitlement) within a month from the date of joining of the service.
21. The Permanent Pension Account Number allotted by the Accountant General (Accounts and Entitlement) for joining the New Pension Scheme shall be entered on the first page of Service Book with necessary attestation.
22. Recovery of contribution under Tier-I may be started from the pay bill of the Government servant immediately after obtaining Permanent Pension Account Number from Accountant General (Accounts and Entitlement) Haryana.
23. Arrears of subscription to the Contributory Pension Scheme from 1st January, 2006 to the month of allotment of Permanent Pension Account Number shall be deducted from the new Government servants who have already joined on or after 15th January, 2006, alongwith current month subscription i.e. one subscription for current month and one additional for subscription in arrears.
24. Correct name of Government servant and his Permanent Pension Account Number shall be mentioned in the recovery Schedule, by Drawing and Disbursing Officer.
25. Head of Department/Head of Office shall get reconciliation of recovery with Accountant General (Accounts and Entitlement) Haryana on half yearly basis.

**FORM - I**  
**(See para-8)**

(Details to be furnished by the Government servant for admission to the Haryana Government Contributory Pension Scheme) (To be furnished in duplicate)

PPAN	
------	--

[To be allotted by AG (Accounts and Entitlement) Haryana]

I. Name of the Government servant

\_\_\_\_\_

(In Block Letters)

II Sex Male  Female

III. Marital Status Married  Unmarried

IV. Designation

\_\_\_\_\_

V. Name of Department

\_\_\_\_\_

VI. Date of first entry into service

\_\_\_\_\_

VII. Scale of Pay

\_\_\_\_\_

VIII. Basic pay

\_\_\_\_\_

IX. Date of Birth

\_\_\_\_\_

X. Date of superannuation

\_\_\_\_\_

XI. Nominee(s) for accumulations under the pension account:-

Sr. No.	Name of nominee	Age Date of Birth	Percentage of share payable	Relationship with the Government servant
1.				
2.				
3.				
4.				

XII. Remarks, if any.

Station:  
Date:

Signature of the Applicant.

Name and Address of two witnesses.

Countersignatures of D.D.O

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certificate to be furnished by the Head of the Office:**

Certified that Shri/Smt. \_\_\_\_\_ is a regular Government servant appointed to pensionable service and is eligible to join the Haryana Government Contributory Pension Scheme.

Station:  
Date:

Signature of the Head of the Office  
with full address/Office seal.

**FORM - II**  
**(See para - II)**

CONTRIBUTORY PENSION SCHEME (GOVERNMENT SERVICE)  
PAY BILL SCHEDULE OF RECOVERY FOR THE MONTH OF \_\_\_\_\_ 200

District Treasury/Sub Treasury :	D.D.O. :
Treasury/Sub Treasury Code:	D.D.O. Code :
	Sub Account No.:

Head of Account:

- K. Deposits and Advances-  
(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits
Sub Major Head	:	51 NA
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana
Detail Head	:	99- Government servants Contribution Under Tier-I
Detail Head	:	98- Government's Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 99 and 98 as above)

Sr. No.	Permanent Pension Account Number	Name and Designation	Plan Type*	Basic Pay+ Dearness Pay	Dearness Allowance	Total	Government servants Contribution		
							Current	Arrears	
				Rs.	Rs.	Rs.	Rs.	Installment No.	Amount (Rs.)
1	2	3	4	5	6	7	8		

\* Need not be filled up at present  
(Rupees only)

Certified that the basic pay entered in column 5 of the statement has been verified with entries in the Service Book and Pay Bill

SIGNATURE OF THE DRAWING AND DISBURSING OFFICER  
WITH DESIGNATION.

**INSTRUCTIONS**

- (1) During non-drawal of pay and allowances for any individual "NIL" particulars shall be shown in Column 5 to Column 8 but Column 1 to Column 8 shall be filled up without fail.

- (2) In case of Transfer to or 'Transfer from' other Office, the facts may be mentioned for two consecutive months against the Government servant name.
- (3) PPAN and Name details shall be entered in the first page of the Service Book with necessary attestation.

HOW TO FILL UP CONTRIBUTION PENSION SCHEME SCHEDULE :-

1. Column (2) : PPAN shall be given correctly.
2. Column (3) : Initial and Naive shall be furnished as in the Service Book.
3. Column (5) and (6) : 'Basic Pay + D.P. and D.A. shall be furnished as per the Basic Pay + D.P. and D.A. drawn in the particular month.
4. Column (8)
  - (i) Government servants contribution has to be deducted from the supplementary bill also, (e.g.) arrears of pay, incremental arrears and D.A. Arrears consequent on D.A. revision.
  - (ii) Arrears of subscription when recovered in installments, the installment number shall be noted, (e.g.) 01/14,02/14 etc.

**FORM - III**  
**(See para - 12)**

Format of Schedule of Government's Contributions  
Towards Tier-I of the new pension scheme  
(To be attached with the bill for drawal of Government's Contribution)  
PAY BILL SCHEDULE OF RECOVERY FOR THE MONTH OF \_\_\_\_\_ 200

District Treasury/Sub Treasury :	D.D.O. :
Treasury/Sub Treasury Code:	D.D.O. Code :
	Sub Account No.:

Head of Account:

- K. Deposits and Advances-  
(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits
Sub Major Head	:	51 NA
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana
Detail Head	:	98- Government's Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 99 and 98 as above)

Sr. No.	Permanent Pension Account Number	Name and Designation	Plan Type*	Basic Pay+ Dearness Pay	Dearness Allowance	Total	Government Contribution		
							Current	Arrears	
				Rs.	Rs.	Rs.	Rs.	Installment No.	Amount (Rs.)
1	2	3	4	5	6	7	8		

\*Need not be filled up at present  
(Rupees only)

SIGNATURE OF THE DRAWING AND DISBURSING OFFICER  
WITH DESIGNATION.

S.P. Sharma  
Financial Commissioner & Principal Secy.

\*\*\*\*\*

**No. 1/1/2004-1Pension**

From

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

To

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

**Dated, Chandigarh, the 22nd August, 2008****Subject : Defined Contributory Pension Scheme of the State Government.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension, dated 22-12-2005 on the subject noted above and to say that Government has now notified the Defined Contributory Pension Scheme for the employees appointed on or after 1-1-2006 vide Notification dated 18.8.2008. A copy of this Notification in Hindi & English is enclosed herewith. The Scheme will be applicable to the employees appointed on or after 1-1-2006.

2. You are requested to issue instructions to all your subordinate offices to get the FORM-I filled from all the employees covered under the New Pension Scheme. Thereafter Permanent Pension Account Numbers may be obtained from Accountant General (A&E) Haryana within one month (in the month of September, 2008) as provided under Para-20 of Notification. The recoveries towards New Pension Scheme may be started from the salary for the month of October, 2008. The arrears of subscription towards New Pension Scheme may be deducted/recovered as per procedure provided vide para-23 of the Notification.

3. You are requested to furnish necessary compliance report to the effect that recovery towards New Pension Scheme has been started in respect of all employees appointed on or after 1-1-2006 giving details of employees (Category-wise) and Permanent Pension Account Number allotted to each employee. This report may be sent to the Finance Department by 30-11-2008 positively.

Yours faithfully,

Sd/-

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Secretary, Council of Ministers, Haryana for information with reference to his U.O. No. 9/163/2008-2Cabinet, dated 18th August, 2008.

Sd/-

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.



To

The Secretary, Council of Ministers, Haryana.

U.O. No. 1/1/2004-1Pension

Dated, Chandigarh 22nd August, 2008

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

All the Financial Commissioners and Principal Secretaries to  
Government, Haryana.

All Administrative Secretaries to Government, Haryana.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretaries to  
Government, Haryana.

All Administrative Secretaries to Government, Haryana.

U.O. No. 1/1/2004-1Pension

Dated, Chandigarh, the 22nd August, 2008

Endst. No. 1/1/2004-1Pension

Dated, Chandigarh, the 22nd August, 2008

A copy alongwith 500 spare copies is forwarded to Accountant General (A&E)  
Haryana, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/1/2004-1Pension

Dated, Chandigarh, the 22nd August, 2008

A copy alongwith 500 spare copies is forwarded to the Director, Treasury &  
Accounts, Haryana, Chandigarh with the request to circulate this Notification among all the  
Accounts Personnel and Presidents Pensioners Association at District level.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/1/2004-1Pension

Dated, Chandigarh, the 22nd August, 2008

A copy is forwarded to the In-charge, Computer Cell, Finance Department for  
information and necessary action.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**No. 10/24/2001-2FICW**

From

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

**Dated, Chandigarh, the 1st September, 2008**

**Subject : Fixation of rate of licence fee for Government accommodation.**

Sir,

I am directed to invite your attention to Haryana Government Finance Department instruction No. 1011-2FICW-91, dated 30.4.91 and to convey that the Government has now decided that the rates of Licence fee to be charged from the Haryana Government employees for residential accommodation would be at the rate of 1.5% of Basic Pay + DP & CCA for the revised scale after 1.1.96 or the standard rent of the type of accommodation in occupation, whichever is less.

2. These orders will take effect from the date of issuance of this letter.

Yours faithfully,

*Sd/-*

(VIJAI VARDHAN)

Special Secretary, Finance (B)

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 10/24/01-2FICW

Dated, Chandigarh, the 1.9.2008

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

Accountant General (A&E) and (Audit), Haryana, Chandigarh with  
15 spare copies for information and necessary action.

The Finance Secretary, Chandigarh Administration, Chandigarh.

All Treasury Officers/Assistant Treasury Officers in Haryana.

The Director, Treasuries & Accounts, Haryana.

*Sd/-*

(Chander Bhan Pannu)

Under Secretary Finance

for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners and Principal Secretaries to Government Haryana and All Administrative Secretaries to Government Haryana for information and necessary action

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to  
Government of Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 10/24/01-2FICW

Dated, Chandigarh, the 1-9-2008

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

*Sd/-*  
(Chander Bhan Pannu)  
Under Secretary Finance  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

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

U.O. No. 10/24/01-2FICW

Dated, Chandigarh, the 1-9-2008

\*\*\*\*\*

***These instructions have been Revised/Clarified vide  
No. 68/2/2001/FD/Pension/SAP, Dt. 28.07.2009.***

**No. 68/2/2001/FD/Pension/SAP**

From

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

To

All Heads of Departments in Haryana,  
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions,  
All Deputy Commissioners, Haryana.  
Registrar, Punjab & Haryana High Court.

**Dated, Chandigarh, the 10th September, 2008**

**Subject : Time Schedule for payment of retiral benefits to the retiring Government employee on the date of his retirement.**

Sir,

I am directed to invite your attention to the instructions issued by this department vide letter No. 68/2/2001/FD/Pension/SAP dated 10-10-2006 and further dated 23-7-2008 on the issue of timely disposal of pension cases in a time bound manner and to say that vide these instructions you were advised to hold quarterly meeting to review the position of pending Pension cases in the month of January, April, September and December and to forward copy of proceedings of each meeting to the Finance Department.

2. In view of above, you are requested that quarterly meeting due in the month of September, 2008 may be held in the month of September and the proceedings of the meeting may be sent to the Finance Department by 15.10.2008.

3. It is also pointed out that departments given in the enclosed list are not sending monthly report of pension cases to the Finance Department in Statement I, II and III prescribed vide FD letter No. 68/2/2001/FD/Pension/SAP dated 10-10-2006. These Departments are, therefore, requested to regularly send monthly report of pension cases so as to reach to Finance Department by 7th of the following month.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioners & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

*Sd/-*

Accounts Officer (Pension),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 68/2/2001/FD/Pension/SAP

Dated, Chandigarh, the 10.9.2008

### List of Defaulting Department

Sr. No.	Departments
1.	Higher Education
2.	School Education
3.	Elementary Education
4.	P.W.D. (B86R)
5.	P.W. Water Supply and Sanitation Department.
6.	Irrigation
7.	Health
8.	Police
9.	Transport
10.	Labour
11.	Cooperation
12.	Environment
13.	Civil Aviation
14.	Treasuries & Accounts
15.	Sports
16.	Industries
17.	Mines & Geology
18.	D.C. Kaithal
19.	D.C. Jind
20.	D.C. Panipat
21.	D.C. Hisar
22.	D.C. Sonipat
23.	D.C. Bhiwani
24.	D.C. Jhajjar
25.	D.C. Mewat at Nuh

\*\*\*\*\*

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

**IMMEDIATE/DATE BOUND**

**No. 8/8/2006-6PR(FD)**

From

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

To

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

**Dated, Chandigarh, the 15th September, 2008**

***Subject : Information regarding data base of pay scales of various categories of posts for Sixth Pay Commission.***

Sir/Madam,

I am directed to invite your attention on the letter No. 8/8/2006-6PR(FD) dated 13.07.2007 & 27-9-2007 on the subject noted above in which you were requested to send the information regarding pay scales of various categories of post in the enclosed format within one month of the receipt of this communication. The information should be typed, in the proforma and verified by an officer designated by you who should sign every page of the proforma. Two copies of Service Rules relevant to each category of post in your Department should also be sent alongwith the pay scale information. The said information may be sent in Land Scape Proforma and a C.D. may also be sent. But many of the departments has not furnished the information uptill now which is very serious matter you are, therefore, again requested to send the information in landscape proforma with CD without any further delay. If the information is not received the concerned department will be responsible for the not sending the information and Finance Department will not be responsible for any misappropriation. List of the departments whose information is not received is enclosed.

Yours faithfully,

Sd/-

Senior Accounts Officer, (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 8/8/2006-6PR(FD)

Dated, Chandigarh, the 15th September, 2008

A copy for information is forwarded to the Member Secretary, HBPE with the request to collect requisite information from the Boards/Corporations/Federations, etc. immediately and

send the same to the Finance Department in Pay Revision Branch.

*Sd/-*  
Senior Accounts Officer, (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy of the above is forwarded to the Financial Commissioner Revenue, Haryana Chandigarh with the request that the data Base information in Land Scene Proforma with CD may be furnished as desired without any delay.

To

The Financial Commissioner Revenue, Haryana.

U.O. No. 8/8/2006-6PR(FD)

Dated, Chandigarh, the 15th September, 2008

**List of the Departments whose Data Base Info. & CD Not received.**

1.	Adamtr. Genl. & official trustee & Treasurer, Charitable Endowments	CD-NR
2.	Director Agriculture	CD-NR
3.	Dir. Gen. Animal Husbandry & Dairying.	Data Base & CD- NR
4.	Chief Architect, Architecture	CD-NR
5.	Director, Ayush	Data Base & CD-NR
6.	Director, Census Operations	Data Base & CD-NR
7.	Advisor, Civil Aviation	CD-NR
8.	Director Consolidation, Land Records Spl. Collector,(Hqrs.) & Spl. L.A.O.	Data Base & CD-NR
9.	Registrar, Cooperation	Data Base-NR
10.	Director, ESI	Data Base & CD-NR
11.	Director, School Education	Data Base & CD-NR
12.	Director, Elementary Education	Data Base & CD-NR
13.	Director, Electronics & Information Technology	Data Base & CD-NR
14.	Excise & Taxation Commissioner	Data Base & CD-NR
15.	Director, Fisheries.	Data Base & CD-NR
16.	Director, Food & Supplies.	CD-NR
17.	Principal Chief Conservator, Forests.	Data Base & CD-NR
18.	Director General, Health Services.	Data Base & CD-NR
19.	Project Director, Reproductive & Child Health	Data Base & CD-N/A
20.	Chairperson, AIDS, TB Control & Leprosy Society & TB Association & Civil Dispensary	Data Base & CD-NR
21.	Director, HIPA	Data Base & CD-NR
22.	Director, Hospitality.	Data Base & CD-NR
23.	E.I.C. Irrigation.	Data Base & CD-NR

24.	Principal Director, HIRMI	Data Base & CD-NR
25.	Labour Commissioner.	CD-NR
26.	LR & Secy., Law & Legislative	CD-NR
27.	Director, Local Audit.	CD-NR
28.	Director, Lotteries	Data Base & CD-NR
29.	Land Records Department	Data Base & CD-NR
30.	Sr. Tech. Dir. & SIO, NIC-Computer Centre, Min. of Communication & I.T.	Date Base & CD-NR
31.	D.G. Police	Date Base & CD-NR
32.	ADGP, CID	Date Base & CD-NR
33.	Director, Public Relations & Cultural Affairs and Grievances	Date Base & CD-NR
34.	E.I.C., PW (B&R)	Date Base & CD-NR
35.	E.I.C, PW (Water Supply & Sanitation)	Date Base & CD-NR
36.	Principal, Revenue Trg. Institute.	Date Base & CD-NR
37.	Director, Social Justice & Empower. & Wel. of SCs & BCs.	Date Base & CD-NR
38.	Director, Sports & Youth Affairs.	CD-NR
39.	Director, Technical Education	Date Base & CD-NR
40.	Director, Town & Country Plg.	Date Base & CD-NR
41.	State Transport Controller.	CD-NR
41.	Director, Treasuries & Accounts.	Date Base & CD-NR
42.	Director, Urban Local Bodies.	Date Base & CD-NR
43.	Director, I.O. Vigilance	Date Base & CD-NR

\*\*\*\*\*



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

**FAX TIME BOUND**

**No. 8/8/2006-6PR(FD)**

From

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

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh,  
V.C.'s of All Universities in Haryana State.

**Dated, Chandigarh, the 19th September, 2008**

**Subject : Regarding information Data Base of Pay Scales of all categories of posts in the department to place the same on the Website of the Department and intimation thereof to the Finance Department.**

Sir/Madam,

I am directed to invite your attention on the letter No. 8/8/2006-6PR(FD) dated 13.07.2007 & 27.09.2007 & 15.09.2008 on the subject noted above and to request you kindly send the information regarding Data Base with a soft copy i.e. CD by Monday i.e. 22.09.2008 and place the same on the departmental website and intimate the website to the Finance Department in Pay Revision Branch. If the information as above is not received then the concerned department will be responsible for the same.

Yours faithfully,

Sd/-

Senior Accounts Officer, (PR),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**List of the Departments whose Data Base Info. & CD Not received.**

1.	Admtr. Genl. & official Trustee & Treasurer, Charitable Endowments	CD- NR
2.	Director Agriculture	CD-NR
3.	Dir. Gen. Animal Husbandry & Dairying.	Data Base & CD- NR
4.	Chief Architect, Architecture	CD-NR
5.	Director, Ayush	Data Base & CD-NR
6.	Director, Census Operations	Data Base & CD-NR
7.	Advisor, Civil Aviation	CD-NR

8.	Director Consolidation, Land Records Spl. Collector, (Hqrs.) & Spl. L.A.O.	Data Base & CD-NR
9.	Registrar, Cooperation	Data Base-NR
10.	Director, ESI	Data Base & CD-NR
11.	Director, School Education	Data Base & CD-NR
12.	Director, Elementary Education	Data Base & CD-NR
13.	Director, Electronics & Information Technology	Data Base & CD-NR
14.	Excise & Taxation Commissioner	Data Base & CD-NR
15.	Director, Fisheries.	Data Base & CD-NR
16.	Director, Food & Supplies.	Data Base & CD-NR
17.	Principal Chief Conservator, Forests.	Data Base & CD-NR
18.	Director General, Health Services.	Data Base & CD-NR
19.	Project Director, Reproductive & Child Health	Data Base & CD-NR
20.	Chairperson, AIDS, TB Control & Leprosy Society & TB Association & Civil Dispensary.	Data Base & CD-NR
21.	Director, HIPA	Data Base & CD-NR
22.	Director, Hospitality.	Data Base & CD-NR
23.	E.I.C. Irrigation.	Data Base & CD-NR
24.	Principal Director, HIRMI	Data Base & CD-NR
25.	Labour Commissioner.	CD-NR
26.	LR & Secy., Law & Legislative	CD-NR
27.	Director, Local Audit.	CD-NR
28.	Director, Lotteries	Data Base & CD-NR
29.	Land Records Department	Data Base & CD-NR
30.	Sr. Tech. Dir. & SIO, NIC-Computer Centre, Min. of Communication & I.T	Data Base & CD-NR
31.	D.G. Police.	Data Base & CD-NR
32.	ADGP, CID	Data Base & CD-NR
33.	Director, Public Relations & Cultural Affairs and Grievances	Data Base & CD-NR
34.	E.I.C, PW (B&R)	Data Base & CD-NR
35.	E.I.C, (Water Supply & Sanitation)	Data Base & CD-NR
36.	Principal, Revenue Trg. Institute	Data Base & CD-NR
37.	Director, Social Justice & Empower & Wel. Of SCs & BCs.	Data Base & CD-NR
38.	Director, Sports & Youth Affairs.	CD-NR
39.	Director, Technical Education	Data Base & CD-NR
40.	Director, Town & Country.	Data Base & CD-NR
41.	State Transport Controller.	CD-NR
41.	Director, Treasuries & Accounts.	Data Base & CD-NR
42.	Director, Urban Local Bodies.	Data Base & CD-NR
43.	Director, I.O. Vigilance	Data Base & CD-NR

\*\*\*\*\*

***These instructions have been Revised vide  
No. 38/110/99-WM(5), Dated 22.11.2010 and even  
No. Dated 21.02.2011 & 10.05.2011.***

**No. 38/110/99-WM(5)**

From

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

To

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

**Dated, Chandigarh, the 26th September, 2008**

***Subject : Grant of Advance to Government servants for the celebration of marriage.***

Sir,

I am directed to address you on the subject noted above and to say that in supersession of the Finance Department's circular letter No. 38/110/99-WM(5) dated the 6th May, 2005 on the above subject and to say that policy regarding grant of advance to Government servants for the celebration of marriage of their Sons/Daughters or legally adopted children and dependent sisters has been now reviewed and it has been decided to extend the facility of marriage advance to Government employees as under with immediate effect :-

- (i) The advance is limited to Rs. 1,00,000/- or 15 months' basic pay (including D.P./Spl. Pay and N.P.A) of the employee whichever is less for the marriage of three children/dependent sister(s) totaling upto three times and not more than that.
- (ii) The advance will be recovered in 100 monthly installments and recovery will commence with effect from the 2nd issue of pay after the advance is drawn.
- (iii) The second/third marriage advance will be granted to Government employee according to his admissibility under each category separately.
- (iv) The Marriage advance will be admissible to regular Class-I, II, III and IV State Government employees/officers.
- (v) The marriage advance will also be admissible to any brother or sister on same terms & conditions.
- (vi) In the case of dependent sister's marriage advance the employee will furnish an affidavit on non-judicial stamp paper of Rs. 10/- to the effect that the sister for whose marriage advance is being obtained is wholly solely dependent

upon him/her and financial condition of the parents is such that they cannot perform marriage by themselves. The names of all other brothers and sisters of the Government employee alongwith their respective departments should also be mentioned in affidavit and they will not claim marriage advance from their departments for the marriage of their sister.

2. These instructions will come into force with effect from the issuance of this letter and no benefit will be given to those employees to whom the marriage advance has already been earmarked by the Finance Department. All other terms and conditions for the marriage advance, as laid down by the Finance Department from time to time, shall be applicable mutates and mutandis.
3. It has been observed that the advance cases are not being examined properly by the departments in accordance with instructions of the Finance Department. It is requested that all the concerned officer/official working under your control may be directed to scrutinize the applications in accordance with instructions and ensure that the applications complete in all respect are sent to the Finance Department, two months before the date of marriage, incomplete cases received in Finance Department will not be entertained.
4. The above instructions may please be brought to the notice of all officers/officials working under your control.
5. Kindly acknowledge receipt.

Yours faithfully,  
Sd/-  
(K.K.Grover)  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 38/110/99-WM(5)

Dated, Chandigarh, the 26th September, 2008

A copy with 10 spare copies is forwarded to the Accountant General (Audit & A&E), Haryana, Chandigarh for information and necessary action.

Sd/-  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/ Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-  
Under Secretary Finance (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government, Haryana.

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 26th September, 2008

No. 38/110/99-WM(5)

Dated, Chandigarh, the 26th September, 2008

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

The State Election Commissioner, Haryana.  
 The Resident Commissioner, Government of Haryana, Haryana Bhawan,  
 New Delhi.  
 The Secretary to Governor, Haryana, Chandigarh.  
 The Secretary, Haryana Vidhan Sabha, Chandigarh.  
 Directors of Medical Colleges in Haryana State.  
 Member Secretary, Haryana Bureau of Public enterprises.

*Sd/-*

Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary I, II & III/  
 OSD-I, II & III/Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries to the  
 Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/  
 Parliamentary Secretaries/Deputy Chairman Planning Board for the information of Chief  
 Minister/Deputy Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretary/  
 Parliamentary Secretaries/Deputy Chairman, Planning Board, Haryana.

*Sd/-*

Under Secretary Finance (B),  
 for Financial Commissioner & Principal Secy. to Govt.,  
 Haryana, Finance Department.

To

The Principal Secretary/Addl. Principal Secretary I, II & III/OSD-I, II & III/  
 Media Advisor/Advisor/Senior Secretaries/Secretaries/Private Secretaries  
 to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/  
 Chief Parliamentary Secretary/Parliamentary Secretaries/Deputy Chairman  
 Planning Board, Haryana.

U.O. No. 38/110/99-WM(5)

Dated, Chandigarh, the 26th September, 2008

**INTERNAL DISTRUBUTION**

PS/FM  
 PS/FCS  
 PA/SSF  
 AS/SSF (B)  
 In-charge, Computer Cell  
 Record 50 Copies

\*\*\*\*\*

***These instructions have been Revised vide  
No. 1/1/2004-1Pension, dated 04.12.2008.***

**No. 1/1/2004-1Pension**

From

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

To

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

**Dated, Chandigarh, the 10th October, 2008**

**Subject : Defined Contributory Pension Scheme of the State Government.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension, dated 22-8-2008 on the subject noted above and to say that Government has decided to keep in abeyance the instructions dated 22-8-2008 till further orders in the matter.

2. In view of above, the deductions towards New Pension Scheme which were to be started from the salary for the month of October, 2008 will not be made till further instructions from the Finance Department.

3. The above instructions may be brought to the notice of all concerned for strict compliance. The receipt of these instructions may also please be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

A copy is forwarded to the Secretary, Council of Ministers, Haryana, for information with reference to this Department U.O. No. 1/1/2004-1Pension, dated 22nd August, 2008.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Secretary,  
Council of Ministers, Haryana.

U.O. No. 1/1/2004-1Pension

Dated, Chandigarh, the 10-10-2008

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

All the Financial Commissioners and Principal Secretaries to Government,  
Haryana.  
All Administrative Secretaries to Government Haryana.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners and Principal Secretaries to  
Government, Haryana.  
All Administrative Secretaries to Government, Haryana.

U.O. No. 1/1/2004-1Pension

Dated, Chandigarh, the 10-10-2008

Endst. No. 1/1/2004-1Pension

Dated, Chandigarh, the 10-10-2008

A copy alongwith 50 spare copies is forwarded to Accountant General  
(A&E) Haryana, Chandigarh for information and necessary action.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No.1/1/2004-1Pension

Dated, Chandigarh, the 10-10-2008

A copy alongwith 100 spare copies is forwarded to the Director, Treasury &  
Accounts Haryana Chandigarh for information and necessary action.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 1/1/2004-1Pension

Dated, Chandigarh, the 10-10-2008

A copy is forwarded to the In-charge, Computer Cell Finance Department  
for information and necessary action.

*Sd/-*

Under Secretary, Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT**

**Notification**

**The 21st/31st October, 2008**

**No. 2/57/2007-1Pension.**—in exercise of powers conferred by the proviso to article 309 of the Constitution of India the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume II, in their application to the State of Haryana, namely :-

1. (1) These rules may be called the Punjab Civil Service Volume-II (Haryana Amendment) Rules, 2008.
- (2) They shall come into force with immediate effect.
2. In the Punjab Civil Service Rules, Volume II in Appendix I in Family Pension Scheme 1964 in para 4 in sub para (iii) :
  - (i) In clause (e) in the second proviso for sign “.” existing at the end the sign “;” shall be substituted.
  - (ii) after clause (e) the following clause shall be added at the end namely :-
  - (f) In the case of unmarried daughter beyond twenty five years of age at par with widowed/divorced daughters subject to other conditions being fulfilled. Grant of family pension to unmarried/widowed/divorced daughter shall be payable in order of their date of birth and younger of them will not be eligible for family pension unless the next above her has become ineligible for grant of family pension. Further pension to unmarried/widowed/divorced daughter above the age of twenty five years shall be payable only after the other eligible children below the age of twenty five years have ceased to be eligible to receive family pension and that there is no disabled child to receive the family pension.

Provide that unmarried daughter including widowed/divorced daughter will become ineligible for pension from the date of her marriage/remarriage or when she starts earning livelihood.

Provided further that the income criteria for grant of family pension to unmarried daughter shall be the same as in respect of parents and widowed/divorced daughter as per notification dated 21st July, 2006.

AJIT M. SHARAN  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/57/07-1Pension

Dated, Chandigarh, 31.10.2008

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

All Head of Departments Commissioners of Divisions.  
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

No. 2/57/07-1Pension

Dated, Chandigarh, 31.10.2008



A copy is forwarded to the In-charge, Computer Cell, Finance Department for information and necessary action.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

The Registrar Punjab and Haryana High Court Chandigarh.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/57/07-1Pension

Dated, Chandigarh, the 31-10-2008

A copy alongwith 500 spare copies is forwarded to Accountant General (A&E) Haryana Chandigarh for information and necessary action.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/57/07-1Pension

Dated, Chandigarh, the 31-10-2008

A copy is forwarded to the Secretary Council of Ministers Haryana for information with reference to their U.O. No. 9/186/2008-2Cabinet dated 21st October, 2008.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/57/07-1Pension

Dated, Chandigarh, the 31-10-2008

A copy is forwarded to the Controller, Printing and Stationery, Haryana, Chandigarh for information and necessary action.

He is requested that this Notification be got printed in the Haryana Government ordinary Gazette.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 2/57/07-1Pension

Dated, Chandigarh, the 31-10-2008

A copy is forwarded for information and necessary action :-

All the Financial Commissioner & Principal Secretaries to Government, Haryana.  
All Administrative Secretaries to Government, Haryana.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

466

To

All the Financial Commissioner & Principal Secretaries  
to Government, Haryana.  
All Administrative Secretaries to Government, Haryana.

No. 2/57/07-1Pension

Dated, Chandigarh, the 31-10-2008

\*\*\*\*\*

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

**MOST IMMEDIATE**

**No. 2/1/2/90-4FR**

From

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

To

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

**Dated, Chandigarh, the 22nd October, 2008.**

**Subject : Disbursement of pay and Allowances/Pension to the Haryana Govt. employees/pensioners for the Financial year 2008-2009.**

Sir,

In partial modification of Haryana Govt. letter No. 2/1/2/90-4FR dated 4th April, 2008, on account of DIWALI FESTIVAL falling on 28th October, 2008 the Governor of Haryana is pleased to decide that the pay & allowances for the month of October, 2008, for all Gazetted/Non Gazetted Haryana Govt. employees and pension/family pension for all the pensioners/family pensioners for the month of October, 2008 may now be drawn and disbursed on 27th October, 2008 instead of 31st October, 2008.

Yours faithfully,

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

Endst. No. 2/1/2/90-4FR

Dated, Chandigarh, the 22nd October, 2008

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

Accountant General (A&E) and Audit, Haryana, Chandigarh.  
All Treasury Officers/Assistant Treasury Officers in Haryana.

*Sd/-*

Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioner & Principal Secretaries to Govt., Haryana.

All Administrative Secretaries to Government, Haryana.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh, the 22nd October, 2008

A copy each is forwarded to the Principal Secretary/Additional Principal Secretaries I&II/OSD I&II/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretaries/  
OSDI&II/Senior Secretaries/ Secretaries/Private Secretaries to  
Chief Minister/Deputy Chief Minister/ Ministers/State Ministers/  
Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

U.O. No. 2/1/2/90-4FR

Dated, Chandigarh the 22nd October, 2008.

\*\*\*\*\*

**No. 36/2/2007-WM(6)**

From

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

To

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

**Dated, Chandigarh, the 22nd October, 2008**

**Subject : Grant of interest free Festival Advance to Class IV Government employees during the year 2008-2009.**

Sir,

With reference to subject noted above, I am to say that the State Government has decided to grant an interest free festival advance of Rs. 2000/- (Rupees two thousand only) to all Class IV Govt. employees in the State who apply for it.

2 The advance will be admissible to permanent/temporary Class IV employees and to adhoc employees who are continuing in service for the last one year and will likely to continue for another four months, on furnishing surety of a permanent Government employee. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow advance on the basis of a surety to their satisfaction so that it will be fully secured and its recovery will be ensured from the loanee before the close of the financial year 2008-2009.

3. The following conditions should also be observed in sanctioning this advance:-

- (i) The Drawing & Disbursing officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in four equal monthly instalments and the entire advance should be recovered from the pay of the employees before the close of the financial year 2008-2009.
- (iii) The advance may be drawn and disbursed on or before 28.10.2008.
- (iv) The advance will not be admissible to work charged & contingent paid staff and daily wagers.
- (v) The advance should not be granted by parent Departments to those Class IV employees who are on deputation to other Governments/ Corporations and Local Bodies etc.

- (vi) If both husband & wife are employed, the advance should be allowed to only one of them.

4. It is requested that the schedule of recoveries should be attached with each bill in the enclosed Performa-I. It is also requested that the detailed accounts of the recoveries of the advance should be maintained by the Drawing and Disbursing Officer which should be reconciled with the office of the Accountant General, Haryana (A&E) Chandigarh every month.

5. The expenditure incurred on the grant of festival advance may be communicated to the Finance Department (in Ways & Means Br.) by the Head of Departments by the end of December, 2008 positively in the enclosed Performa-II.

6. The expenditure will be debited to the Major Head "7610-Loans-to Government Servants etc. 800-Other Advances (98) Festival Advance (50) Advances (Non-Plan). The recoveries made will be credited to the corresponding receipt head i.e. "7610-Loans to Governments Servants etc. 800-Other Advances (98) Festival Advances (Receipt).

Copy of this letter can be down loaded from the [site www.finhry.gov.in](http://www.finhry.gov.in).

Yours faithfully,

*Sd/-*

(K.K. Grover)

Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

A copy is forwarded to the Accountant General, (A&E and Audit) Haryana Chandigarh with 20 copies for information and necessary action.

The expenditure will be debited against grant No. 25 under Major Head "7610-Loans to Government Servants etc.800-Other Advances-(98) Festival Advance (50)-Advances (Non-Plan)".

The detailed account of recoveries will be maintained by the Drawing and Disbursing Officers.

*Sd/-*

(K.K. Grover)

Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

A copy is forwarded to all Treasury Officers/Assistant Treasury Officers of Haryana at Chandigarh/Delhi and in Haryana with the request that the stipulated date way please be strictly followed and no bill be passed after 28.10.2008. The payment made on the basis of the sanction issued by the department concerned would be treated as payment authority in relaxation of Rule 4.113 of S.T.R. Vol. I.

*Sd/-*

(K.K. Grover)

Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

Copies are forwarded to :-

The Financial Commissioners and Principal Secretary to Govt., Haryana,  
Revenue Department.  
All the Financial Commissioner & Principal Secretaries/Administrative  
Secretaries to Govt.. Haryana;  
for information and necessary action.

*Sd/-*  
(K.K. Grover)  
Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

To

The Financial Commissioners and Principal Secretary to  
Govt., Haryana, Revenue Department.  
All the Financial Commissioner & Principal Secretaries/  
Administrative Secretaries to Govt., Haryana.

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

A copy each is forwarded to the Principal Secretary/Additional Principal Secretary I,  
II & III/Officer on Special Duty I, II & III/Media Advisor/Political Advisor/Senior Secretaries/  
Secretaries/Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/State  
Ministers/Deputy Chairman Planning Board/Chief Parliamentary Secretary/Parliamentary  
Secretaries for the information of Chief Minister/Deputy Chief Minister/Ministers/State Ministers /  
Deputy Chairman Planning Board/Chief Parliamentary Secretary/Parliamentary Secretaries,  
Haryana.

*Sd/-*  
(K.K. Grover)  
Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

To

The Principal Secretary/Additional Principal Secretary I, II & III/  
Officer on Special Duty I, II & III/Media Advisor/Political Advisor/  
Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/  
Deputy Chief Minister/Ministers/State Ministers/Dy. Chairman Planning  
Board/Chief Parliamentary Secy./Parliamentary Secretaries

U.O. No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

No. 36/2/2007-WM(6)

Dated, Chandigarh, the 22nd October, 2008

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

The State Election Commissioner, Haryana.  
The Secretary to Governor, Haryana.  
The Secretary, Haryana Vidhan Sabha.

Chairman/Chief Administrator/Managing Director of all Boards/  
Corporations in Haryana.  
Vice Chancellor of all the Universities  
Director Pt. B.D. Sharma, PGIMS, Rohtak

Sd/-  
(K.K. Grover)  
Under Secretary Finance, (B),  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana Finance Department.

**INTERNAL DISTRIBUTION**

PS/FM  
PS/FCF  
Record Section FD with 20 spare copies.  
In-Charge, Computer Cell.

**PROFORMA - I**

**SCHEDULE OF RECOVERIES**

Sr. No.	Name & Designation of employee(s)	Total amount of advance Rs.	Recoveries upto last month of Financial Year 2008-2009 Rs.
1	2	3	4

Amount of advance recovered in this bill Rs.	Total amount of recovered upto date Rs.	Balance Rs.	Remarks
5	6	7	8

**PROFORMA - II**

Name of Department	Name of Office	Drawing & Disbursing Officer	Amount of Festival advance granted to the employees Rs.
1	2	3	4

\*\*\*\*\*



**No. 4/2/98-5FR/18018**  
**GOVERNMENT OF HARYANA**  
**FINANCE DEPARTMENT**  
**Chandigarh, 22nd October, 2008**

To

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

**Subject : Payment of Dearness Allowance - Revised rates effective from 01.07.2008.**

Sir,

I am directed to refer to this department circular letter No. 4/2/98-5FR/534, dated 1st April, 2008 on the subject noted above and to say that the Governor of Haryana is pleased to decide that the Dearness Allowance payable to Haryana Government employees shall be enhanced from the existing rates of 47% to 54% of the pay w.e.f. 1st July, 2008.

2. The other provisions regarding payment of dearness allowance contained in FD's letter No. 4/2/98-1FR-II/623, dated 30-4-1999 and for those employees who opted to retain pre-revised scales in their case provisions contained in para 2 of letter No. 4/2/98-1FR/654, dated 23rd June, 2000 shall continue to be applicable while regulating Dearness Allowance under these orders. However, with effect from 01-04-2004, Dearness Allowance will be computed on the basis of Basic Pay, Dearness Pay and NPA.

3. The additional installment of D.A. payable under these orders shall be paid in cash to all Haryana Government Employees.

4. Copy of these orders is also available on website which can be downloaded from the site "www. finhry.gov.in".

Yours faithfully,

*Sd/-*  
(M.C. Chhabra)  
Under Secretary Finance  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**See also instructions/clarifications/modifications  
issued after 04.12.2008 relating to Defined  
Contributory Pension Scheme.**

**No. 1/1/2004-1Pension**

From

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

To

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

**Dated, Chandigarh, the 4th December, 2008**

**Subject : Defined Contributory Pension Scheme of the State Government.**

Sir,

I am directed to invite your attention towards Finance Department letter No. 1/1/2004-1Pension, dated 10.10.2008 vide which the instructions issued vide letter No. 1/1/2004-1Pension dated 22.8.2008 were held in abeyance. Now after consideration the following revised guidelines are issued for implementation of Defined Contributory Pension Scheme.

1. The New Pension Scheme shall be called the Haryana New Pension, scheme, 2008. It will cover all regular Government employees joining service on or after 1.1.2006
2. The Pension Scheme shall work on defined contribution basis and shall have two Tiers- viz. Tier-I and II. Contribution to Tier-I is mandatory for all Government servants joining Government service on or after 1st January, 2006.
3. In Tier-I, Government servant shall have to make a contribution of 10% of his basic pay + dearness pay and dearness allowance which shall be deducted from his salary bill every month by the Drawing and Disbursing Officer. A matching contribution shall be made by the State Government for each Government servant who contributes to the scheme.
4. Tier-II of the New Pension Scheme shall not be operational at present and no recoveries shall be made from the salaries of the Government servants on this account.
5. No deduction shall be made towards General Provident Fund contribution from the Government servants joining the service on or after 1st January, 2006, as the General Provident Fund Scheme is not applicable to them.
6. The deductions towards New Pension Scheme will start from the month following the month of joining service. No deductions will be made for the month in which employee joins service.
7. No withdrawal of any amount shall be allowed from the deposits under Tier-I.

8. The existing provisions of defined benefit pension and GPF would not be available to the Government servants joining service on or after 1.1.2006.
9. The National Security Depository Limited (NSDL) has been appointed as Central Record Keeping Agency in respect of New Pension Scheme. In addition there will be three Pension Fund Managers viz LIC, SBI and UTI. The Bank of India will work as the Trustee Bank in respect of funds under the New Pension Scheme.
10. The funds of New Pension Scheme will be invested by the Pension Fund Managers as per investment Scheme opted by the subscribers. However for the time being the funds will be invested in the default Scheme in the following proportion :-

**Investment pattern – Default Scheme.**

Sr. No.	Securities	%
1.	Central Government Securities (Min.)	25%
2.	State Government Securities (Min.)	15%
3.	PSU Bonds (Min.)	25%
4.	Any of the three above	30%
5.	Equity (Max.)	5%
1/3rd of 4 above may be in private sector debit or equity linked schemes of Mutual Funds (Max.)		

In view of above position, subscribers will not fill up Section-D of application for allotment of permanent Retirement Account Number in Annexure-S-I.

11. Operationalization of the New Pension Scheme will be as under :-
  - A. The Director Treasuries and Accounts will obtain DTA registration No. from NSDL in the Proforma at Annexure-NI up to 07.12.2008.
  - B. As soon as DTA registration Number is allotted Director T & A will apply to NSDL for allotment of DTO Registration No. in Proforma Annexure N-II for all the District Treasury Officers. The DTO registration numbers will be allotted by NSDL by 15.12.2008.
  - C. All Drawing and Disbursing Officer will apply for D.D.O. registration No. in Annexure N-III through concerned District Treasury Officers. The District Treasury Officer will attest the signatures of D.D.O. and will apply to NSDL for allotment of D.D.O. Registration Number. The DDOs must apply for DDO registration number upto 15.12.2008. Registration Forms will be sent by Treasury Officer immediately to NSDL who will allot DDO registration numbers by 31.12.2008.
  - D. Immediately on receipt of these instructions Drawing and Disbursing Officers will get applications for allotment of permanent retirement Account No. in Annexure S-I from all the subscribers who have been appointed in regular Government service on or after 1.1.2006. These application forms after necessary attestation by the D.D.O. will be sent to Treasury Officer who will forward them to NSDL for allotment of Permanent Retirement Account Number (PRAN). The PRAN to subscribers will be allotted by 10.1.2009. The instructions for filling up

Annexure-S-I by the subscribers have been given at the end of Annexure-S-I.

- E. The application forms/Annexures in the prescribed format may be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>). However, a copy of registration form of DDO (Annexure-N-3) and application form for allotment of Permanent Retirement Account Number to be filled up by the subscribers (Annexure-S-I) is enclosed for ready reference.
- F. Treasury Officers will inform the PRAN allotted by NSDL in respect of is subscriber to concerned Drawing and Disbursing Officer by 15.1.2009. This information can be supplied on E-mail where facility of Internet is available with the D.D.O.

#### **Procedure for submission and passing of pay bill by the Treasury Officer**

1. The deductions towards New Pension Scheme will starts from the pay bills of Jan., 2009.
2. Arrears of subscription to the Contributory Pension Scheme from 1st January, 2006 to the month of allotment of Permanent Pension Account Number shall be deducted from the new Government servants who have already joined on or after 1st January, 2006, alongwith current month subscription i.e. one subscription for current month and one additional for subscription in arrears.
3. Separate pay bills will be prepared by the Drawing & Disbursing Officer for the employees covered under the New Pension Scheme (NPS).
4. The Recovery Schedule for deduction from subscriber towards NPS will be in Form I enclosed.
5. The matching contribution schedule will be prepared in Form-II enclosed.
6. The Treasury Officer will maintain separate accounts of New Pension Scheme.
7. The subscriber's Accounts adjustment entries contribution towards New Pension Scheme will be debited to the concerned expenditure Head of the Department by the Treasury Officer.
8. The Government matching contribution in respect of Government servants shall be debited to the following head of account by the Treasury Officer by book adjustment :-

Major Head	:	2071-Pension and Other Retirement Benefits.
Sub Major Head	:	01- Civil
Minor Head	:	117-Government Contribution for Defined Contribution Pension Scheme
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana
Detail Head	:	99-Government Contribution to Defined Contribution Pension Scheme.
Object Head	:	10-Contributions

9. The amount recovered from the pay bill and matching contribution shall be credited to the following Deposit Head of Account by the District Treasury Officer.

**K. Deposits and Advance-**

(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits
Sub Major Head	:	51 NA
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana
Detail Head	:	99-Government servants Contribution Under Tier-I
Detail Head	:	98-Government's Contribution Under Tier-I.
Object Head	:	10-Contributions (Under Detail Head 99 and 98 as above)

10. Treasury Officer will prepare consolidated bill for transfer of funds from Major Head 8342-Other Deposits in respect all employees covered under the New Pension Scheme in the District and request the Treasury Bank to make payment to Bank of India towards NPS through R.T.G.S.
11. Treasury Officer will prepare consolidated statement of deposits giving subscriber-wise detail for each month and send the report of NSDL by 3rd of following month with a copy to Director Treasuries & Accounts and Finance Department.

The above instructions may please be brought to the notice of all concerned officials/officers dealing with the new Pension Scheme for strict compliance.

Receipt of this instruction may please be acknowledged.

Yours faithfully,

*Sd/-*

Under Secretary Finance (Pension)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**Contd...**

**FORM - I**  
**(See para -11)**

DEFINED CONTRIBUTORY PENSION SCHEME (NEW PENSION SCHEME)  
SCHEDULE OF RECOVERY FOR THE SUBSCRIBER FOR  
MONTH OF \_\_\_\_\_ 200

District Treasury/Sub Treasury :	D.D.O. Registration Number :
District Treasury Officer (DTO) Registration Number _____	D.D.O. Code :

Head of Account :

K. Deposits and Advances-  
(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits
Sub Major Head	:	51 NA
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana
Detail Head	:	99-Government servants Contribution Under Tier-I
Object Head	:	10-Contributions (Under Detail Head 99 as above)

Sr. No.	Permanent Retirement Account Number	Name and Designation	Basic Pay+ Dearness Pay	Dearness Allowance	Total	Government servants Contribution		
						Current	Arrears	
			Rs.	Rs.	Rs.	Monthly deduction Rs.	Arrear for the month of _____ Rs.	Installment number
1	2	3	4	5	6	7	8	9

(Rupees only)

Certified that the basic pay entered in column 5 of the statement has been verified with entries in the Service Book and Pay Bill

SIGNATURE OF THE DRAWING AND DISBURSING OFFICER  
WITH DESIGNATION.

**INSTRUCTIONS :**

- (1) During non-drawal of pay and allowances for any individual "NIL" particulars shall be shown in Column 5 to Column 8 but Column 1 to Column 8 shall be filled up without fail.
- (2) In case of 'Transfer to' or 'Transfer from' other Office, the facts may be mentioned for two consecutive months against the Government servant name.
- (3) PRAN<sup>1</sup> and Name details shall be entered in the first page of the Service Book with necessary attestation.

<sup>1</sup> Changed vide instructions dated 13.1.2009.

**HOW TO FILL UP CONTRIBUTION PENSION SCHEME SCHEDULE :**

1. Column (2) : PRAN shall be given correctly.
2. Column (3) : Initial and Name shall be furnished as in the Service Book.
3. Column (4) and (5) : Basic Pay + D.P. and D.A. shall be furnished as per the Basic Pay + D.P. and D.A. drawn in the particular month.
4. Column (8)
  - (i) Government servants contribution has to be deducted from the supplementary bill also, (e.g.) arrears of pay, incremental arrears and D.A. Arrears consequent on D.A. revision.
  - (ii) Arrears of subscription when recovered in installments, the installment number shall be noted, (e.g.) 01/14,02/14 etc.

**FORM - II****FORMAT OF SCHEDULE OF GOVERNMENT'S CONTRIBUTIONS  
TOWARDS THE NEW PENSION SCHEME**

(To be attached with the bill for drawal of Government's Contribution)

District Treasury/Sub Treasury :	D.D.O. Registration Number _____:
District Treasury Officer (DTO) Registration Number _____	D.D.O. Code :

**Head of Account:**

- K. Deposits and Advances-  
(a) Deposits bearing Interest :-

Major Head	:	8342-Other Deposits
Sub Major Head	:	51 NA
Minor Head	:	117-Defined Contribution Pension Scheme for Government servants
Sub Head	:	99-Defined Contributory Pension Scheme of Haryana
Detail Head	:	98-Government servants Contribution Under Tier-I
Object Head	:	10-Contributions (Under Detail Head 98 as above)

Sr. No.	Permanent Retirement <sup>2</sup> Account Number	Name and Designation	Basic Pay+ Dearness Pay	Dearness Allowance	Total	Government Contribution		
						Current	Arrears	
			Rs.	Rs.	Rs.	Month deduction Rs.	Arrear for the month of Rs.	Total (Rs.)
1	2	3	4	5	6	7		

(Rupees only)

SIGNATURE OF THE DRAWING AND DISBURSING OFFICER  
WITH DESIGNATION

\*\*\*\*\*

<sup>2</sup> Changed vide instructions dated 13.1.2009.



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

**No. 2929/ITA/2008**

**GOVERNMENT OF HARYANA  
DEPARTMENT OF FINANCE**

**Dated, Chandigarh, the 15th December, 2008**

To

All the Heads of Departments in Haryana,  
All the Commissioners of Divisions,  
All Deputy Commissioners and  
All Sub Divisional Officers (Civil) in Haryana,  
Registrar, Punjab & Haryana High Court, Chandigarh,  
All District & Session Judges in Haryana,  
The Secretary, Haryana Vidhan Sabha, Chandigarh.

**Subject : Deduction of Tax at Source-Income-Tax deduction from Salaries during the Financial Year 2008-2009 under Section 192 of the Income Tax Act, 1961.**

Sir/Madam,

It is informed that the copy of circular No. 9/2008 [F. No. 275/192/2007-IT(B)] dated 29th September, 2008 issued by the Government of India, Ministry of Finance Department of Revenue), Central Board of Direct Taxes, New Delhi regarding Deduction of Tax at Source-Income Tax deduction from salaries during the financial year 2008-09 under Section 192 of the Income Tax Act, 1961 is available on Interest at the following sites :-

**[www.finmin.nic.in](http://www.finmin.nic.in)  
[www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)**

Therefore, this circular can be downloaded from the above sites to bring these instructions to the notice of all the Drawing & Disbursing Officers working under your control for their up-to-date knowledge and proper compliance of the provisions of Income Tax Act.

Yours faithfully,

*Sd/-*

Advisor Income Tax &  
(Kulvinder Singh), I.R.S.  
Special Secretary to Government Haryana,  
Finance Department, Haryana Civil Sectt.,  
Chandigarh.

A copy is forwarded to :-

All Financial Commissioners & Principal Secretaries to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana;  
for information and necessary action.

*Sd/-*

(Kulvinder Singh), I.R.S.  
Advisor Income Tax &  
Special Secretary to Govt., Haryana,  
Finance Department, Haryana Civil Sectt.,  
Chandigarh.

To

All Financial Commissioner & Principal Secys. to Govt., Haryana.  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 2929/ITA/2008

Dated, Chandigarh, the 15th December, 2008

A copy is forwarded to the Principal Secretary/Addl. Principal Secretary/Addl. Principal Secretary-I/Addl. Principal Secretary-II/OSD-II/Sr. Secretaries/Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers for the information of Chief Minister/Deputy Chief Minister/Ministers.

*Sd/-*

(Kulvinder Singh), I.R.S.  
Advisor Income Tax &  
Special Secretary to Govt., Haryana,  
Finance Department, Haryana Civil Sectt.,  
Chandigarh.

To

The Principal Secretary/Addl. Principal Secy./Addl. Principal Secy.-I/  
Addl. Principal Secretary-II/OSD-II/Senior Secretaries/Secretaries/  
Private Secretaries to Chief Minister/Dy. Chief Minister/Ministers.

U.O. No. 2929/ITA/2008

Dated, Chandigarh, the 15th December, 2008

Endst. No. 2929/ITA/2008

Dated, Chandigarh, the 15th December, 2008

A copy is forwarded to all the Treasury Officers in Haryana for information and necessary action.

*Sd/-*

(Kulvinder Singh), I.R.S.  
Advisor Income Tax &  
Special Secretary to Govt., Haryana,  
Finance Department, Haryana Civil Sectt.,  
Chandigarh.

Endst. No. 2929/ITA/2008

Dated, Chandigarh, the 15th December, 2008

A copy is forwarded to Managing Directors of all Corporations/Boards in the Haryana State for information and necessary action.

*Sd/-*

(Kulvinder Singh), I.R.S.  
Advisor Income Tax &  
Special Secretary to Govt., Haryana,  
Finance Department, Haryana Civil Sectt.,  
Chandigarh.

Endst. No. 2929/ITA/2008

Dated, Chandigarh, the 15th December, 2008

A copy is forwarded to all Vice Chancellors of Universities in the Haryana State for information and necessary action.

*Sd/-*

(Kulvinder Singh), I.R.S.  
Advisor Income Tax &  
Special Secretary to Govt., Haryana,  
Finance Department, Haryana Civil Sectt.,  
Chandigarh.

\*\*\*\*\*

**GOVERNMENT OF HARYANA  
FINANCE DEPARTMENT**

**Office Memorandum**

**No. 4/7/99-2FR/21097**

**Dated, Chandigarh, the 17th December, 2008**

To

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

**Subject : Grant of dearness relief to Haryana Government pensioners/family pensioners w.e.f. 1.7.2008.**

Sir/Madam,

I am directed to invite a reference to this department circular letter No. 4/7/99-2FR/5885, dated the 15.04.2008 on the subject noted above and to state that the Governor of Haryana is pleased to decided that the dearness relief shall be paid to the Haryana Government Pensioners/Family Pensioners to compensate them for the rise in cost of living at the rate of 54% w.e.f. 1.7.2008.

2. Payment of dearness relief involving a fraction of rupee shall be rounded off to the next higher rupee if the same is 50 paise or above. Conversely, it will be rounded off to the lower side if the same is less than 50 paise.

3. These orders will not apply to the Pensioners whose pension has been determined on adhoc basis without reference to the emoluments drawn by them, that is, Political Pension, Special Pension, War Risk Pension etc. The relief will also not be admissible to the re-employed pensioners during the period of their re-employment.

4. The dearness relief mentioned above will not be admissible to the employees permanently absorbed in the bodies controlled or financed by Government or Municipality, Panchayat Samities or Zila Parishad. A Government employees, who, on permanent absorption in the said bodies, elects the alternative of receiving the death-cum-retirement gratuity in lump-sum, in view of pension as permissible in accordance with rule 5.3 of the Punjab Civil Services Rules, Volume-II, as amended from time to time and as applicable to the pensioners/family pensioners under the rule making power of Haryana Government, will not eligible to the dearness relief even after he/she has ceased to be in the employment of the organization concerned.

5. In view of the position stated above, Haryana Government pensioners shall be entitled for the payment of dearness relief at a uniform rate of 54% of their pension/family pension w.e.f. 1.7.2008. Therefore, it has been decided that it will be the responsibility of the pension disbursing authority including the nationalized banks etc. to calculate the quantum of the dearness relief payable in each individual cases.

6. The expenditure involved will be debitable to the Major Head "2071-Pension and Other Retirement Benefits".

7. Copy of these orders is also available on the website which can be down-loaded from the site, "www.finhry.gov.in".

Yours faithfully,

Sd/-  
(M.C. Chhabra)  
Under Secretary Finance,  
*for* Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**Subject : Administrative Approval of Rough Cost estimates for Constructions/ Maintenance of Government Buildings by the Administrative Departments – delegations – Bank of Sanctions – additional compliances.**

*Ref. :* This department U.O. No. 5/6/2005-5B&C, dated 9-5-2005 and U.O. No. 28/17/2006-5B&C, dated 25.4.2006.

Will all the Financial Commissioners & Principal Secretaries/Administrative Secretaries to Government of Haryana kindly refer to the U.O.s under reference vide which the Finance Department had delegated powers to the Administrative Departments to authorize Administrative Approvals under the approved Plan/Non-Plan schemes?

2. While authorizing the delegation vide the said U.O.s it was presumed that the mandatory compliance of exercising due diligence while according the Administrative Approvals shall automatically be adhered to by the concerned competent authorities. However, certain instances that has been noticed belies the said presumption as it has been noticed that at time such approvals are issued much in routine bordering reckless grant of approvals without any serious exercise of adhering to the basic budgetary discipline. As a consequence Administrative Approvals much in excess to the matching budgetary commitments stands already authorized at places.

3. Now, it has accordingly been decided to subject the authorization of the Administrative Approvals by the respective Administrative Departments to the following further compliances in addition :-

- (i) Henceforth, the grant of Administrative Approvals by the Administrative Departments shall be required to be so regulated that at no point in time, while authorizing such Administrative Approvals/revising such Administrative Approvals already approved, the cumulative commitment as reflected by the 'bank of sanctions' (as explained briefly in the annexure appended to these instructions) should exceed twice the current budgetary provisions;
- (ii) In the event of dire urgency, when and where ever a pressing need to undertake some other project immediately arise, the Administrative Department must undertake an in-house exercise to weed out/reduce the pitch of redundant/not so urgently required Administrative Approvals already authorized by way of the withdrawing/redrawing them to such an extent so as to accommodate the said urgent needs while keeping the sanctity of the ceiling prescribed about intact;
- (iii) In most exceptional cases where the said exercise as indicated above fails in the opinion of the Administrative Department to accommodate the urgently needed activity, a reference may be made to the Finance Department to extend the limit of the 'bank of sanctions' up to 2.25 times the current budgetary provisions, but every time that such a proposal is moved, it must be accompanied with a list of all unsaturated active Administrative Approvals alongwith the justification of urgency prohibiting the Administrative Department to weed them out/reduce their pitch to fall within the prescribed ceiling. Justification so advanced must be sufficiently self speaking indicating the backing of a serious in-house exercise and cryptic or casual remarks must always be scrupulously avoided;
- (iv) In all such events where a 'relaxation of ceiling' is authorized by the Finance Department, it need to be taken as a onetime case to case basic extension and

subsequent authorization of Administrative Approvals need to be so regulated that the ceiling on the 'bank of sanctions' as twice the current budgetary provisions is restored before next Administrative Approval is authorized at the level of the Administrative Department.

3. It may so happen in cases of certain Administrative Departments that as on this date, the 'bank of sanctions' already stands above the ceiling so prescribed. In all such cases immediately the in-house exercise be undertaken to weed out/reduce the pitch of redundant/no so urgently required Administrative Approvals already authorized by way of withdrawing/ redrawing them so that the active and unsaturated approvals fall within the prescribed ceiling and required compliances. Such an exercise must be undertaken immediately and completed within the next one month i.e. before 20th of January, 2009. In case, however, on such an exercise it is not possible to bring the 'bank of sanctions' within the prescribed ceiling, a complete reference be made to the Finance Department alongwith the justifications for failure to adhere to the said ceiling and the grant of further Administrative Approvals be frozen at the existing level till such time as they fall within the discipline of the ceilings.

4. These instructions should be brought to the notice of all concerned for strict compliance.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to Government of Haryana.

**U.O. No. 28/38/2008-5B&C**

**Dated 18th December, 2008**

Endst. No. 28/38/2008-5B&C

Dated 18th December, 2008

A copy is forwarded to the following for information and necessary action at their end :-

Accountant General (A&E/Audit), Haryana.  
Registrar (General), the High Court of Punjab & Haryana.  
All the Divisional Commissioners in Haryana.  
All the Heads of Department, Haryana.

*Sd/-*  
Under Secretary Finance (Budget)  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

**ANNEXURE**

[To be read with U.O. No. 28/38/2008-5B&C Dated: 18.12.2008]

**BANK OF SANCTIONS**

How to work out :

A. At any point in time :

- The cumulative commitment of all active Administrative Approvals : X
- The cumulative value that stands saturated in financial terms out of the said X : Y
- The cumulative backlog of unsaturated active commitment pertaining to all active Administrative Approvals in hand :  $(X - Y)$
- The financial commitment of the Administrative Approval under consideration for approval : A
- Bank of Sanctions at the moment :  $(X - Y)$
- Bank of Sanction on proposed approval :  $(X - Y) + A$

$(X - Y)$  or, as the case may be,  $[(X - Y) + A]$  should, at no point in time, exceed twice the respective Budgetary Provision.

B. Respective Budgetary Provisions :

Shall be the cumulative value of all sub components included up to the level under a head beyond which the competence to re-appropriate does not vest in the Administrative Department.

\*\*\*\*\*

**See also amendment made vide Notification No. 1/46/2009-4PR(FD) Dt. 20.08.2009 & corrigendum No. 1/46/2009-4PR(FD) Dt. 15.02.2010.**

**HARYANA GOVERNMENT  
DEPARTMENT OF FINANCE**

**Notification**

**The 30th December, 2008**

**No. G.S.R.44/Const./Art. 309/08.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely :—

**1. Short title and commencement.—**

- (1) These rules may be called the Haryana Civil Services (Revised Pay) Rules, 2008.
- (2) They shall be deemed to have come into force on the 1st day of January, 2006, unless otherwise provided by the Government for any class or category of persons or posts.

**2. Categories of Government servant to whom these rules apply.—**

- (1) Save as otherwise provided by or under these rules, these rules shall apply to the following :—

Persons appointed to civil services and posts in connection with the affairs of the Government of Haryana, who are under the administrative control of the Government of Haryana and whose pay is debitable to the Consolidated Fund of the State of Haryana.

- (2) These rules shall not apply to :-
  - (a) Members of All India Services working in connection with the affairs of Government of Haryana ;
  - (b) Officers of judicial services working in connection with the affairs of Government of Haryana ;
  - (c) Persons not in whole time employment ;
  - (d) Persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on daily wages basis or on contract basis ;
  - (e) Persons employed in Government service after retirement ;
  - (f) Persons re-employed in Government service after retirement ;
  - (g) Government servants who are drawing their pay in a pay scale as personal measure (other than the functional pay scale prescribed for the post held by the Government servant) with effect from the date on which he started drawing his pay in the pay scale as a personal measure and till the time he draws his pay in the pay scale as a personal measure ;
  - (h) Any other class or category of persons whom the Government may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

**3. DEFINITIONS :- In these rules, unless the context otherwise requires.—**



- (a) **“existing basic pay”** means pay drawn in the prescribed pre-revised scale of pay as on 1.1.2006 for the post held by the person(s) as functional scale of pay for such post including stagnation increments but not including any other type of pay like “special pay”, “personal pay” etc.;
- (b) **“basic pay”** in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.;
- (c) **“CSR”** means the Punjab Civil Services Rules as amended from time to time and as applicable in connection with the affairs of Government of Haryana;
- (d) **“existing pay scale”** in relation to any post or any Government servant means the pre-revised functional pay scale as on 1.1.2006 prescribed for the post held by the Government servant;

**EXPLANATION.**— In the case of a Government servant who was on the 1st day of January, 2006 on deputation or on leave or on foreign service or who would have on that day officiated on one or more lower post but for his officiating in a higher post, “existing scale” means the functional scale applicable to the post which he would have held but for his being on deputation or on leave or on foreign service or as the case may be, but for his officiating in a higher post, as on 1.1.2006;

- (e) **“existing emoluments”** mean the sum of (i) existing basic pay, (ii) dearness pay appropriate to the basic pay and (iii) dearness allowance appropriate to the basic pay + dearness pay at index average 536 (1982=100) ;
- (f) **“functional pay scale”** in relation to a Government servant means the pay scale which is prescribed for the post held by the Government servant. It does not mean any other pay scale in which the Government servant is drawing his pay as a personal measure to him with any other justification like length of service, or higher/additional qualification or upgradation of pay scale due to any other reason;
- (g) **“Government”** means the Government of the State of Haryana in the Finance Department, save as otherwise provided by or under these rules;
- (h) **“Government servant”** means the Government servant on which these rules apply under rule 2;
- (i) **“grade pay”** is the fixed amount corresponding to the pre-revised pay scales/posts;
- (j) **“leave”** means any pre-sanctioned leave as defined in C.S.R., except “casual leave”. Any type of absence without the sanction of competent authority shall not be considered as leave;
- (k) **“memorandum explanatory”** means the memorandum explanatory appended to these rules, briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;
- (l) **“officiating post”** means the post which is held by the Government servant to which he has not been confirmed or to which he has been appointed as a temporary measure while still retaining his lien to a different post or of which he performs the duties while another person holds a lien to such post. The Government servant occupying a post while on probation is also to be considered to be holding an officiating post. Further, if competent authority has appointed a Government servant to officiate on a vacant post on which no other

Government employee holds a lien, even such appointment shall be considered as officiating appointment;

- (m) **“persons”** mean persons who are Government servants for the purposes of these rules;
- (n) **“pay in the pay band”** means pay drawn in the running pay bands specified in Column 5 of the First Schedule;
- (o) **“pay”** means the amount drawn monthly by Government servant, other than special pay or **pay** granted in lieu of his personal qualification or his length of service, in the functional pay scale, which has been sanctioned for a post held by him substantively or in an officiating capacity or in case where no separate functional pay scale is sanctioned for the post held by the Government servants constituting a cadre, in the pay scale to which he is entitled by reason of his position in a cadre;
- (p) **“present scale”** in relation to any post/grade specified in **column (1)** of the First Schedule means the scale of pay specified against that post in **column (2)** thereof;
- (q) **“pay scale as a personal measure to the Government servant”** means any scale of pay in which the Government servant is drawing his salary, other than the existing scale (as defined in this rule), including the pay scale granted based on the length of service or the pay scale granted for possessing additional qualification etc.;
- (r) **“revised emoluments”** means basic pay of a Government servant in the revised functional pay structure for the post held by the Government servant and includes the revised non practicing allowance, if any, admissible to him in addition to the pay in the revised functional pay structure;
- (s) **“revised pay scale”** in relation to any post or any Government servant occupying such post means revised functional structure of pay prescribed for such post in place of the existing functional pay structure under these rules;
- (t) **“Schedule”** means schedule appended to these rules;
- (u) **“substantive pay”** means pay drawn by the Government servant on the post to which the Government servant has been appointed substantively or by reason of his substantive position in a cadre.

**Note.—** A Government servant who has been appointed temporarily to a post while still drawing his salary in his earlier pay scale or in any other pay scale except the pay scale prescribed for the post of which he has been appointed, will not be deemed to have been appointed against such post either in the officiating capacity or in the substantive capacity for the purposes of these rules.

#### **4. Scale of pay of posts.—**

- (1) The functional pay band and grade pay or the functional pay scale, as applicable, of each functional pay scale specified in column (2) of the First Schedule shall be as specified against it in column (4) and (5) thereof.

#### **5. Drawal of pay in revised pay structure.—**

- (1) Save as otherwise provided in these rules, a Government servant shall draw pay in the revised pay structure applicable to the post to which he is appointed:

**Provided that** a Government servant may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale :

**Provided further** that in cases where a Government servant has been placed in a higher pay scale between 1-1-06 and the date of notification of these rules on account of promotion, upgradation of pay scale etc., the Government servant may elect to switch over to the revised pay structure from the date of such promotion, upgradation etc.

**EXPLANATION 1.**— The option to retain the existing scale under the provision of this rule shall be admissible only in respect of one existing scale.

**EXPLANATION 2.**— Aforesaid option shall not be admissible to any person appointed to a post on or after the 1st day of January, 2006, whether for the first time in Government service or by transfer or promotion from another post and he shall be allowed pay only in the revised pay structure.

**EXPLANATION 3.**— Where a Government servant exercises option under the proviso to this rule to retain the existing scale in respect of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that scale under CSR or any other rule or order applicable to that post, his substantive pay shall be the substantive pay which he would have drawn had he retained the existing scale in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

**EXPLANATION 4.**— As a general pre-condition, switching over to the new pay and allowance structure by individual employees be subjected to the following general frame work of conditions as the most basic and central to the entire scheme ;

The revised scheme is a package in itself and proposes to replace the entire pre-revised structure and not merely replace the pay on scale to scale basis. An enabling option has been afforded to individual employees to continue in the existing pre-revised structure rather than compulsively switching over to the new structure of pay and allowances as promised by the said rules. In such a scenario, the moment an employee exercises/deemed to have exercised the option to switch to the revised scheme, he severs all relationships and perceived relativities with the principles/other conditionality specific to the pre-revised scheme with effect from the date on which this revised structure takes effect in his case. Therefore, after once being brought to be governed by the structure put in place by the said rules, it would not be permissible for the individual employees or a group/class/category thereof to strike any type of parity/claim based on the pre-revised or pre-existing scenario. Once having brought to be governed by the said rules, the said rules in totality shall govern the conditions of services including the payment of pay and allowances without any reference to the pre-revised/pre-existing structure. No claim based on the pre-revised/pre-existing scheme shall, therefore, be permissible as valid for agitating/supporting any claim of further amending the impact of said rules, save in terms of the provisions of the said rules.

#### **6. Exercise of option.—**

- (1) The option under the proviso to rule 5 shall be exercised in writing in the form appended to the Second Schedule so as to reach the authority mentioned in sub-rule (2) within three months of the date of publication of these rules, or where an existing scale has been revised by any order made subsequent to that day within three months of the date of such order :

**Provided that** in the case of Government servant who is, on the date of such publication or, as the case may be, date of such order, on leave or on deputation or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in Government or on the expiry of the sanctioned leave, whichever is earlier:

**Provided further** that where a Government servant is under suspension on the date of publication of these rules or, as the case may be, on the date of such order the option may be exercised within three months of the date of his return to his duty.

- (2) The option shall be intimated by the Government servant to the Head of his office.
- (3) If the intimation regarding option is not received within the time mentioned in sub-rule (1), the Government servant shall be deemed to have elected to be governed by the revised structure of pay on and from the 1st day of January, 2006.
- (4) The option once exercised shall be final.

**Note 1.—** Persons whose services were terminated on or after the 1st January, 2006, and who could not exercise the option within the prescribed time limit, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, are entitled to the benefit of this rule.

**Note 2.—** Persons who have died on or after the 1st day of January, 2006, and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of January, 2006, or such later date as is most beneficial to their dependents, if the revised pay structure is more favourable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.

#### **7. Fixation of initial pay in the revised pay structure.—**

- (1) The initial pay of a Government servant who elects or is deemed to have elected under sub-rule (3) of rule 6 to be governed by the revised pay structure on and from the 1st day of January, 2006, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if it had not been suspended, and in respect of his pay in officiating post held by him, in the following manners namely :—
  - (A) In the case of all employees—
    - (i) The pay in the pay band/pay scale will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
    - (ii) If the minimum of the revised pay band/pay scale is more than the amount arrived at as per (i) above the pay shall be fixed at the minimum of the revised pay band/pay scale:

#### **Provided further that :**

Where, in the fixation of pay, the pay of Government servants drawing pay at two or more consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised pay structure at the same stage in the pay band, then, for

every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay bands. For the purpose, the increment will be calculated on the pay in the pay band. Grade Pay would not be taken into account for the purpose of granting increments to alleviate bunching.

In the case of pay scales in higher administrative grade (HAG) in the pay band PB-4, benefit of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade.

If by stepping up of the pay as above, the pay of a Government servant gets fixed at a stage in the revised pay band/pay scale (where applicable) which is higher than the stage in the revised pay band at which the pay of a Government servant who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

The pay in the pay band will be determined in the above manner. In addition to the pay in the pay band, grade pay corresponding to the existing scale will be payable.

- (B) In the case of employees who are in receipt of special pay/allowance in addition to pay in the existing scale which has been recommended for replacement by a pay band and grade pay without any special pay/allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of (A) above.
- (C) In the case of employees who are in receipt of special pay component with any other nomenclature in addition to pay in the existing scales, such as personal pay for promoting small family norms, etc., and in whose case the same has been replaced in the revised pay structure with corresponding allowance/pay at the same rate or at a different rate, the pay in the revised structure shall be fixed in accordance with the provisions of clause (A) above. In such cases the allowance at the new rate as recommended shall be drawn in addition to pay in the revised structure of pay from the date specified in the individual notifications related to these allowances.
- (D) In the case of medical officers who are in receipt of Non-Practicing Allowance (NPA), the pay in the revised pay structure shall be fixed in accordance with the provisions of clause (A) above except that, in such cases, the pre-revised dearness allowance appropriate to the non-practicing allowance (excluding dearness pay component on NPA) admissible at index average 536 (1982=100) shall be added while fixing the pay in the revised pay band. Illustration 3 in Explanatory Memorandum to these rules may be referred to in this regard.

**Note 1.—** A Government servant who is on leave on the 1st day of January, 2006, and is entitled to leave salary shall become entitled to pay in the revised pay structure from 1.1.2006 or the date of option for the revised pay structure. Similarly, where a Government servant is on study leave on the first day of January, 2006, he will be entitled to the benefits under these rules from 1.1.2006 or the date of option.

**Note 2.—** Where a post has been upgraded as indicated in Part B of the First Schedule to these Rules, the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with clause (A) (i) and (ii) of rule 7 by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of 10. The Grade Pay corresponding to the upgrade scale as indicated in column 6 of the Part-B of the First Schedule will

be payable in addition. Illustration 4 in this regard is in Explanatory Memorandum to these rules.

**Note 3.—** In case of Government servant under suspension, he shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised structure of pay will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.

**Note 4.—** Where the 'existing emoluments' exceed the revised emoluments in the case of any Government servant, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

**Note 5.—** Where in the fixation of pay under sub-rule (1), the pay of a Government servant, who, in the existing scale was drawing immediately before the 1st day of January, 2006, more pay than another Government servant junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.

**Note 6.—** Where a Government servant is in receipt of personal pay on the 1st day of January, 2006, which, together with his existing emoluments exceeds the revised emoluments, then the difference representing such excess shall be allowed to such Government servant as personal pay to be absorbed in future increases in pay.

**Note 7.—** In case where a senior Government servant promoted to a higher post before the 1st day of January, 2006, draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2006, the pay in the pay band of the senior Government servant should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post. The stepping up should be done with effect from the date of promotion of the junior Government servant subject to the fulfillment of the following conditions, namely :—

- (a) both the junior and the senior Government servants should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;
- (b) the pre-revised scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be same;
- (c) the senior Government servants at the time of his promotion should have been drawing equal or more pay than the junior;
- (d) the anomaly should be directly as a result of the application of the provisions of CSR or any other rule or order regulating pay fixation on such promotion in the revised pay structure. If even in the lower post, the junior officer was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, provision of this Note need not be invoked to step up the pay of the senior officer.

- (2) Subject to the provisions of rule 5, if the pay as fixed in the officiating post under sub-rule (1) is lower than the pay fixed in the substantive post, the former shall be fixed at the same stage as in the substantive pay.

**8. Fixation of pay in the revised pay structure of employees appointed as fresh recruits on or after 1.1.2006.—**

Section II of Part A of the First Schedule of these rules indicated the entry level pay in

the pay band at which the pay of direct recruits to a particular post carrying a specific grade pay will be fixed on or after 1.1.2006.

This will also be applicable in the case of those recruited between 1.1.2006 and the date of issue of this Notification. In such cases, where the emoluments in the pre-revised pay scale(s) [i.e., basic pay in the pre-revised pay scale(s) plus dearness pay plus dearness allowance applicable on the date of joining] exceeds the sum of the pay fixed in the revised pay structure and the applicable dearness allowance thereon, the difference shall be allowed as personal pay to be absorbed in future increments in pay.

**9. Rate of increment in the revised pay structure.—**

The rate of increment in the revised pay structure will be 3% of the sum of the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. Illustration 5 in this regard is in the Explanatory Memorandum of these rules.

**10. Date of next increment in the revised pay structure.—**

There will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised pay structure will be granted on 1.7.2006 for those employees also for whom the date of next increment was between 1st July, 2006 to 1st January, 2007:

Provided that in the case of persons who had been drawing maximum of the existing scale for more than a year as on the 1st day of January, 2006, the next increment in the revised pay structure shall be allowed on the 1st day of January, 2006. Thereafter, the provision of rule 10 would apply:

Provided further that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments will be granted.

**Note 1.—** In cases where two existing scales, one being a promotional scale for the other, are merged, and the junior Government servant, now drawing his pay at equal or lower scale of pay, happens to draw more pay in the pay band in the revised pay structure than the pay of the senior Government servant in the existing higher scale, the pay in the pay band of the senior Government servant shall be stepped up to that of his junior from the same date and he shall draw next increment in accordance with rule 10.

**11. Fixation of pay in the revised pay structure subsequent to the 1st day of January, 2006.—**

Where a Government servant continues to draw his pay in the existing scale and is brought over to the revised pay structure from a date later than the 1st day of January, 2006, his pay from the later date in the revised pay structure shall be fixed in the following manner :—

Pay in the pay band will be fixed by adding the basic pay applicable on the later date, the dearness pay applicable on that date and the pre-revised dearness allowance based on rates applicable as on 1.1.2006. This figure will be round off to the next multiple of 10 and will then become the pay in the applicable pay band. In addition to this, the grade pay corresponding to the pre-revised pay scale will be applicable. Where the Government servant is in receipt of special pay or non-practicing allowance, the methodology followed will be as prescribed in rule 7 (1), (B), (C), (D) as applicable, except that the basic pay and dearness pay

to be taken into account will be the basic pay and dearness pay applicable as on that date but dearness allowance will be calculated as per rates applicable on 1.1.2006.

**12. Fixation of pay on reappointment after the 1st day of January, 2006 to a post held prior to that date.—**

A Government servant who has officiated in a post prior to the 1st day of January, 2006, but was not holding that post on that date and who on subsequent appointment to that post draws pay in the revised pay structure shall be allowed the benefit of the proviso to CSR to the extent it would have been admissible had he been holding that post on the 1st day of January, 2006, and had elected the revised pay structure on and from that date.

**13. Fixation of pay on promotion on or after 1.1.2006.—**

- (1) In the case of promotion from one grade pay to another in the revised pay structure, the fixation will be done as follows :-

One increment equal to 3% of the pay in the pay band and the existing grade pay will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the promotion post will thereafter be granted in addition to this pay in the pay band. In cases where promotion involves change in the pay in the pay band after adding the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band will be stepped to such minimum.

- (2) On promotion from one grade pay to another, a Government servant has an option under CSR to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment, viz. 1st July of the years. The pay will be fixed in the following manner in the revised pay structure :-`

- (i) In case the Government servant opts to get his pay fixed from his date of next increment, then, on the date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher post will be granted. Further re-fixation will be done on the date of his next increment i.e. 1st July. On that day, he will be granted two increments; one annual increment and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion shall be taken into account. To illustrate, if the basic pay prior to the date of promotion was Rs. 100, first increment would be computed on Rs. 100 and the second on Rs. 103.
- (ii) In case the Government servant opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1st July if he was promoted between 2nd July and 1st January. However, if he was promoted between 2nd January and 30th June of a particular year, he shall get his increment on 1st July of next year.

**Note.—** A Government employee can exercise his option on promotion for pay fixation under CSR on plain paper in simple application form.

**14. Mode of payment of arrears of pay.—**

The arrears shall be paid in cash in two installments. The first installment should be restricted to 40% of the total arrears. The remaining 60% of arrears should be paid during the next financial year.

**Explanation.—** For the purposes of this rule:



- (a) "arrears of pay" in relation to a Government servant means the difference between :
- (i) the aggregate of the pay and allowances to which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period. Revised allowances (except for dearness allowance and non-practicing allowance) will be payable only with effect from 01.01.2009.
  - (ii) the aggregate of the pay and allowance to which he would have been entitled (whether such pay and allowances had been received or not) for that period had his pay and allowances not been so revised;
- (b) "relevant period" means the period commencing on the 1st day of January, 2006, and ending with the 31.12.2008.

**15. Overriding effect of rules.—**

The provisions of CSR or PFR or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

**16. Power of relax.—**

Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**Note.—** The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of Government servant and, therefore, will not amount to any discrimination with other class and categories of Government servant.

**17. Power to make addition or deletion etc.—**

Where the Government is satisfied that there is a necessity to make additions or delete any class or categories of posts or change the designations and structure of pay either permanently or temporarily in the schedules of these rules, the Government will be competent to add or delete or change such conditions. The provisions of these rules will apply on such additions or deletions or changes as the Government may direct by specific orders or in the absence of that all the provisions of these rules shall apply as if the changes were made.

**18. Interpretation.—**

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government for decision.

**19. Residuary provisions.—**

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government will prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such conditions and such additional conditions as prescribed by the Government under this rule shall be deemed to be the part of these rules.

**THE FIRST SCHEDULE**  
**(See Rules 3 and 4)**  
**PART – A**  
**SECTION - I**

Existing Functional Pay Scale		Revised Functional Pay Structure		
Sr. No.	Functional Pay Scale	Name of Pay Band	Corresponding Pay Band	Corresponding Grade Pay
1	2	3	4	5
1	2550-55-2660-EB-60-3200	-1S	4440-7440	1300
2	2610-60-3150-EB-65-3540	-1S	4440-7440	1400
3	2650-65-3300-EB-70-4000	-1S	4440-7440	1650
4	3050-75-3950-EB-80-4350	PB-1	5200-20200	1800
5	3050-75-3950-EB-80-4590	PB-1	5200-20200	1900
6	3050-85-4325-EB-100-5325	PB-1	5200-20200	1950
7	3200-85-3880-EB-85-4900	PB-1	5200-20200	2000
8	4000-100-4800-EB-100-6000	PB-1	5200-20200	2400
9	4400-100-5200-EB-100-6000	PB-1	5200-20200	2500
10	4500-125-6000-EB-125-7000	PB-1	5200-20200	2800
11	5000-150-7100-EB-150-7850	PB-2	9300-34800	3200
12	5450-150-6950-EB-150-8000	PB-2	9300-34800	3300
13	5500-175-8300-EB-175-9000	PB-2	9300-34800	3600
14	6500-200-8500-EB-200-9900	PB-2	9300-34800	4000
15	6500-200-8500-EB-200-10500	PB-2	9300-34800	4200
16	7450-225-9025-EB-225-11500	PB-2	9300-34800	4600
17	7500-250-10000-EB-250-12000	PB-2	9300-34800	4800
18	7500-250-10000-EB-250-13000	PB-2	9300-34800	5200
19	8000-275-10200-EB-275-13500	PB-2	9300-34800	5400
20	8000-275-10200-EB-275-13500 (Group A Entry)	PB-3	15600-39100	5400
21	10000-325-13900	PB-3	15600-39100	6000
22	10000-325-15200	PB-3	15600-39100	6400
23	10650-325-15850	PB-3	15600-39100	6600
24	12000-375-16500	PB-3	15600-39100	7600
25	13500-375-17250	PB-3	15600-39100	8000
26	14300-400-18300	PB-4	37400-67000	8700
27	15100-400-18300	PB-4	37400-67000	8800
28	16400-450-20000	PB-4	37400-67000	8900
29	16400-450-20900	PB-4	37400-67000	9500
30	18400-500-20400	PB-4	37400-67000	9800
31	18400-500-22400	PB-4	37400-67000	10000
32	22400-525-24500	PB-4	37400-67000	12000

**SECTION - II**  
**Entry Pay in the revised pay structure for direct recruits**  
**appointed on or after 1.1.2006**

**-1S (Rs. 4440-7440)**

Grade Pay	Pay in the Pay Band	Total
1300	4750	6050
1400	4860	6260
1650	4930	6580

**PB-1 (Rs. 5200-20200)**

Grade Pay	Pay in the Pay Band	Total
1800	5680	7480
1900	5680	7580
1950	5680	7630
2000	5960	7960
2400	7440	9840
2500	8190	10690
2800	8370	11170

**PB-2 (Rs. 9300-34800)**

Grade Pay	Pay in the Pay Band	Total
3200	9300	12500
3300	10140	13440
3600	10230	13830
4000	12090	16090
4200	12090	16290
4600	13860	18460
4800	13950	18750
5200	13950	19150
5400	14880	20280

**PB-3 (Rs. 15600-39100)**

Grade Pay	Pay in the Pay Band	Total
5400	15600	21000
6000	18600	24600
6400	18600	25000
6600	19810	26410
7600	22320	29920
8000	25110	33110

**PB-4 (Rs. 37400-67000)**

Grade Pay	Pay in the Pay Band	Total
8700	37400	46100
8800	37400	46200
8900	37400	46300
9500	37400	46900
9800	37400	47200
10000	37400	47400
12000	41670	53670

**PART – B**  
**REVISED PAY SCALES FOR CERTAIN CATEGORIES OF STAFF**  
**SECTION - I**

The revised pay structure mentioned in column (5) and (6) of this part of the Notification for the post mentioned in column (2) have been approved by the Government. The initial fixation as on 1.1.2006 will be done in accordance with Note 2 below rule 7 of this Notification.

**SECTION II**

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
<b>1.</b>	<b>Posts in Transport Department</b>				
(i)	Works Manager	6500-10500	7450-11500	PB-2	4600
(ii)	Store Purchase Officer	6500-10500	7450-11500	PB-2	4600
(iii)	Service Engineer	6500-10500	7450-11500	PB-2	4600
<b>2.</b>	<b>Post in Prosecution Department</b>				
	Asstt. Distt. Attorney	6500-10500	7450-11500	PB-2	4600
<b>3.</b>	<b>Posts in Labour Department</b>				
(i)	Asstt. Director Industrial Safety & Health	6500-10500	7450-11500	PB-2	4600
(ii)	Asstt. Director Industrial Safety & Health (Chemical)	6500-10500	7450-11500	PB-2	4600
(iii)	Asstt. Director Industrial Health-cum-Certifying Surgeon	6500-10500	7450-11500	PB-2	4600
<b>4.</b>	<b>Posts in Police Department (FSL Madhuban)</b>				
(i)	Sr. Scientific Asstt.	6500-9900	7450-11500	PB-2	4600
* (ii)	Sr. Scientific Officer	6500-10500	8000-13500	PB-2	5400
<b>5.</b>	<b>Post in Health Department</b>				
	Biologist	6500-10500	7450-11500	PB-2	4600
<b>6.</b>	<b>Post in Civil Aviation Department</b>				
	Asstt. Aircraft Engineer	6500-10500	7450-11500	PB-2	4600
<b>7.</b>	<b>Post in Information &amp; Public Relation Department</b>				
	Technical Officer	6500-10500	7450-11500	PB-2	4600
<b>8.</b>	<b>Post in Renewable Energy Department</b>				
	Project Officer	6500-10500	7450-11500	PB-2	4600
<b>9.</b>	<b>Post in Supplies and Disposals Department</b>				
	Asstt. Director Technical	6500-10500	7450-11500	PB-2	4600
<b>10.</b>	<b>Posts in Agriculture Department</b>				
(i)	Asstt. Geologist	6500-10500	7450-11500	PB-2	4600
(ii)	Water Development Specialist	6500-10500	7450-11500	PB-2	4600
(iii)	Asstt. Geophysicist	6500-10500	7450-11500	PB-2	4600
(iv)	Asstt. Engineer (Design)	6500-10500	7450-11500	PB-2	4600

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
<b>11.</b>	<b>Posts in Law &amp; Legislative Department</b>				
(i)	Supdt. (Legal)	6500-10500	7450-11500	PB-2	4600
(ii)	Assistant Legislative Officer	6500-10500	7450-11500	PB-2	4600
<b>12.</b>	<b>Posts in Industries Department</b>				
(i)	Asstt. Director (Technical)	6500-10500	7450-11500	PB-2	4600
(ii)	Asstt. Director (Chemical)	6500-10500	7450-11500	PB-2	4600
(iii)	Asstt. Director (Textile)	6500-10500	7450-11500	PB-2	4600
(iv)	IPO/Asstt. Director (IP)	6500-10500	7450-11500	PB-2	4600
(v)	Asstt. Director of Boiler-cum-Inspector of Boiler	6500-10500	7450-11500	PB-2	4600
<b>13.</b>	<b>Post in Mines &amp; Geology Department</b>				
	Mining Officer	6500-9900	7450-11500	PB-2	4600
<b>14.</b>	<b>HCS Allied Services</b>				
(i)	Assistant Registrar Cooperative Societies	6500-10500	7450-11500	PB-2	4600
(ii)	Assistant Excise & Taxation Officer	6500-10500	7450-11500	PB-2	4600
(iii)	Block Development & Panchayat Officer	6500-10500	7450-11500	PB-2	4600
(iv)	Traffic Manager	6500-10500	7450-11500	PB-2	4600
(v)	Distt. Food & Supplies Officer	6500-9900	7450-11500	PB-2	4600
(vi)	Assistant Employment Officer	6500-9900	7450-11500	PB-2	4600
<b>15.</b>	<b>Posts in Education Department</b>				
(i)	JBT Teacher	4500-7000	6500-10500	PB-2	4200
(ii)	P.T.I	4500-7000	5500-9000	PB-2	3600
(iii)	Drawing Teacher	4500-7000	5500-9000	PB-2	3600
(iv)	Cutting & Tailoring Teacher	4500-7000	5500-9000	PB-2	3600
(v)	Head Teacher Primary School	5500-9000	7450-11500	PB-2	4600
(vi)	Master	5500-9000	7450-11500	PB-2	4600
(vii)	Language Teacher (Hindi/Punjabi/Sanskrit & Hindi Teacher Primary)	5500-9000	7450-11500	PB-2	4600
(viii)	Head Master Middle School	6500-9900	7450-11500	PB-2	4600
(ix)	School Lecturer	6500-10500	7500-12000	PB-2	4800
(x)	Head Master High School	7500-12000	8000-13500	PB-2	5400
(xi)	Principal, Sr. Sec. School/Dy. DEO/BEO/Asstt. Directors (Academic)	8000-13500	10000-13900	PB-3	6000

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
(xii)	DEO/DEEO/Principal, DIET/Dy. Director	10000-13900	10000-15200	PB-3	6400
(xiii)	Joint Director/Director, SRC/ SCERT/Sharmik Vidyapeeth	10000-15200	12000-16500	PB-3	7600
<b>16.</b>	<b>Posts in Health Department</b>				
(i)	Staff Nurse	5000-7850	6500-10500	PB-2	4200
(ii)	Nursing Sister	5500-9000	7500-12000	PB-2	4800
(iii)	Asstt. Matron	5500-9000	7500-12000	PB-2	4800
(iv)	Matron	6500-9900	8000-13500	PB-2	5400
(v)	Nursing Supdt.	6500-10500	8000-13500	PB-2	5400
(vi)	Sister Tutor	5500-9000	7500-12000	PB-2	4800
(vii)	Principal Tutor	6500-9900	8000-13500	PB-2	5400
(viii)	Public Health Nurse	5500-9000	7500-12000	PB-2	4800
(ix)	Distt. Nursing Officer	6500-10500	7500-12000	PB-2	4800
(x)	Public Health Nursing Officer	6500-10500	8000-13500	PB-2	5400
(xi)	Assistant Director (Nursing) & Principal, Training Centre, Barwala	6500-10500	8000-13500	PB-2	5400
(xii)	Dietician	5500-9000	6500-9900	PB-2	4000
(xiii)	Asstt. Director (Dietician)	5500-9000	6500-10500	PB-2	4200
(xiv)	Radiographer	4500-7000	5000-7850	PB-2	3200
(xv)	Civil Surgeon /PMOs /ZMOs/Dy. Director (Sr.)	13500-17250	14300-18300	PB-4	8700
<b>17.</b>	<b>Posts in Police Department</b>				
(i)	Constable	3050-5325	3200-4900	PB-1	2000
(ii)	Head Constable	4000-6000	4000-6000	PB-1	2400
(iii)	Asstt. Sub Inspector	4400-6000	4500-7000	PB-1	2800
(iv)	Sub Inspector	5500-9000	5500-9000	PB-2	3600
(v)	Inspector	6500-10500	7450-11500	PB-2	4600
<b>18.</b>	<b>Posts in Organised Accounts Cadre (Treasuries &amp; Accounts Department)</b>				
(i)	Section Officer	6500-9900	7450-11500	PB-2	4600
(ii)	Accounts Officer	6500-10500	8000-13500	PB-2	5400
(iii)	Sr. Accounts Officer	8000-13500	10000-13900	PB-3	6000
(iv)	Chief Accounts Officer	10000-13900	12000-16500	PB-3	7600
<b>19.</b>	<b>Posts in Hospitality Department</b>				
(i)	Waiter	2550-3200	2650-4000	-1S	1650
(ii)	Tandooria	2550-3200	2650-4000	-1S	1650
(iii)	Pantryman	2610-3540	2650-4000	-1S	1650

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
<b>20.</b>	<b>Posts in Forest Department</b>				
(i)	Forest Guard	3050-4350	3200-4900	PB-1	2000
(ii)	Forester	4000-6000	4500-7000	PB-1	2800
	<b>Wildlife Wing</b>				
(i)	Wildlife Guard	3050-4350	3200-4900	PB-1	2000
(ii)	Sub-Inspector Wildlife	4000-6000	4500-7000	PB-1	2800
(iii)	Inspector Wildlife	4500-7000	5500-9000	PB-2	3600
<b>21.</b>	<b>Post in Forest Department</b>				
(i)	Haryana Forest Service	6500-10500	7450-11500	PB-2	4600
<b>22.</b>	<b>Posts in Employment Department</b>				
(i)	Distt. Employment Officer	6500-10500	7500-12000	PB-2	4800
(ii)	Divisional Employment Officer	7450-11500	8000-13500	PB-2	5400
(iii)	Deputy Director	8000-13500	10000-13900	PB-3	6000
(iv)	Joint Director	10000-13900	12000-16500	PB-3	7600
<b>23.</b>	<b>Posts in Local Audit Department</b>				
(i)	Senior Auditor	6500-9900	7450-11500	PB-2	4600
(ii)	Resident Audit Officer	6500-10500	8000-13500	PB-2	5400
(iii)	Dy. Director	8000-13500	10000-13900	PB-3	6000
(iv)	Joint Director	10000-13900	12000-16500	PB-3	7600
<b>24.</b>	<b>Posts in Treasuries &amp; Accounts Department</b>				
(i)	Assistant Treasury Officer	6500-9900	7450-11500	PB-2	4600
(ii)	Treasury Officer	6500-10500	8000-13500	PB-2	5400
<b>25.</b>	<b>Posts in Sports Department</b>				
(i)	Junior Coach	5000-7850	5500-9000	PB-2	3600
(ii)	Coach	5500-9000	6500-10500	PB-2	4200
(iii)	District Sports Officer	6500-10500	7450-11500	PB-2	4600
(iv)	Asstt. Director (Yoga)	6500-9900	7450-11500	PB-2	4600
(v)	Dy. Director	8000-13500	10000-13900	PB-3	6000
<b>26.</b>	<b>Posts in Tourism Department</b>				
*	Deputy Director	7450-11500	8000-13500	PB-2	5400
<b>27.</b>	<b>Posts in Animal Husbandry Department</b>				
	Joint Director	10000-15200	12000-16500	PB-3	7600
<i>The functional pay scale of the post of Director General Animal Husbandry and Dairy Development will be Rs. 16400-20900 (revised pay band PB- 4 of Rs. 37400-67000 with grade of Rs. 9500) after vacation of the post by the present incumbent on superannuation or otherwise.</i>					

Sr. No.	Post	Existing Scale	Revised/ Modified pay scales	Corresponding Pay Band and Grade Pay	
				Pay Band	Grade Pay
1	2	3	4	5	6
<b>28.</b>	<b>Posts in Shri Krishna Ayurvedic College, Kurukshetra</b>				
(i)	Lecturer	7500-12000	8000-13500	PB-2	5400
(ii)	Reader	8000-13500	10000-15200	PB-3	6400
(iii)	Professor	12000-16500	14300-18300	PB-4	8700
(iv)	Principal	13500-17250	16400-20900	PB-4	9500
<b>29.</b>	<b>Post in PGIMS, Rohtak</b>				
	Gas Room Operator	3050-4590	4000-6000	-1S	2400
	On the basis of recommendation made by Finance Department Vide letter No. 6/23/3PR(FD)-88, Dated 26/07/1991, the technical posts in various departments for which minimum educational qualifications prescribed is Matric with ITI Certificate/Polytechnic in services rules, there scale was modified to the scale of Rs. 1200-2040 for which corresponding pre-revised pay scales is 4000-6000. Accordingly, Committee recommends the upgradations of scale of Rs. 4000-6000 for the post of Gas Room Operator.				
<b>30.</b>	<b>Posts in Law &amp; Legislative Department</b>				
(i)	Sr. Librarian	5500-9000	6500-10500	PB-2	4200
<b>31.</b>	<b>Post in Haryana Civil Sectt., FC's Office, LR Office, HPSC And Vidhan Sabha.</b>				
# (i)	Personal Assistant	6500-10500	5500-9000+ 150/- S.P	PB-2	3600
# (ii)	Private Secretary	8000-13500	6500-10500 + 200/-S.P.	PB-2	4200

\* The upgradation of the pay scale of Rs. 8000-13500 for the post of Dy. Director in Tourism Department will be subject to amendment in the services rules for prescribing professional qualifications. The upgradation will be effective after amendment in the service rules.

# There will be no recovery because of this modification in pay scale w.e.f. 1.1.1996 and additionalities (if any) after fixation of pay will be adjusted in future increments.



**THE SECOND SCHEDULE**

**Form of Option**

*[See rule 6(1) ]*

\* (i) I \_\_\_\_\_ hereby elect the revised pay structure with effect from 1st January, 2006.

\* (ii) I \_\_\_\_\_ hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until:

\* the date of my next increment

The date of my subsequent increment raising my pay to Rs. \_\_\_\_\_

I vacate or cease to draw pay in the existing scale.

The date of my promotion to \_\_\_\_\_

Existing Scale \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

Date:

Station:

\* To be scored out, if not applicable.

**MEMORANDUM EXPLANATORY TO THE HARYANA CIVIL SERVICES  
(REVISED PAY) RULES, 2008**

**Rule 1.—** This rule is self explanatory.

**Rule 2.—** This rule lays down the categories of employees to whom the rules apply. Except for the categories excluded under sub rule (2) the rules are applicable to all Government servants appointed under the rule making power of the Government of Haryana serving in connection with the affairs of Government of Haryana and whose pay is debitable to the consolidated fund of the State of Haryana. They do not apply to any other categories of employees.

**Rule 3.—** This rule is self explanatory.

Further, wherever the terms defined under this rule are mentioned in these rules or in any other rules/instructions/orders/notifications etc. issued in connection with these rules, definitions as prescribed under this rule is to be taken as the meaning for and in these rules or, as the case may be, in any other rules/instructions/orders/notifications etc.

**Rule 4.—** Scale of pay is the revised functional pay structure prescribed for the post as a consequence of these rules. The provision in sub-rule 1(1) is specific and that in sub-rule (2) is residual. For the purpose of sub rule (1), the pay scale in column 4 is the functional pay prescribed for the corresponding posts in column 2 as a consequence of these rules and under these rules. For the purposes of sub rule (2), however, the posts for which the pay scale in column 3 has been prescribed as functional pay scale as a consequence of and under these rules are to be derived out of the existing scale, as mentioned in column 2. Sub rule (2) is to regulate the pay scales only if sub rule (1) does not specifically cover the posts. The fundamental sense is that these rules prescribe the revised functional pay structure for the posts and do not prescribe replacement scales in general. The existing scales as mentioned in this rule and the Schedules have been mentioned only with the objective of deriving as to what shall be the revised functional pay structure and for no other purpose.

The revised pay structure as prescribed by these rules is based on the principle of adequacy and propriety, that is that the Government servant should be paid adequately benefit upon his status and qualifications and qualitative and quantitative work output according to the capacity of the Government to pay at the same time horizontal and vertical equivalence and differentiations justifiable required to be maintained shall also be maintained.

**Rule 5.—** The intention is that all Government servants should be brought over to the revised scales except those who elect to draw pay in the existing scales. Those who exercise the option to continue in the existing scales of pay will continue to draw the dearness allowance and interim relief at the rate in force on the 1st of January, 2006 and such dearness allowance will count towards the emoluments for pension etc. to the extent it is so counted on the said date. If a Government servant is holding a permanent post in a substantive capacity and officiating on a higher post, or whenever officiated in one or more posts on his being on deputation etc., he has the option to retain the existing scale only in respect of one scale. Such a Government servant may retain the existing scale applicable to the permanent post or any one of the officiating posts. In respect of remaining posts he will necessarily have to be brought over to the revised structure.

**Rule 6.—** This rule prescribes the manner in which option has to be exercised and also the authority who should be apprised of such option. The option has to be exercised on the appropriate proforma appended to the rule. It should further be noted that it is not sufficient for a Government servant to exercise the option within the specified time limit, but also to ensure that it reaches the prescribed authority within the time limit officially and in writing on the prescribed proforma. In the case of persons who are on leave or on deputation or on foreign service at the time these rules are notified, the period within which the option has to be exercised is three months from the date they take over charge of the post. It is further made clear that

unauthorized absence shall not entitle the Government servant to get the relief as granted under these rules for the Government servants who are on leave. The period of 3 months shall be counted from the date on which the sanctioned leave expires. No other exigency shall enable such Government servants the above said relief.

The persons, who have retired between 1st January, 2006 and the date of issue of these rules are also eligible to exercise the option.

**Rule 7 (1) .—** (1) This rule deals with the actual fixation of pay in the revised functional pay scales on 1st January, 2006. For the purposes of these rules the procedure under this rule and no other procedure under a different rule shall be followed. A few illustrations indicating the manner in which pay of Government servant should be fixed under this rule subject to the permissible stepping up of pay under notes in this rule are given in the attached Annexure.

**Rule 7(2) .—** The benefit of this rule is not admissible in cases where a Government servant has elected the revised pay structure in respect of his substantive post, but has retained the existing scale in respect of an officiating post.

**Rule 8.—** This Rule prescribes the method of fixation of pay of employees appointed as fresh recruits on or after 1.1.2006.

The relevant period for the employees who have entered the Government service for the first time either as a direct recruit or by transfer shall be counted from the date he has so entered in the Government service.

**Rule 9 & 10.—** These rules prescribe the manner in which the next increment in the new scale should be regulated. The provisos to this rule are intended to eliminate the anomalies of junior Government servants drawing more pay than their senior by the operation of substantive part of this rule and also taking care of the Government servants who have been drawing pay at the maximum of the existing scale for more than one year as on 1.1.2006 and also those Government servants who have been stagnating at the maximum of the existing scale and are actually in receipt of stagnation increments on adhoc basis.

However, the benefit of this rule will be granted in relation to both the senior and junior drawing their pay in the functional pay scales prescribed for the posts.

**Rule 11.—** This rule is self explanatory.

**Rule 12.—** This rule is self explanatory.

**Rule 13.—** This rule is self explanatory.

**Rule 14.—** This rule is self explanatory.

**Rule 15.—** This rule relates to the overriding effect to the rule which provides that the provisions of these rules will regulate and the provisions of any other rule will not regulate the conditions as prescribed in these rules and to the extent of any inconsistency between the provisions of these rules and provisions of any other rules, the provisions of these rules shall prevail and apply.

**Rule 16.—** This rule is self explanatory.

There could be a possibility that these rules may cause some hardship in any particular case or to a class or category of posts. Under such circumstances the provisions of rule is clear that it has to be invoked only if the Government is satisfied about the existence of some hardship which is required to be relaxed. The relaxation of such hardship shall be based on the merit of individual cases or the cases of class and categories of employees where such hardship is found to be justified for relaxation. Removal of such hardship would, therefore, not amount to any discrimination where such hardship has either not been found to exist or has not been found to be justified for relaxation.

**Rule 17.—** This rule is self explanatory.

If the circumstances so require the Government can add or delete or change any of the parameters as mentioned in the 1st Schedule and may further direct the mode in which

the provisions of these rules shall be applicable on such changes either generally or specifically. However, in event of absence of any general or specific direction for the applicability of the provisions laid down under these rules, it shall be presumed that the entire rule shall be applicable on such changes.

**Rule 18.—** This rule is self explanatory.

**Rule 19.—** This rule is self explanatory.

The conditions prescribed under this rule will be considered as part of these rules.

**Illustration 1 :** Initial fixation of Group D employee in -1S:

1.	Existing Scale of Pay	Rs. 2550-55-2660-EB-60-3200
2.	Pay Band applicable	-1S Rs. 4440-7440
3.	Existing basic pay as on 1.1.2006	Rs. 2840
4.	Pay after multiplication by a factor of 1.86	Rs. 5282 (Rounded off to Rs. 5290)
5.	Pay in the Pay Band	Rs. 5290
6.	Pay in the Pay Band after including benefit of bunching, if admissible	Rs. 5290
7.	Grade Pay attached to the scale	Rs. 1300
8.	Revised basic pay – total of pay in the pay band and grade pay	Rs. 6590

**Illustration 2 :** Fixation of initial pay in the revised pay structure:

1.	Existing Scale of Pay	Rs. 4000-100-6000
2.	Pay Band applicable	PB-1, Rs. 5200-20200
3.	Existing basic pay as on 1.1.2006	Rs. 4800
4.	Pay after multiplication by a factor of 1.86	Rs. 8928 (Rounded off to Rs. 8930)
5.	Pay in the Pay Band PB-2	Rs. 8930
6.	Pay in the Pay Band after including benefit of bunching if admissible	Rs. 8930
7.	Grade Pay attached to the scale	Rs. 2400
8.	Revised basic pay- total of pay in the pay band and grade pay	Rs. 11130

**Illustration 3:** Fixation of initial pay in the revised pay structure of Medical Officers:

1.	Existing Scale of Pay	Rs. 10000-13900
2.	Pay Band applicable	PB-3, Rs. 15600-39100
3.	Existing Basic Pay	Rs. 10000
4.	Existing NPA	Rs. 2000
5.	Pay after multiplication by a factor of 1.86	Rs. 18600
6.	DA on existing NPA	Rs. 480 (24% of Rs. 2000)
7.	Pay in the Pay Band attached to scale	Rs. 19080
8.	Grade Pay attached to the scale	Rs. 6000

9.	Revised basic pay – total of pay in the pay band and grade pay	Rs. 25080 (Revised NPA as decided by the Government in revised pay structure will be admissible)
----	--	--

**Illustration 4:** Pay fixation in cases where posts have been upgraded e.g. posts in pre-revised pay scale of Rs. 3050-75-3950-80-4590 to Rs. 3200-85-4900 scale:

1.	Existing Scale of Pay	Rs. 3050-4590 (Corresponding Grade Pay Rs. 1900)
2.	Pay Band applicable	PB-1, Rs. 5200-20200
3.	Upgraded to the Scale of Pay	Rs. 3200-4900 (Corresponding Grade Pay Rs. 2000)
4.	Existing basic pay as on 1.1.2006	Rs. 3125
5.	Pay after multiplication by a factor of 1.86	Rs. 5813 (Rounded off to Rs. 5820)
6.	Pay in the Pay Band PB-2	Rs. 5820
7.	Pay in the pay band after including benefit of bunching in the pre-revised Scale of Rs. 3050-4590, if admissible	Rs. 5820
8.	Grade Pay attached to the scale of Rs. 3200-4900	Rs. 2000
9.	Revised basic pay- total of pay in the pay band and grade pay.	Rs. 7820

**Illustration 5:** Pay fixation on grant of increment in the revised pay structure:

1.	Pay in the PB-2	Rs. 9300
2.	Grade Pay	Rs. 4200
3.	Total of pay + grade pay	Rs. 13500
4.	Rate of increment	3% of 3 above
5.	Amount of increment	Rs. 405 rounded off to Rs. 410
6.	Pay in the pay band after increment	Rs. 9300 + 410
7.	Pay after increment	Rs. 9710
8.	Grade Pay applicable	Rs. 4200

AJIT M. SHARAN,  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**HARYANA GOVERNMENT  
DEPARTMENT OF FINANCE**

**Notification**

**The 30th December, 2008**

**No. GSR/Const./Article309/08.—** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely :—

**1. Short title, commencement and objective.—**

- (1) These rules may be called the Haryana Civil Services (Assured Career Progression) Rules, 2008.
- (2) They shall be deemed to have come into force on the first day of January, 2006, unless otherwise provided by the Government for any class or category of persons.
- (3) The objective of these rules is to provide two categories of assured career progression schemes for the Government servants of Haryana—the first category of scheme is cadre-specific Assured Career Progression Schemes for some cadres/posts prescribing time scales. The second category of scheme is primarily to remove stagnation in service, in the form of a general assured career progression scheme. The second category scheme seeks to ensure that all Government servants, whose cadres are not covered by any cadre-specific assured career progression scheme, get at least three financial upgradations, including financial upgradation, availed by such Government servants as a consequence of functional promotion during his entire career. It also seeks to ensure that no Government servant stagnates without any financial upgradation for more than ten years unless he has already availed three financial upgradations in his career.

**2. Categories of Government servants to whom the rule apply.—**

- (1) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to civil services and posts of group 'A', 'B', 'C' and 'D' in connection with the affairs of the Government of Haryana and to those who are under the administrative control of the Government of Haryana and whose pay is debitable to the Consolidated Fund of the State of Haryana and are mentioned in the Schedule I of these rules.
- (2) These rules shall not apply to.—
  - (a) officers of judiciary working in connection with the affairs of Haryana State ;
  - (b) persons not in whole time employment;
  - (c) persons paid out of contingencies;
  - (d) persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on the basis of daily wages or on consolidated contractual payment;
  - (e) any other class or category of persons whom the Government may by order, specifically exclude from the operation of all or any of the provisions contained in these rules;

### 3. Definitions.—

In these rules, unless the context otherwise requires :—

- (a) **“cadre specific Assured Career Progression Scheme”** means a scheme falling within the scope of these rules and as mentioned in the Part I of Schedule I of these rules;
- (b) **“CSR”** means the Punjab Civil Services Rules as amended from time to time and as applicable in connection with the affairs of Government of Haryana;
- (c) **“direct recruit fresh entrant”** with reference to a post or a Government servant means the post on which such Government servant was recruited as a regular and direct recruit in the Government service and is in continuous employment of Government since such recruitment;
- (d) **“existing basic pay”** means pay drawn in a prescribed pre-revised scale of pay as on 1.1.2006 for the post held by the person(s) as present scale of pay for such post including stagnation increments but not including any other type of pay like “special pay”, “personal pay” etc.;
- (e) **“existing pay scale”** in relation to any post or any Government servant means the pre-revised functional pay scale as on 01.01.2006 prescribed for the post on which such Government servant was recruited as a direct recruit fresh entrant ;
- (f) **“functional pay scale”** in relation to a Government servant means the pay scale which is prescribed for the post held by the Government servant. It does not mean any other pay scale in which the Government servant is drawing his pay as a personal measure to him on account of either length of service or higher/additional qualification or upgradation of pay scale due to any other reason;
- (g) **“first assured career progression pay band and grade pay under general ACP scheme”** means the first financial upgradation in terms of increased grade pay in the same pay band for all Government servants covered under the general ACP scheme, as mentioned in column 4 of Part II of Schedule I with reference to the pay structure mentioned in column 3 of Part II of Schedule I :  
  
Provided that the First Assured Career Progression pay band and grade pay may also be referred to as 1st ACP PB and GP ;
- (h) **“Government”** means the Government of Haryana in the Finance Department save as otherwise provided by or under these rules;
- (i) **“Government servant”** for the purposes of these rules means the person(s) appointed to the post(s) in connection with the affairs of the Government of Haryana which are under the administrative control of Government of Haryana and whose pay is debitable to the consolidated fund of state of Haryana and on whom these rules apply;
- (j) **“leave”** means any sanctioned leave as defined in C.S.R., except “casual leave”. Any type of absence without the sanction of competent authority shall not be considered as leave;

- (k) **“memorandum explanatory”** means the memorandum explanatory appended to these rules, briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;
- (l) **“officiating post”** means the post which is held by the Government servant to which he has not been confirmed or to which he has been appointed as a temporary measure while still retaining his lien to a different post or to which he performs the duties while another person holds a lien to such post. The Government servants occupying a post while still on probation is also to be considered to be holding an officiating post. Further if competent authority has appointed a Government servant to officiate on a vacant post on which no other Government employee holds a lien, even such appointment shall be an appointment as against an officiating post;
- (m) **“present scale”** in relation to any Government servant who falls within the scope of these rules means the pay scale in which such Government servant was drawing his pre-revised pay on 1.1.06, if such pay scale happened to be different from the functional pay scale prescribed for the post on which such Government servant was working;
- (n) **“pay scale as a personal measure to the Government servant”** with reference to any Government servant means any scale of pay, other than the functional scale in which such Government servant is drawing his pay, including 1st ACP, 2nd ACP and 3rd ACP, as the case may be;
- (o) **“persons”** mean persons who are Government servants for the purposes of these rules;
- (p) **“pay”** means the amount drawn monthly by a Government servant, in the pay scale in which he was drawing his salary before 31.12.2005;
- (q) **“revised ACP pay structure”** in relation to any Government servant means revised corresponding Assured Career Progression pay band and grade pay in which the Government servant is eligible or entitled to be placed as a consequence of application of these rules in place of the present scale for the purpose of drawing the pay as a personal measure to such Government servant;
- (r) **“revised emoluments”** means pay in the pay band + grade pay of a Government servant in the revised pay structure in which the Government servant has been placed for drawing his pay by or under these rules and includes the revised non practicing allowance, if any, admissible to him in addition to the pay in the revised pay structure;
- (s) **“second assured career progression pay band and grade pay under general ACP”** means second financial upgradation in the form of increasing grade pay in the same pay band for all govt. servants who are covered in the general assured career progression scheme, as mentioned in column 5 of Part II of Schedule I with reference to the grade pay mentioned in column 4 of the Part II of Schedule I. However, in case of an employee holding a post after promotion, the second ACP pay band and grade pay will be the pay band of the promotional post and the next available grade pay with reference to his existing grade pay :

Provided that the Second Assured Career Progression pay band and grade pay may also be referred to as 2nd ACP PB and GP;



- (t) **“Schedule”** means Schedule appended to these rules;
- (u) **“substantive pay”** means pay drawn by the Government servant on the post to which the Government servant has been appointed substantively or by reason of his substantive position in a cadre;
- (v) **“third assured career progression pay band and grade pay under general ACP”** means third financial upgradation in the form of increasing grade pay in the same pay band for all Govt. servants who are covered in the general assured career progression scheme, as mentioned in column 6 of Part II of Schedule I with reference to the grade pay mentioned in column 5 of the Part II of Schedule I. However, in case of an employee holding a post after promotion, the second ACP pay band and grade pay will be the pay band of the promotional post and the next available grade pay with reference to his existing grade pay :

Provided that the Third Assured Career Progression pay band and grade pay may also be referred to as 3rd ACP PB and GP;

#### **4. Cadre specific assured progression scheme.—**

The ACP pay band and grade pay as time scales mentioned in column 5 of Part I of Schedule I to certain cadres/posts mentioned in column 2 of Part I of Schedule I shall be admissible to all Government servants who become members of such cadres by way of direct recruitment or promotion.

#### **5. General Assured Career Progression scheme.—**

Financial up gradation in the form of the first, the second and the third ACP pay band and grade pay as mentioned in column 4, 5 and 6 of Part II of Schedule I will be admissible to all Government servants covered under this scheme with reference to their pre-revised functional pay scale and the corresponding revised pay structure mentioned in column 2 and 3 respectively of Part II of Schedule I of these rules. However, in case of an employee holding a post after promotion, the entitled ACP pay band and grade pay will be the pay band of the promotional post and the next available grade pay with reference to his existing grade pay.

#### **6. Eligibility for grant of cadre specific ACP pay band and grade pay.—**

For the grant of cadre specific ACP pay band and grade pay the eligibility conditions will be the same as mentioned in Part I of Schedule I of these rules, apart from the general conditions of eligibility given in rule 8 hereunder.

#### **7. Eligibility for Grant of ACP grade Pay under the general ACP scheme.—**

- (1) Every Government servant covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the first ACP grade pay (given in column 4 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 10 years of regular satisfactory service and has not got any financial upgradation in these ten years with reference to the functional pay structure of the post to which he was recruited as a direct entrant. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/modification of the pay structure for the same post after 1.1.2006.
- (2) Every Government servant covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the second ACP grade pay (given in column 5 of Part II of Schedule I in respect of the functional pay scale or pay

structure of his post) if he has completed 20 years of regular satisfactory service and has not got any financial upgradation in the last ten years. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/modification of the pay structure for the same post after 1.1.2006.

- (3) Every Government servant covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the third ACP grade pay (given in column 6 of Part II of Schedule I in respect of the functional pay scale or pay structure of his post) if he has completed 30 years of regular satisfactory service and has not got any financial upgradation in the last ten years and has not got more than two financial upgradation so far. Financial upgradation in this context includes functional promotion in the hierarchy or further revision/modification of the pay structure for the same post after 1.1.2006.
- (4) In case of a Government servant who gets promoted, he will be considered for the next ACP grade pay after he completes 10 years of regular satisfactory service in the promotional post without any financial upgradation and will be entitled to the next ACP grade pay with reference to the grade pay of the promotional post he holds :

Provided that a Government servant shall not be entitled to avail ACP upgradation if, he has already availed of three financial upgradation of any kind in his career.

**Note.—** For the purpose of these rules, “regular satisfactory service” means continuous service counting towards seniority under Haryana Government, including continuous service in Punjab Government before re-organization, commencing from the date on which the Government servant joined his service after being recruited through the prescribed procedure or rules etc. for regular recruitment, in the cadre in which he is working at the time of being considered his eligibility for grant of ACP pay band and grade pay under these rules and further fulfilling all the requirements prescribed for determining the suitability of grant of ACP pay structure.

**Explanation.—** The ACP pay structure upgradation in the form of first ACP grade pay will come into play only if a Government servant has not got the benefit of at least one grade pay upgradation within the prescribed period of first 10 years. Similarly, the second and third ACP grade pays will come into play only if a Govt. servant does not get two upgradations after twenty years of service and three upgradations after thirty years of service. If within 10 years of service, the Government servant has already got at least one financial upgradation or within 20 years of service, the Government servant has already got atleast two financial upgradations, or within 30 years of service, the Government servant has already got at least three financial upgradations, benefit of these rules will not be extended to such employees save if otherwise provided in these rules.

**8. Other general conditions of eligibilities of ACP pay structure.—**

The following general conditions shall also be fulfilled by a Government servant for availing benefit of ACP :—

- (a) after completing the respective prescribed period for eligibility for the grant of ACP pay structure the Government servant should be fit to be promoted to the next higher post in the functional hierarchy in his cadre, but could not be

functionally promoted due to lack of vacancy in the promotional post in the hierarchy to which he is eligible to be promoted;

- (b) if such promotion involved passing of any departmental test or other test etc., such condition should also be fulfilled by such Government servant.

**9. Responsibility to be discharged etc.—**

On placement in the ACP pay structure, the Government servant shall continue to hold operational duties of his previous post held by him and will continue to hold the previous designation till such time as he is actually promoted to the higher post on the occurrence of a vacancy.

**10. Consequences of ACP pay structure etc.—**

Placement in the ACP pay structure will entitle only financial benefit of drawal of pay and dearness relief on pay in the ACP pay structure. The other entitlements including the entitlement generally dependent on the status of the employee shall continue to be determined with reference to his post on which he is working in the substantive capacity or to the functional pay structure of the post against which he was working substantively, before being granted the ACP pay structure.

**11. Grant of Assured Career Progression grade pays.—**

- (1) The rule 7 and 8 only prescribe eligibility conditions for placement in the relevant ACP pay structure and does not authorize automatic placement in ACP pay structure in which Government servant is eligible to be placed under these rules. The authority competent to grant promotion in case of a Government servant shall be required to pass suitable orders for grant of ACP pay structure under these rules, authorizing the placement of a Government servant in the appropriate ACP pay structure. Before passing such order :
  - (a) the authority competent shall ensure that if there is a Departmental Promotion Committee, such Committee should consider the cases for grant of ACP pay structure as if these were cases for determining the suitability for promotion and that its recommendations are considered in the manner as considered in case of functional promotions;
  - (b) the authority competent shall ensure that the conditions and provisions laid down in these rules or any other order/instructions etc. issued under these rules or otherwise with this purpose, are strictly adhered to;
  - (c) the authority competent shall ensure that the number of financial upgradations granted to a Government servant is counted with reference to the pay scale or pay structure of the post to which the Government servant was inducted as a direct recruit fresh entrant. For this purpose, each promotion, each grant of ACP grade pay or any other upgradation will be counted as one upgradation. The benefit of ACP shall not be extended to a Government servant if he has already availed three financial upgradations in his career by way of ACP or otherwise;
  - (d) the authority competent shall also ensure compliance with the provision of these rules or any other rules or instructions issued by Government;

**Explanation.—** The “authority competent” for the purpose of this rule would mean the authority competent in case of promotion for the respective categories of posts.

- (2) The ACP pay structure so granted shall be effective from the date it is due and not from the date on which the orders are issued by the competent authority, if the orders so issued by the competent authority has been issued on a date which is different from the due date of eligibility :

Provided that the Government servant shall draw his pay only after the orders for granting such pay structure are issued by the competent authority in the relevant ACP pay structure.

- (3) In case of Government servants who are drawing pay in a pay scale other than the functional pay scale of the post held by them on or before the date of notification of these rules, there shall be no need to pass any orders under the provisions of sub-rules (1) and (2) above and they shall be entitled to draw their pay in the ACP pay structure corresponding to the pay scale in which they are drawing their pay :

Provided that this deemed grant of ACP pay structure will not affect his entitlement for revised pay structure in which he will be placed as a consequence of application of these rules. Such Government servants shall be placed in the appropriate revised ACP pay structure as per their eligibility under these rules for the purposes of fixation of pay as a consequence of application of these rules.

**12. Admissibility of stepping up in certain cases.—**

If the service rules provides for or circumstances warrant filling up of a post through direct recruitment as well as through promotion, benefit of stepping up of pay band and grade pay shall be admissible to the directly recruited senior Government servant if the junior promoted Government servant junior to him is drawing salary in higher pay band and grade pay on the basis of the benefit of ACP upgradation. However, the benefit of stepping up shall not be admissible to a promotee if he has already got three financial upgradation as provided under these rules in his service career.

**13. Special entitlement for ACP scales.—**

Where the functional pay structure of the promotional post in the hierarchy is inferior to the ACP pay structure entitlement of the Government servant, had he not been promoted, as per his eligibility and entitlement on completion of prescribed length of service for the 1st 2nd or 3rd ACP pay structure entitlement, as the case may be, the Government servant shall be entitled to be placed in the 1st or 2nd or 3rd ACP pay structure, as the case may be, after completing the prescribed period of service for being placed in the 1st or 2nd or 3rd ACP pay structure :

Providing that such functional promotion to a post with such inferior pay structure shall not be counted as a financial upgradation for the purposes of these rules.

**14. Ceasing of entitlement of ACP pay structure.—**

In case the Government servant chooses to forego any functional promotion on any ground whatsoever, while drawing his pay in any ACP pay structure with reference to him, he shall cease to be entitled to draw his pay in the ACP pay structure last granted to him and shall

draw his pay in the pay band and grade pay he was drawing before the grant of the last ACP grade pay from the date of such forgoing of promotion.

**15. Scale of pay of posts.—**

The pay scale for the purpose of these rules for the Government servant shall be as under :—

- (a) The revised ACP pay structure in case of cadre specific ACP schemes shall be as mentioned in Part I of Schedule I :
- (b) The revised pay structure in case of General ACP scheme shall be as specified in Part II of Schedule I :

Provided that in case of the posts for which the functional pay scales have been revised before pay revision through the Haryana Civil Services (Revised Pay) Rules, 2008, the so revised scales shall be considered as the functional scales of those posts for the purpose of this rule.

**16. Drawal of pay in revised ACP structure.—**

- (1) Save as otherwise provided in these rules, a Government servant shall draw pay in the revised ACP pay structure, that is in ACP-I or ACP-II or ACP-III, as applicable in his case :

Provided that a Government servant may elect to continue to draw pay in the present pay scale until the date on which he earns his next or any subsequent increment in the existing pay scale or until he vacates his post or ceases to draw pay in that pay scale :

Provided further that if the Government servant elects to draw his pay in the present pay scale as per the provisions of these rules, he will continue to draw his pay in the present pay scale as per the terms and conditions prescribed for drawal of pay for the present pay scale and that none of the provisions under these rules or under the Haryana Civil Services (Revised Pay) Rules, 2008, shall be applicable to such Government servants till the time they opt to be governed by or are brought under either of these two rules.

**Explanation.—** The option to retain the present scale under the proviso of this rule shall be admissible in respect of only one scale out of the present scale(s) or existing scale(s) .

**17. Exercise of option.—**

- (1) The option under the proviso to rules 16 shall be exercised in writing in the form appended to the Schedule II so as to reach the authority mentioned in sub-rule (2) within three months of the date of notification of these rules :

Provided that in the case of Government servant who is on the date of such publication on leave or on deputation or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in the Government or on the expiry of the sanctioned leave, whichever is earlier :

Provided further that where a Government servant is under suspension on the date of publication of these rules or, as the case may be, on the date of

such order the option may be exercised within three months of the date of his return to his duty.

- (2) The option shall be intimated by the Government servant to the Head of his office.
- (3) If the intimation regarding option is not received within the time mentioned in sub-rule (1), the Government servant shall be deemed to have elected to be governed by the revised ACP pay structure on and from the 1st day of January, 2006.
- (4) The option once exercised shall be final.

**Note 1.—** Persons whose services were terminated on or after the 1st January, 2006 and who cannot exercise the option within the prescribed time limit on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, are entitled to the benefit of this rule:

**Note 2.—** Persons who have died on or after the 1st day of January, 2006, and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of January, 2006, or such later date as is most beneficial to their dependents, if the revised pay structure is more favourable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.

#### **18. Fixation of initial pay in the revised ACP pay structure.—**

The initial pay of a Government servant who elects or is deemed to have elected under sub-rule (3) of rule 17 to be governed by the revised ACP pay structure on and from the 1st day of January, 2006, shall, unless in any case the Government by special order otherwise directs, be fixed in the revised ACP pay structure depending upon his eligibility in the following manner, namely :—

##### **(A) in case of all employees covered under ACP scheme :**

- (a) for employees covered under cadre specific ACP scheme —
  - (i) the pay in the ACP pay band/pay structure will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10 ;
  - (ii) if the minimum of the revised ACP pay band/pay structure is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised ACP pay band/pay structure and grade ;
- (b) for employees covered under general ACP scheme
  - (i) in case of Government servants who are drawing pay in a pay scale other than the functional pay of the post held by them (ACP scale) on or before of the date of the notification of these rules, their pay shall be fixed in the functional pay band of the post held by them by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple

of 10. The grade pay corresponding to the existing ACP pay scale will be payable in addition ;

- (ii) if the minimum of the revised ACP pay band/pay structure is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised ACP pay band/pay structure and grade pay :

**Provided that.—**

- (i) where, in the fixation of pay, the pay of Government servants drawing pay at two or more consecutive stages in present scale gets bunched, that is to say, gets fixed in the revised ACP pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running ACP pay bands. For the purpose, the increment will be calculated on the pay in the ACP pay band. Grade Pay would not be taken into account for the purpose of granting increments to alleviate bunching.
- (ii) in the case of pay scales in higher administrative grade (HAG) in the pay band PB-4, benefit of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade.
- (iii) if by stepping up of the pay as above, the pay of a Government servant gets fixed at a stage in the revised ACP pay band/pay structure (where applicable) which is higher than the stage in the revised ACP pay band at which the pay of a Government servant who was drawing pay at the next higher stage or stages in the same present scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.
- (iv) the pay in the ACP pay band will be determined in the above manner. In addition to the pay in the ACP pay band, grade pay corresponding to the existing pay structure will be admissible.

**Note.—** Illustration 1 to 4 provided in the Explanatory Memorandum to these rules explains the above.

- (B) in the case of employees who are in receipt of special pay/allowance in addition to pay in the present scale which has been recommended for replacement by a pay band and grade pay without any special pay/allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of (A) above :
- (C) in the case of employees who are in receipt of special pay component with any other nomenclature in addition to pay in the present scales, such as personal pay for promoting small family norms, etc., and in whose case the same has been replaced in the revised structure with corresponding allowance/pay at the same rate or at a different rate, the pay in the revised structure shall be fixed in accordance with the provisions of clause (A) above. In such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised structure of pay from the date specified in the relevant notifications related to these allowances ;
- (D) in the case of medical officers who are in receipt of Non Practicing Allowance (NPA), the pay in the revised pay structure shall be fixed in accordance with the provisions of clause (A) above except that, in such cases, the pre-revised

dearness allowance appropriate to the non practicing allowance (excluding dearness pay component on NPA) admissible at index average 536 (1982=100) shall be added while fixing the pay in the revised pay band ;

- Note 1.—** A Government servant who is on leave on the 1st day of January, 2006, and is entitled to leave salary shall become entitled to pay in the revised pay structure from 1.1.2006 or the date of option for the revised pay structure. Similarly, where a Government servant is on study leave on the first day of January, 2006, he will be entitled to the benefits under these rules from 1.1.2006 or the date of option.
- Note 2.—** Where a post has been upgraded as indicated in column (4) of Schedule 1 Part I of these rules, the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with clause (A) (i) and (ii) of rule 18 by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of 10. The grade pay corresponding to the upgrade scale as indicated in column 5 of Schedule 1 Part I of these rules will be payable in addition. **Illustration 5** in this regard is in Explanatory Memorandum to these rules.
- Note 3.—** In case of Government servant under suspension, he shall continue to draw subsistence allowance based on present scale of pay and his pay in the revised structure of pay will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.
- Note 4.—** Where the 'existing emoluments' exceed the revised emoluments in the case of any Government servant, the difference shall be allowed as personal pay to be absorbed in future increases in pay.
- Note 5.—** Where in the fixation of pay under sub-rule (1), the pay of a Government servant, who, in the present scale was drawing immediately before the 1st day of January, 2006, more pay than another Government servant junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.
- Note 6.—** Where a Government servant is in receipt of personal pay on the 1st day of January, 2006, which together with his existing emoluments exceeds the revised emoluments, then, the **difference** representing such excess shall be allowed to such Government servant as personal pay to be absorbed in future increases in pay.
- Note 7.—** In case where a senior Government servant has moved into first, second or third ACP pay structure, as the case may be, before the 1st day of January, 2006 and draws less pay in the **revised** pay structure than his junior who moves into the same entitled first, second or third ACP pay structure on or after the 1st day of January, 2006, the pay in the pay band of the senior Government servant should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that ACP pay structure. The stepping up should be done with effect from the date on which the junior Government servant moved into the same ACP pay structure subject to the fulfillment of the following conditions, namely :-
- (a) both the junior and the senior Government servants should belong to the same cadre and the ACP pay band in which they have been moved should be same and in the same cadre ;



- (b) the present scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be same ;
- (c) the senior Government servants at the time he moved into the first, second or third ACP pay band, as the case may be, should have been drawing equal or more pay than the junior.

The order relating to re-fixation of the pay of the senior officer in accordance with the above provisions should be issued under these rules and the senior officer will be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

**Note.—** The placement in the first, second or third ACP pay structure, as the case may be, does not amount to a functional promotion and, therefore, the presumption of higher responsibility cannot be taken in such placements in the ACP pay structure. However, still the benefit of fixation of pay corresponding to the placement in the higher pay structure as a consequence of promotion that is presuming the higher responsibility shall be extended at the stage of fixation of pay in the first, second or third ACP pay structure, as the case may be. Therefore, if the grade pay of the promotional post and the ACP pay structure in which the Government servant is drawing his pay prior to the promotion are identical, his pay will not again be fixed in the functional pay structure of the promotional post which is identical to the ACP pay structure in which he was drawing his pay before promotion. He will continue to draw his salary at the same stage and his date of increment will also continue to be the same as before the promotion.

**19. Rate of increment in the revised ACP pay structure.—**

The rate of increment in the revised ACP pay structure will be 3% of the sum of the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. Illustration 6 in this regard is in the Explanatory Memorandum of these rules.

**20. Date of next increment in the revised pay structure.—**

There will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised ACP pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised ACP pay structure will be granted on 1.7.2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007 :

Provided that in the case of persons who had been drawing maximum of the present scale for more than a year as on the 1st day of January, 2006, the next increment in the revised ACP pay structure shall be allowed on the 1st day of January, 2006. Thereafter, the provision of rule 17 would apply:

Provided further that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments will be granted.

**21. Fixation of pay in the revised ACP pay structure subsequent to the 1st day of January, 2006.—**

Where a Government servant continues to draw his pay in the present scale and is brought over to the revised ACP pay structure from a date later than the 1st day of January, 2006, his pay from the later date in the revised ACP pay structure shall be fixed in the following manner :-

Pay in the pay band will be fixed by adding the basic pay applicable on the later date, the dearness pay applicable on that date and the pre-revised dearness allowance based on rates applicable as on 1.1.2006. This figure will be rounded off to the next multiple of 10 and will then become the pay in the applicable pay band. In addition to this, the grade pay corresponding to the pre-revised pay scale will be applicable. Where the Government servant is in receipt of special pay or non-practicing allowance, the methodology followed will be as prescribed in rule 18 (A), (B), (C), (D) as applicable, except that the basic pay and dearness pay to be taken into account will be the basic pay and dearness pay applicable as on that date but dearness allowance will be calculated as per rates applicable on 1.1.2006.

**22. Fixation of pay on placing in ACP pay structure on or after 1.1.2006.—**

- (1) In the case of moving from one grade pay to another in the revised ACP pay structure, the fixation will be done as follows :—

One increment equal to 3% of the pay in the ACP pay band and the existing be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the immediate next higher present pay scale will thereafter be granted in addition to this pay in the ACP pay band. In cases where ACP involves change in the pay in the ACP pay band after adding the increment is less than the minimum of the higher ACP pay band to which ACP is taking place, pay in the ACP pay band will be stepped up to such minimum.

- (2) On upgradation in ACP pay structure from one grade pay to another, a Government servant has an option under CSR to get his pay fixed in the immediate higher grade pay either from the date of his upgradation in ACP pay structure, or from date of his next increment, viz. 1st July of the years. The pay will be fixed in the following manner in the revised ACP pay structure :—

(i) In case the Government servant opts to get his pay fixed from his date of next increment, then, on the date of upgradation in ACP pay structure, pay in the pay band shall continue unchanged, but the grade pay of the higher ACP pay structure will be granted. Further re-fixation will be done on the date of his next increment i.e. 1st July. On that day, he will be granted two increments; one annual increment and the second on account of upgradation in ACP pay structure. While computing these two increments, basic pay prior to the date of upgradation in ACP pay structure shall be taken into account. To illustrate, if the basic pay prior to the date of upgradation in ACP pay structure was Rs. 100, first increment would be computed on Rs. 100 and the second on Rs. 103.

(ii) In case the Government servant opts to get his pay fixed in the higher grade from the date of his upgradation in ACP pay structure, he shall get his first increment in the higher grade on the next 1st July if he was upgraded in ACP pay structure between 2nd July and 1st January. However, if he was upgraded in ACP pay structure between 2nd January and 30th June of a particular year, he shall get his increment on 1st July of next year.

**23. Mode of payment of arrears of pay.—**

The arrears shall be paid in cash in two installments. The first installment should be restricted to 40% of the total arrears. The remaining 60% of arrears should be paid during the next financial year.

**Explanation.—** For the purposes of this rule —

- (a) “arrears of pay” in relation to a Government servant means the difference between:

the aggregate of the pay and allowances to which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period. Revised allowances (except for dearness allowance and non-practicing allowance) will be payable only with effect from 01.01.2009 the aggregate of the pay and allowance to which he would have been entitled (whether such pay and allowances had been received or not) for that period had his pay and allowances not been so revised ;

- (b) “relevant period” means the period commencing on the 1st day of January, 2006 and ending with the 31.12.2008.

**24. Overriding effect of rules.—**

The provisions of CSR or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

**25. Power of relax.—**

Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

**Note.—** The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of Government servant and, therefore, will not amount to any discrimination with other class and categories of Government servant.

**26. Power to make addition or deletion etc.—**

Where the Government is satisfied that there is a necessity to make any addition or delete any class or categories of posts or change temporarily in the Schedule to these rules, the Government will be competent to add or delete or change such conditions. The provisions of these rules will apply on such additions or deletions or changes as the Government may direct by specific orders or in the absence of that all the provisions of these rules shall apply as if the changes were made.

**27. Interpretation.—**

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government for decision.

**28. Residuary provisions.—**

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government will prescribe the conditions to be followed under such

circumstances. Such conditions as prescribed by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such additional conditions and such additional conditions shall be deemed to be the part of these rules.

## Schedule - I

## Part - I

[see rules 2 (1), 3(a), 4, 6, 15 (a) and 18(D) Note. 2]

Sr. No	Name of the Post/Cadre	Existing Scheme	Pre-revised/modified pay scale	Revised ACP pay structure		
				Pay Band	Pay Band Code	Grade Pay
1	2	3	4	5		
1.	HCS (Ex. Br.)	(i) 8000-13500 (entry level scale)		(i) 15600-39100 (entry level pay band)	PB-3	5400
		(ii) 10000-13900 (after 5 years of regular satisfactory service)	No Change	(ii) 15600-39100 (after 5 years of regular satisfactory service)	PB-3	6000
		(iii) 12000-16500 (after 10 years of regular satisfactory service limited to 30% of the cadre post)	No Change	(iii) 15600-39100 (after 10 years of regular satisfactory service limited to 30% of the cadre post)	PB-3	7600
		(iv) 14300-18300 (after 15 years of regular satisfactory service limited to 15% of the cadre post)	No Change	(iv) 37400-67000 (after 15 years of regular satisfactory service limited to 20% of the cadre post)	PB-4	8700
2.	HPS (Deputy Superintendent of Police)	(i) 8000-13500 (entry level scale)	No Change	(i) 9300-34800 (entry level pay band)	PB-2	5400
		(ii) 10000-13900 (after 5 years of regular satisfactory service)	No Change	(ii) 15600-39100 (after 5 years of regular satisfactory service)	PB-3	6000
		(iii) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	No Change	(iii) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	7600
		(iv) 13500-17250 (For those who have completed 16 years of regular satisfactory services in the cadre limited to 10% of the cadre post)	14300-18300 (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post)	(iv) 37400-67000 (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post assuming pre-revised upgradation to 14300-18300 on completion of 17 years of regular satisfactory service)	PB-4	8700

1	2	3	4	5		
3.	<b>Excise and Taxation Officer</b>	(i) 8000-13500 (entry level scale)	No Change	(i) 9300-34800 (entry level pay band)	PB-2	5400
		(ii) 10000-13900 (Sr. Scale) (after 7 years of regular satisfactory service)	No Change	(ii) 15600-39100 (Sr. Scale) (after 7 years of regular satisfactory service)	PB-3	6000
		(iv) 14300-18300 (Super time Scale) (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post)	No Change	(iv) 37400-67000 (Super time Scale) (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post)	PB-4	8700
4.	<b>Haryana Civil Medical Services</b>					
	<b>(i) Medical Officers</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
		(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the post of M.O. in the cadre)	No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the post of M.O. in the cadre)	PB-3	7600
	<b>(ii) SMOs/ Medical Supdts./Dy. Directors/ District Programme Officers</b>	(a) 10000-13900 (existing pay scale)	12000-16500	(a) 15600-39100	PB-3	7600
		(b) 12000-16500 (To such SMOs/Medical Supdts./Dy. Directors/ District Programme Officers who have completed 11 yrs of regular satisfactory service or more as MOs and above and to such SMOs who are direct recruits and have completed 3 yrs of regular satisfactory service or more as such)	13500-17250	(b) 15600-39100 (To such SMOs/ Medical Supdts./Dy. Directors/District Programme Officers who have completed 11 yrs of regular satisfactory service or more as MOs and above and to such SMOs who are direct recruits and have completed 3 yrs of regular satisfactory service or more as such)	PB-3	8000

1	2	3	4	5		
5.	<b>Haryana Dental Services</b>					
	<b>(i) Dental Surgeon</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post)		No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	7600	
	<b>(ii) Senior Dental Surgeon</b>	(a) 10000-13900 (Existing pay scale)	12000-16500	(a) 15600-39100	PB-3	7600
		No Specific ACP Scheme is operational now.		(b) 15600-39100 (To such Sr. Dental Surgeon/Dental Surgeon who have completed 11 yrs of regular satisfactory service or more as Dental Surgeon and above and to such Sr. Dental Surgeon who are direct recruits and have completed 3 yrs of regular satisfactory service or more as such)	PB-3	8000
6.	<b>Ayush Doctors AMO/HMO/UMO</b>	7500-12000 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	4800
		No Specific ACP Scheme is operational now.	8000-13500 (after 7 years of regular satisfactory service in the cadre)	(b) 9300-34800 (after 7 years of regular satisfactory service in the cadre)	PB-2	5400
			10000-13900 (after 12 years of regular satisfactory service limited to 20% of the cadre post)	(c) 15600-39100 (after 12 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	6000
7.	<b>Haryana Veterinary Services</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
		(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	PB-3	7600

1	2	3	4	5		
8.	<b>Haryana Engineering Services</b>					
	<b>(i) AE/SDE in three PWDs</b>	(a) 8000-13500 (existing pay scale)	No Change	(a) 9300-34800 (existing pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
		(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post) .	No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post) .	PB-3	7600
	<b>(ii) AEE in three PWDs</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 15600-39100 (entry level pay band)	PB-2	5400
		(b) 10000-13900 (after 5 years of regular satisfactory service in the cadre)	No Change	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
		(c) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post) .	No Change	(c) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post) .	PB-3	7600
	<b>(iii) XEN in three PWDs</b>	(a) 10000-13900	No Change	(a) 15600-39100	PB-3	6000
		(b) 12000-16500 (for such XENs who have completed 11 years of regular satisfactory service or more as SDEs/AEs and above)	No Change	(b) 15600-39100 (for such XENs who have completed 11 years of regular satisfactory service or more as SDEs/AEs and above)	PB-3	7600
	<b>(iv) Superintending Engineer in three PWDs</b>	(a) 13500-17250	No Change	(a) 15600-39100	PB-3	8000
		(b) 14300-18300 (For S.Es who have completed 13 years of regular satisfactory service as XEN and above.)	No Change	(b) 37400-67000 (For S.Es who have completed 13 years of regular satisfactory service as XEN and above.)	PB-4	8700
	<b>(v) SDE in Panchayati Raj Department (Engineering Wing)</b>	(a) 8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		No Specific ACP Scheme is operational now.	10000-13900 (after 5 years of regular satisfactory service in the cadre)	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000



1	2	3	4	5		
			12000-16500 (After 11 years of regular satisfactory service limited to 20% of the cadre post)	(c) 15600-39100 (After 11 years of regular satisfactory service limited to 20% of the cadre post) .	PB-3	7600
	<b>(vi) XEN in Panchayati Raj Department (Engineering Wing)</b>	(a) 10000-13900	No Change	(a) 15600-39100	PB-3	6000
		No specific ACP scheme is operational now.	12000-16500 (for such XENs who have completed 11 years of regular satisfactory service or more as SDEs and above)	(b) 15600-39100 (for such XENs who have completed 11 years of regular satisfactory services or more as SDEs and above)	PB-3	7600
	<b>(vii) Superintending Engineer in Panchayati Raj Department (Engineering Wing)</b>	(a) 13500-17250	No Change	(a) 15600-39100	PB-3	8000
		(b) 14300-18300 (For S.Es who have completed 13 years of regular satisfactory service as XEN and above.)	No Change	(b) 37400-67000 (For S.Es who have completed 13 years of regular satisfactory service as XEN and above.)	PB-4	8700
	<b>(viii) Assistant Architect in Architecture Department</b>	8000-13500 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	5400
		No Specific ACP Scheme is operational now	10000-13900 (after 5 years of regular satisfactory service in the cadre)	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
			12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post)	(c) 15600-39100 (After 11 years of regular satisfactory service limited to 20% of the cadre post) .	PB-3	7600
	<b>(ix) Architect in Architecture Department</b>	10000-13900	No Change	(i) 15600-39100	PB-3	6000
		No Specific ACP Scheme is operational now	12000-16500 (for such Architect who have completed 11 years of regular satisfactory services or more as Asstt. Architect and above)	(ii) 15600-39100 (For such Architect who have completed 11 years of regular satisfactory services or more as Asstt. Architect and above)	PB-3	7600

1	2	3	4	5		
	(x) Sr. Architect in the Architecture Department	(a) 13500-17250	No Change	(a) 15600-39100	PB-3	8000
		(b) 14300-18300 (For those Sr. Architect who have completed 13 years of regular satisfactory service as Architect and above)	No Change	(b) 37400-67000 (For those Sr. Architect who have completed 13 years of regular satisfactory service as Architect and above)	PB-4	8700
	(xi) ATP in Town and Country Planning Department	8000-13500 (entry level pay scale)	No Change	(a) 15600-39100 (entry level pay band)	PB-3	5400
		No Specific ACP Scheme is operational now.	10000-13900 (after 5 years of regular satisfactory service in the cadre)	(b) 15600-39100 (after 5 years of regular satisfactory service in the cadre)	PB-3	6000
			12000-16500 (After 11 years of regular satisfactory service limited to 20% of the cadre post) .	(c) 15600-39100 (After 11 years of regular satisfactory service limited to 20% of the cadre post) .	PB-3	7600
	(xii) DTP in Town and Country Planning Department	(a) 10000-13900	No Change	(a) 15600-39100	PB-3	6000
		(b) 10000-15200 (existing selection grade pay scale) (This selection grade will be provided to 20% of the posts of DTPs sanctioned at any point of time) .	(12000-16500 pre-revised upgraded pay scale for such DTP's who have completed 11 yrs of regular satisfactory service or more as ATP and above) Note: - The existing selection grade for DTP's is discontinue	(b) 15600-39100 (For such DTP's who have completed 11 yrs. of regular satisfactory service or more as ATP and above) .	PB-3	7600
	(xiii) STP in Town and Country Planning Department	(a) 13500-17250	No Change	(a) 15600-39100	PB-3	8000
		(b) 14300-18300 (applicable to STPs who have rendered 13 years of regular satisfactory services as DTP and above)	No Change	(b) 37400-67000 (applicable to STPs who have rendered 13 years of regular satisfactory services as DTP and above)	PB-4	8700

1	2	3	4	5		
9.	<b>Senior Staff Officer and Distt. Commandant in Home Guard Department</b>	(a) Sr. Staff Officer (10000-13900)	No Change	(a) 15600-39100	PB-3	6000
		(b) Distt. Commandant (8000-13500)	No Change	(b) 9300-34800	PB-2	5400
		(c) 12000-16500 (To those Sr. Staff Officer and District Commandants who have completed at least 11 years of regular satisfactory service as commandant and above and limited to 20% of the Combined cadre of Sr. Staff Officers and District Commandants)	No Change	(c) 15600-39100 (To those Sr. Staff Officer and District Commandants who have completed at least 11 years of regular satisfactory service as commandant and above and limited to 20% of the Combined cadre of Sr. Staff Officers and District Commandants)	PB-3	7600
10.	<b>Junior Engineer in Three wings of PWD, Panchayati Raj and Town and Country Planning Departments</b>	(a) 5500-9000 (entry level pay scale)	No Change	(a) 9300-34800 (entry level pay band)	PB-2	3600
		(b) 6500-9900 (on completion of 10 yrs regular satisfactory service)	No Change	(b) 9300-34800 (on completion of 10 yrs regular satisfactory service)	PB-2	4000
		(c) 7500-13000 (on completion of 18 yrs. regular satisfactory service with changed designation of Addl. SDE) except JE in Panchayati Raj and Town and Country Planning Department	No Change	(c) 9300-34800 (on completion of 18 yrs. regular satisfactory service with changed designation of Addl. SDE)	PB-2	5200

## Schedule - I

## Part - II

[See rules 3 (g), (s), (v), 5, 7 and 15 (b) ]

Sr. No.	Functional Pay scale to the post as on 31.12.05 on which the Government servant was recruited/promoted	Corresponding Pay Band and Grade Pay			Revised ACP Pay Structure		
		Pay Band No.	Pay Band	Grade Pay	First Assured Career Progression Grade Pay	Second Assured career Progression Grade Pay	Third Assured Career Progression Grade Pay
1	2	3			4	5	6
1.	2550-55-2660-EB-60-3200	-1S	4440-7440	1300	1650	1800	1900
2.	2610-60-3150-EB-65-3540	-1S	4440-7440	1400	1650	1800	1900
3.	2650-65-3300-EB-70-4000	-1S	4440-7440	1650	1800	2400	3200
4.	3050-75-3950-EB-80-4350	PB-1	5200-20200	1800	2400	3200	3300
5.	3050-75-3950-EB-80-4590	PB-1	5200-20200	1900	2400	3200	3300
6.	3050-85-4325-EB-100-5325	PB-1	5200-20200	1950	2400	3200	3300
7.	3200-85-3880-EB-85-4900	PB-1	5200-20200	2000	2400	3200	3300
8.	4000-100-4800-EB-100-6000	PB-1	5200-20200	2400	3200	3300	3600
9.	4400-100-5200-EB-100-6000	PB-1	5200-20200	2500	3200	3300	3600
10.	4500-125-6000-EB-125-7000	PB-1	5200-20200	2800	3200	3300	3600
11.	5000-150-7100-EB-150-7850	PB-2	9300-34800	3200	3300	3600	4000
12.	5450-150-6950-EB-150-8000	PB-2	9300-34800	3300	3600	4000	4200
13.	5500-175-8300-EB-175-9000	PB-2	9300-34800	3600	4000	4200	4600
14.	6500-200-8500-EB-200-9900	PB-2	9300-34800	4000	4200	4600	4800
15.	6500-200-8500-EB-200-10500	PB-2	9300-34800	4200	4600	4800	5400
16.	7450-225-9025-EB-225-11500	PB-2	9300-34800	4600	4800	5400	6000
17.	7500-250-10000-EB-250-12000	PB-2	9300-34800	4800	5400	6000	6400
18.	8000-275-10200-EB-275-13500	PB-2	9300-34800	5400	6000	6400	6600
19.	10000-325-13900	PB-3	15600-39100	6000	6400	6600	7600
20.	10000-325-15200	PB-3	15600-39100	6400	6600	7600	8000
21.	10650-325-15850	PB-3	15600-39100	6600	7600	8000	8700
22.	12000-375-16500	PB-3	15600-39100	7600	8000	8700	8800
23.	13500-375-17250	PB-3	15600-39100	8000	8700	8800	8900
24.	14300-400-18300	PB-4	37400-67000	8700	8800	8900	9500
25.	15100-400-18300	PB-4	37400-67000	8800	8900	9500	9800
26.	16400-450-20000	PB-4	37400-67000	8900	9500	9800	10000
27.	16400-450-20900	PB-4	37400-67000	9500	9800	10000	12000
28.	18400-500-20400	PB-4	37400-67000	9800	10000	12000	No Change
29.	18400-500-22400	PB-4	37400-67000	10000	12000	No Change	No Change
30.	22400-525-24500	PB-4	37400-67000	12000	No Change	No Change	No Change

**SCHEDULE - II**  
**Form of Option**  
**[See rule 17(1)]**

\* (i) I \_\_\_\_\_ hereby elect the revised pay structure with effect from 1st January, 2006.

\* (ii) I \_\_\_\_\_ hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until:

\* the date of my next increment ;

the date of my subsequent increment raising my pay to Rs. \_\_\_\_\_;

I vacate or cease to draw pay in the existing scale ;

the date of my promotion to \_\_\_\_\_

Present Scale \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

Date:

Station:

\* To be scored out, if not applicable.

**MEMORANDUM EXPLANATORY TO THE HARYANA CIVIL SERVICES  
(ASSURED CAREER PROGRESSION) RULES, 2008**

**Rule 1.** This rule is self explanatory.

The objective of this rule is to provide two kinds of Assured Career Progression Scheme namely :—

- (1) Cadre Specific Assured Career Progression Scheme for certain categories of employees/cadres.
- (2) General Assured Career Progression Scheme for all other group A, B, C and D employees of Haryana Government who are not covered under scheme (1) .
- (3) The object is that in case of stagnation i.e. in the absence of promotion for a certain years of service, the employee will move to the 1st, 2nd and 3rd ACP structure of pay though he shall continue to discharge the same responsibility. Functionally, therefore, this movement shall not amount to a promotion and the objective of this scheme is to offset the financial stagnation as a consequence of non-availability or non requirement of functional promotion posts. These rules have been framed so that this facility is available to all the employees equally under equal circumstances. The classification, therefore, is based on the principle that one requires reasonable financial up-gradations at different stages of his career if the requirements do not allow him an opportunity of functional promotion and consequential financial upgradation due to non availability of functional promotional avenues.

The problem of stagnation was widely recognized throughout the country in Government employments. It was felt that to keep the level of motivation of the employees at a satisfactory level it is required that this general problem of lack of promotional avenues and thereby lack of financial advantages should be addressed to adequately.

The entire scheme of Assured Career Progression is about granting a person pay upgradation, when functional considerations do not permit his to rise in the hierarchy. He continues to perform the same job as before but moves into the prescribed higher pay band and grade pay, subject to his eligibility. The idea here is the basic one that reasonable financial upgradation at different stages of his career can be provided in the absence of opportunity of functional promotion. The effort of these rules are to relieve stagnation without unduly upsetting the hierarchy. Thus, the State Government employee of group A, B, C and D shall be covered under this scheme in following manner :-

- (i) The scheme will provide opportunities of financial upgradation to employees on completion of 10, 20 and 30 years of services, if they have not got promotion during previous 10 years of service. For this purpose, every employee's service record may be reviewed on completion of 10, 20 and 30 years. If on these landmarks of career, it is found that they have not been promoted in the last 10 years, then they may be given financial upgradation in the form of conferring the next available grade pay. The admissible grade pay is to be followed as per Table-13 of this report.

- (ii) When an employee gets promoted, for the purpose of admissibility of ACP subsequent to the promotion, his service in the promoted cadre/post will be taken into consideration to determine if he has stagnated at that stage. For example, if a peon gets promoted as clerk, his case will be reviewed after 10, 20 and 30 years as clerk and ACP will be given with reference to the pay scale of clerk.
- (iii) As per General ACP Scheme, an employee can get a maximum of three ACPs in his career. This means, if the employee has got ACP upgradation in the post in which he was initially recruited, then in the promotional post, the number of ACPs will be reduced after adjusting the number of ACPs he got in the post of his initial recruitment. However, direct recruitment to a higher post will not debar for the entitlement of ACP Scheme. An employee initially appointed to a lower post and subsequently appointed to a higher post through direct recruitment or limited competition of existing employee will also be entitled to full range of ACP.

The ACP scheme through these rules provides for the following:

- (i) every employees recruited in a particular grade pay shall be allowed to move to his respective and specific higher grade pay on completion of specified period of residency in the lower pay band and grade pay, with reference to the pay band and grade pay or post in a pay band and grade pay, to which he was recruited as a direct recruited fresh entrant.
- (ii) on placement in next higher grade pay, the incumbent shall continue to perform duties of his original posts and will continue to hold the old designation till such time as he is actually promoted to the higher grade pay on the occurrence of a vacancy.
- (iii) placement in higher grade pay will entail only the financial benefits.
- (iv) the number of financial up-gradations to be given shall be counted from the grade where an employee was inducted on direct recruitment basis. The number of financial up-gradations shall be strictly adhered to and there shall be no additional financial upgradation for a senior employee on the ground that a junior employee in the pay band and grade pay got higher pay band and grade pay under this scheme, if both the senior and junior are not subject to identical circumstances.

The present scheme provides for following distinguishing features :-

- (i) the classification is based on the differentiation distinguishing the direct recruits in a lower pay band and grade pay and the direct recruits in a higher pay band and grade pay. Further it differentiates Government servants based on the length of service. For example a suitably eligible employee in a lower pay band and grade pay may be granted the higher pay band and grade pay after completing 10, 20 and 30 years of service while he still continues functionally holding the same post on which he was recruited. He may, therefore, actually be placed in a higher grade pay after completion of 20 or 30 years of service, as the case may be, in the lower

post than the pay band and grade pay prescribed for the next promotional post in the hierarchy. But he constitutes a different class and category of employees recruited directly against such higher post, which is the next promotional post for the post on which an employee has been granted the benefit of ACP pay structure under these rules, based on a different principle.

- (ii) the objective sought is to compensate financially an employee who is stagnating without any promotion in a lower post in cases for example for 10,20 and 30 years. There is no functional requirement for creating posts in the higher hierarchy for all such employees. Therefore, they are being allowed a higher grade pay in compensation. The classification explained in (i) above meets this objective and, therefore, is having a rational relation to the object sought to be achieved by these rules.

**Rule 2.** This rule lays down the categories of employees of whom the rules apply. Except for the categories excluded under sub-rule (2) of this rule, the rules are applicable to all Government servants appointed under the rule making power of the Government servants appointed under the rule making power of the Government of Haryana serving in connection with the affairs of Government of Haryana and whose pay is debit to the consolidated fund of the State of Haryana.

**Rule 3.** This rule is self explanatory.

Further, wherever the terms defined under this rule are mentioned in these rules or in any other rules/instructions/orders/notifications etc. issued in connection with these rules, definitions as prescribed under this rule is to be taken as the meaning of such terms unless specifically a different definition is prescribed for such terms to be taken as meaning for and in these rules or, as the case may be, in any other rules/instructions/orders/notifications etc.

**Rule 4.** This rule is self explanatory.

**Rule 5.** This rule is self explanatory.

**Rule 6.** This rule is self explanatory.

**Rule 7 & 8.** These rules are self explanatory.

It lays down the conditions which are essential to be met by a Government servant to be eligible for grant of the benefit under these rules.

**Rule 9 & 10.** These rules are self explanatory.

The objective of grant of ACP pay structure is only limited to offset financial consequences of stagnation. No other benefit in any way or in any manner is to be extended to the Government servant.

**Rule 11.** This rule is self explanatory.

The rule lays down the authorisation of grant of the benefit to be extended under these rules. It further exempts the categories of Government servants who have already been extended the corresponding benefit in the past. In case of such Government servants the eligibility is not to be assessed afresh or a formal order granting the benefit is not to be passed separately. However, for the purposes of providing and placing in the revised pay scales and for all other purposes under these rules they shall be governed by the conditions laid down in this rule.



**Rule 12.** This rule is self explanatory.

**Rule 13.** This rule is self explanatory.

The rule aims at removing the distortions which may crop up in isolated cases where if the employee had not been promoted, he would have been entitled to better financial benefits.

**Rule 14.** This rule is self explanatory.

The rule provides that the benefit of these rules are not granted as a matter of right, rather it is granted as a consequence of non-availability of posts in the hierarchy for such Government servants to be promoted against and as a consequence to get the financial upgradation based on the concept of responsibility and status. Therefore, after having taken the benefit as a consequence of non-availability if adequate number of posts in the promotional hierarchy, if somebody foregoes the promotion and thereby refuses to shoulder higher responsibility, he is not entitled for the benefit of these rules.

**Rule 15.** The rule is self explanatory.

**Rule 16.** The rule is self explanatory.

**Rule 17.** This rule prescribes the manner in which option has to be exercised and also the authority who should be apprised of such option. The option has to be exercised on the appropriate proforma appended to the rule. It should further be noted that it is not sufficient for a Government servant to exercise the option within the specified time limit, but also to ensure that it reaches the prescribed authority within the time limit officially and in writing on the prescribed proforma. In the case of persons who are on leave or on deputation or on foreign service at the time these rules are notified, the period within which the option has to be exercised is three months from the date they take over charge of the post. It is further made clear that unauthorized absence shall not entitle the Government servant to get the relief as granted under these rules for the Government servants who are on leave. The period of 3 months shall be counted from the date on which the sanctioned leave expires. No other exigency shall enable such Government servants the above said relief.

The persons, who have retired between 1st January, 2006 and the date of issue of these rules are also eligible to exercise the option.

**Rule 18.** (1) This rule deals with the actual fixation of pay in the revised functional pay scales on 1st January, 2006. For the purposes of these rules the procedure under this rule and no other procedure under a different rule shall be followed. A few illustrations indicating the manner in which pay of Government servant should be fixed under this rule subject to the permissible stepping up of pay under notes in this rule are given below :—

**Rule 19 & 20.** This rule prescribes the manner in which the next increment in the new scale should be regulated. The provisos to this rule are intended to eliminate the anomalies of junior Government servants drawing more pay than their senior by the operation of substantive part of this rule and also taking care of the Government servants who have been drawing pay at the maximum of the

existing scale for more than one year as on 1.1.2006 and also those Government servants who have been stagnating at the maximum of the existing scale and are actually in receipt of stagnation increments on adhoc basis.

However, the benefit of this rule will be granted in relation to both the senior and junior drawing their pay in the functional pay scales prescribed for the posts.

**Rule 21 to 23.** These rules are self explanatory.

**Rule 24.** This rule relates to the overriding effect to the rule which provides that the provisions of these rules will regulate and the provisions of any other rule will not regulate the conditions as prescribed in these rules and to the extent of any inconsistency between the provisions of these rules and provisions of any other rules, the provisions of these rules shall prevail and apply.

**Rule 25.** This rule is self explanatory.

There could be a possibility that these rules may cause some hardship in any particular case or to a class or category of posts. Under such circumstances the provisions of rule is clear that it has to be invoked only if the Government is satisfied about the existence of some hardship which is required to be relaxed. The relaxation of such hardship shall be based on the merit of individual cases or the cases of class and categories of employees where such hardship is found to be justified for relaxation. Removal of such hardship would, therefore, not amount to any discrimination where such hardship has either not been found to exist or has not been found to be justified for relaxation.

**Rule 26.** This rule is self explanatory

If the circumstances so require the Government can add or delete or change any of the parameters as mentioned in the 1st Schedule and may further direct the mode in which the provisions of these rules shall be applicable on such changes either generally or specifically. However, in event of absence of any general or specific direction for the applicability of the provisions laid down under these rules, it shall be presumed that the entire rule shall be applicable on such changes.

**Rule 27.** This rule is self explanatory.

**Rule 28.** This rule is self explanatory.

**Illustration 1**

**A-1** was recruited as a direct recruited fresh entrant in Government service as Peon and promoted to the post of Clerk in the pay scale of Rs. 3050-4590 on 10.11.1995 without availing benefit of ACP in the post of Peon. He is drawing his pay in the functional scale of Rs. 3050-4590 at the stage of Rs. 3800 as on 1.1.2006. He was recruited in Government service on 1.1.1987.

Functional pay scale of the post of Clerk	Rs. 3050-4590
Scale in which A-1 is drawing his pay	Rs. 3050-4590
1. Whether these rules apply on A-1 or not.	Since he has stagnated for more than 10 years at his promotional post of Clerk, therefore, as per para no. 4 of rule 6 he is entitled for the benefit of next ACP grade pay. So these rules apply on him.
2. Length of service after promotion	10 years
3. Existing Scale of pay	Rs. 3050-4590

First, his pay will be fixed in the functional pay structure under Revised Pay Rules, 2008 w.e.f. 1.1.2006. Thereafter, on assessing his eligibility if found eligible his pay will be fixed in the next ACP grade pay of Rs. 2400/- in PB-1 in the manner prescribed under rule 19 of these rules.

**Illustration 2**

**A-2** was recruited as steno typist as a direct recruited fresh entrant on 5.10.1974 and now working as Personal Assistant in the functional pay scale of the post held by him since 15.11.1995.

Functional pay scale of the post of Clerk	Rs. 3050-4590
Functional pay scale of the post of Steno typist	Rs. 3050-4590
Scale in which A-2 is drawing his pay	Rs. 5500-9000
1. Whether these rules apply on A-2 or not.	Since he has already got three financial up-gradations in the form of functional promotion on the post of Jr. Scale Stenographer, Sr. Scale Stenographer and Personal Assistant hence he is not eligible for any further upgradation under these rules.

**Illustration 3**

**A-3** was recruited as a Clerk a direct recruited fresh entrant on 4.2.1985 and working as such. He is drawing his pay in the present scale as Rs. 5000-7850 w.e.f. 1.3.2005 at the stage of Rs. 5000/-.

Functional scale of the post of Clerk	Rs. 3050-4590
Pay scale in which A-3 is drawing his pay	Rs. 5000-7850
1. Whether these rules apply on A-3 or not.	Since he is drawing his pay in a scale of pay other than the functional scale prescribed for the post of Clerk, so these rules shall apply on him and his pay will be directly fixed in the ACP pay structure under explanation para 3 of rule 9 of these rules.
Pay band applicable to the functional pay scale of the post	Rs. 5200-20200 (PB-1)
Existing Basic pay as on 1.1.2006	Rs. 5000
Pay in ACP pay band of Rs. 5200-20200	Rs. 9300
Grade Pay payable (corresponding to his present scale of Rs. 5000-7850)	Rs. 3200

**Illustration 4**

**A-4** was recruited as Jr. Scale Stenographer as a direct recruited fresh entrant on 10.12.1986 and promoted to the post of Section Officer (SAS) as on 6.8.1995 on the basis of limited competition of existing Government employees and drawing his pay in the functional pay scale of Section Officer Rs. 6500-9900 at the stage of Rs. 8500 as on 1.1.2006.

Whether these rules apply on A-4 or not.	Since he has stagnated for more than 10 years at his promotional post of Section Officer, therefore, as per para no. 4 of rule 6 he is entitled for the benefit of next ACP grade pay. So these rules apply on him.
--	---

First, his pay will be fixed in the functional pay structure under Revised Pay Rules, 2008 w.e.f. 1.1.2006. Thereafter, on assessing his eligibility if found eligible his pay will be fixed in the next ACP grade pay of Rs. 4800/- in PB-2 in the manner prescribed under rule 19 of these rules.

**Illustration 5**

**A-5** was recruited as an Assistant Architect as a direct recruited fresh entrant /promoted w.e.f. 5.10.1994 and drawing his pay in the functional pay scale of Rs. 8000-13500 at the stage of Rs. 11300 as on 1.1.2006.

Functional pay scale of the post of Asstt. Architect	Rs. 8000-13500
Pay scale in which A-5 is drawing his pay	Rs. 8000-13500
1. Whether these rules apply on A-5 or not.	Since, the post of Asstt. Architect has been including in the cadre specific ACP scheme applicable w.e.f. 1.1.2006, so these rules apply on him.
2. Length of service	11 years
3. Eligibility	Since he has completed 11 year of service on the post of Asstt Architect before 01.01.2006, therefore, his pay will be fixed in PB-3 of Rs. 15600-39100 with grade pay of Rs. 7600 directly as per schedule I part I of these rule (if he fulfils the other eligibility condition of grant of ACP)
4. Fixation of Pay in revised pay structure	
a. Existing basic pay	Rs. 11300
b. Pay band applicable	PB-3 – 15600-39100
c. Revised basic pay to be fixed	Rs. 11300 x 1.86 = Rs. 21018 (Round to Rs. 21020) Pay in pay band = Rs. 21020/- Grade Pay admissible = Rs. 7600/-

**Illustration 6**

**A-6** Pay fixation on grant of increment in the revised ACP pay structure.

1.	Pay in the PB-2	Rs. 9300
2.	Grade Pay	Rs. 4200
3.	Total of pay + grade pay	Rs. 13500
4.	Rate of increment	3% of 3 above
5.	Amount of increment	Rs. 405 rounded off to Rs. 410
6.	Pay in the pay band after increment	Rs. 9300 + 410
7.	Pay after increment	Rs. 9710
8.	Grade Pay applicable	Rs. 4200

Ajit M. Sharan,  
Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

\*\*\*\*\*

**HARYANA GOVERNMENT  
FINANCE DEPARTMENT  
(REGULATION)**

**Notification**

**The 31st December, 2008**

**No. 13/2(20)2007-5FR.—** In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume I, Part I, in their application to the State of Haryana, namely :-

1. These rules may be called the Punjab Civil Services Volume I, Part I (Haryana Amendment) Rules, 2008.
2. In the Punjab Civil Services Rules, Volume, I, Part I, in Rules 15.1, in the table, against serial number 41, under column 5, for the letters and figures "Rs. 500" occurring twice, the letters and figures "Rs. 25,000/-" shall be substituted.

Ajit M. Sharan

Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 13/3 (20)2007-5FR

Dated, Chandigarh, the 31st December, 2008

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

All Head of Departments, Commissioner of Divisions,  
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.  
The Registrar, Punjab and Haryana High Court, Chandigarh.

*Sd/-*

(M.C. Chhabra)

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 13/3 (20)2007-5FR

Dated, Chandigarh, the 31st December, 2008

A copy is forwarded to Accountant General (A&E/Audit) Haryana, Chandigarh for information & necessary action.

*Sd/-*

(M.C. Chhabra)

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 13/3 (20)2007-5FR

Dated, Chandigarh, the 31st December, 2008

A copy is forwarded to the Secretary, Council of Ministers, Haryana for information with reference to their U.O. No. 9/238/2008-2 Cabinet, dated 23rd December, 2008.

*Sd/-*

(M.C. Chhabra)

Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 13/3 (20) 2007-5FR

Dated, Chandigarh, the 31st December, 2008

A copy is forwarded to the Secretary, Haryana Vidhan Sabha for information and necessary action with reference to their U.O. No. 20-EA-2008/12557, dated 21st July, 2008.

*Sd/-*  
(M.C. Chhabra)  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

No. 13/3 (20)2007-5FR

Dated, Chandigarh, the 31st December, 2008

A copy is forwarded to the Controller, Printing & Stationary, Haryana, Chandigarh for information & necessary action.

He is requested that this Notification be got printed in the Haryana Government Gazette and 500 spare copies be supplied to Finance Department for record.

*Sd/-*  
(M.C. Chhabra)  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

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

All the Financial Commissioner & Principal Secretaries to Government, Haryana.  
All Administrative Secretaries to Government, Haryana.

*Sd/-*  
(M.C. Chhabra)  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

All the Financial Commissioner & Principal Secretaries to  
Government, Haryana.  
All the Administrative Secretaries to Government, Haryana.

U.O. No. 13/3 (20)2007-5FR

Dated, Chandigarh, the 31st December, 2008

A copy each is forwarded to the Principal Secretary/Additional Principal Secretaries/OSD-I & II/Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana for information of Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretaries, Haryana.

*Sd/-*  
(M.C. Chhabra)  
Under Secretary Finance,  
for Financial Commissioner & Principal Secy. to Govt.,  
Haryana, Finance Department.

To

The Principal Secretary/Additional Principal Secretaries/OSD-I & II/  
Senior Secretaries/Secretaries/Private Secretaries to the Chief Minister/  
Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary  
Secretaries, Haryana.

U.O. No. 13/3 (20)2007-5FR

Dated, Chandigarh, the 31st December, 2008

\*\*\*\*\*